

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 19th SEPTEMBER 2023

Unless either the Presiding Member or Principal are notified of any concerns regarding these minutes by the next Board meeting they will be distributed to staff and committees, and be available for the school community to read in the school office and school website.

PRESENT AND APOLOGIES

PRESENT: Andrew Mouat, Mark Broughton, Tracy Taylor, Dan Levett, Ranui Calman, Kate Thomson, Aaron Prince, Kate Hodgins, Helen Norcliffe

VISITORS: Joseph Hampton, Alexis Barakat

Meeting opened by Helen Norcliffe with a karakia.

Visitors and members welcomed by Kate Hodgins (presiding member) with a whakatauki

MATTERS ARISING FROM PREVIOUS MINUTES:

Edits to August minutes

1. Whānau Group section (page 8) - Include; It was agreed that mihimihi and pepeha be part of the classroom curriculum from the beginning of the school year to allow immersion of Maori culture and as an opportunity for students to introduce themselves into the school community. The competition/public speaking aspect of mihimihi/pepeha will continue to take place in September during Te Wiki o te Reo Māori (Maori language week) by which time students will have become more familiar with speaking te reo

ACTIONED
BY:

KT

RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING

Received by Kate Hodgins. Approved by Dan Levett

CORRESPONDENCE:

Board midterm elections

1. Kate Thomson updated the board on the progress of the midterm election so far, including important dates.
 - Nominations open on Friday 22nd September - close Wednesday 11th October
 - If we go to the vote that will open on Wednesday 18th October - close Wednesday 15th November
2. We have 2 vacancies to fill (Mark Broughton and Kate Hodgins stepping down) Therefore 3 or more nominations would be preferable to allow for the voting round to take place
3. Advertising of the election to the school community has commenced in week 8, via Facebook, email and the school newsletter
4. Kate Hodgins (presiding member) has received some interest from various members of the parent community
5. Board has decided that the current level of promotion is sufficient to gain nominations required
6. Kate T (secretary) to put out a blurb in the Newsletter and a community email in week 2 of the holidays to remind families of the open/closing dates.

KT

CURRICULUM REVIEW/ANZHC

<p>Board Q&A/discussion time looking at the ANZHC (Aotea New Zealand Histories curriculum) 2023 curriculum report that included data, highlights and ideas/next steps for 2024</p> <ol style="list-style-type: none"> 1. Feedback and uptake of the new curriculum has been positive 2. ANZ Histories has been implemented as a stand in the social sciences curriculum 3. The Understand/know/do framework is working well and has allowed for easy, engaging exploration into the curriculum 4. Thank you to the ANZHC team from the board for your ongoing work on this curriculum and for compiling this report for the boards information 	
<p><u>PRESIDING MEMBER REPORT</u></p> <ol style="list-style-type: none"> 1. Kate Hodgins attended a teacher staff meeting today to thank teaching staff for their work this term <p>Strategic planning 2024 and beyond</p> <ol style="list-style-type: none"> 1. Board would like to survey the school community on their needs/wants in regards to expenditure of board funds. A wishlist of sorts to gage community focus that can be considered when planning the strategic direction of the school as part of the 5 year plan 2. The last Survey of this kind was before covid (possibly 4 years ago) 3. Kate H/Andrew to look into what the last survey was and some possible templates for how this survey could look and bring to the term 4 meetings for further discussion 4. Our school's education advisor Penny Abby? Has offered to come along to a board meeting to share with members a 15 min introduction to the new strategic planning format - Andrew to arrange this for the first board meeting of term 4 (Tuesday October 24th) Board will meet 30 min earlier at 6pm for this to take place. <p>Finalised Board Code of Conduct</p> <ol style="list-style-type: none"> 1. The refreshed Code of Conduct requires signoff from the board. Board has decided they will sign this off after the current elections have taken place as part of the induction of the new members. The first meeting of the new board will be after the poll closes on November 15th 2023 - date TBC <p>Board Self Assessment Checklist</p> <ol style="list-style-type: none"> 1. Members briefly discussed the results of the board self assessment survey completed by members in week 9. 2. Some points raised so far are: <ul style="list-style-type: none"> ● The wording of some questions was confusing or didn't make sense for a yes/no reply ● Did we cover all of the areas that need covering, was anything left out that should be included? ● Initial review of the results suggest more needs to be done within the area of board education and induction of members ● PD schedule - should we discuss and minute the PD members take ● Schooldocs/policy education - looks like an area of focus for the board 3. Andrew will share the results with members and the board has agreed to take some time over the holidays to individually review the results and discuss further as a team at the October meeting 	<p>KH AM</p> <p>AM</p>

SEPTEMBER PRINCIPALS REPORT

Andrew ran through the main points of his September Principals report

General

1. It has been a busy end to term 4 with many school events, to name a few;
 - Navigators Hanmer camps were a great success
 - Cleanup week has been well received by staff and students. Staff and students have taken trips around the local area to collect rubbish and have conversations about the importance of caring for our environment.
 - Westland Sports exchange to Hokitika was a huge success and showcased the positive attributes and leadership skills of a group of our Highflier students

Staffing

1. Our 2024 staffing roll has been confirmed by MOE for 506
2. We are currently \$25k over in the relievers budget but have \$60k left so in a good position for the end of the year

2024 term dates

1. The 2024 term dates have been ratified by the board as follows. The information will be pushed out to the school community in the last newsletter for term 3 on Thursday 21st September;

2024 Term 1

Wed 31 January to Fri 12 April (Wed 31 Jan & Thu 1 Feb - Whanau Connect. Fri 2 Feb - All classes)

- Waitangi Day – Tuesday 6 February – School Closed
- Easter Weekend – Friday 29 March – Tuesday 2 April – School Closed

2024 Term 2

Monday 29 April to Friday 5 July

- King's Birthday – Monday 3 June – School Closed
- Matariki – Friday 28 June – School Closed
- + 1 MoE Curriculum Refresh Staff Only Day - Date to be Confirmed

2024 Term 3

Monday 22 July to Friday 27 September

- Staff Only Day - Date to be Confirmed

2024 Term 4

Monday 14 October to Wednesday 18 December

- Labour Day – Monday 28 October – School Closed
- Canterbury Anniversary – Friday 15 November – School Closed
- + 1 MoE Curriculum Refresh Staff Only Day - Date to be Confirmed

Staff Wellbeing Survey

1. A board member asked if the workload stresses indicated in the staff survey have been addressed by management and how.
 - Teams have met and discussed the survey results for their individual teams and put into place action plans including practical ways to improve on the areas that rated low in the survey.

- Good opportunity to see what is being done across other schools

Health and Safety Meeting

1. Alice is now meeting with Adrian once a month to keep informed of property health and safety issues and things happening around the school that may need addressing by management
2. The school cameras have recently captured some illegal activity over weekends taking place in the school grounds (how specific do you want this sentence to be?) This is a reminder to all staff of the importance and responsibility of closing/locking all doors/windows and putting computers out of sight on leaving the school

Property

1. Top court buildings - Board discussed the status of these and what the future for them is. Board will be revisiting a plan for these in discussion with the MOE within the next term into 2024. An initial update for the board of this properties status available by our October meeting
2. Adventure playground/fort - Adrian and Aaron are working together on plans for strengthening the structural integrity of the playground fort. Andrew to follow up with Adrian

Junior Playground Redevelopment committee - update

1. A space has been confirmed for the new playground space, between room 9 and the dodgeball pit on the south side of the school. This location will create flow between the senior and junior spaces
2. The committee has met, discussed, brainstormed and walked the space with Mark Huxtable from Gasson Huxtable Landscape Architects who has given his time and expertise free of charge to guide the project design.
3. At Mark Broughtons request Gasson Huxtable Landscape Architects has provided a quote for a three stepped proposal. Board discussed details of this quote.
4. Board has ratified stage 1 of the Gasson Huxtable Landscape Architects quote for landscape concept and design. Mark Broughton is to ask Mark Huxtable from Gasson Huxtable Landscape Architects to invoice the school for the amount of \$2750.00
5. Once the design plan is complete it will be submitted to the school community for feedback
6. Following this community consultation period, the board will sit to discuss the implementation of the build/construction stages
7. Extra funding may be sourced for the build stages via the PTA and 'Kim the Fundraiser'
8. Ranui to speak with the whānau group about a possible narrative to guide the design of the space and will meet with the Committee in due course to discuss this

NEWSLETTER/COMMUNITY COMMUNICATION

Thankyou on behalf of the board;

1. To the ANZHC Team - Helen will extend

Board election 2023

1. Week 10 - newsletter update to the community on progress of board election
2. Second week of the term 3 break - email reminder of the closing date for the nomination round

AM

MB

RC

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KT

IN COMMITTEE:

The meeting moved into committee at 8.27PM

Motion moved by the Presiding member that the public be excluded from the following proceedings of this meeting. The general subject matter of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48 (1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution is as follows:

General subject of each matter to be considered:

Reason for passing this resolution in relation to each matter:

Good reason to withhold exists under Section 7

Grounds under Sections 48 (1) for the passing of this resolution:

7 (2) (a) 48 (1) (a)

This resolution is made in reliance on Sections 48 (1) (a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole of the relevant part of the proceedings of the meeting in the public are as follows:

To protect the privacy of natural persons. Carried.

At 8.57PM the meeting resumed in open format. Motion: Moved by the Presiding member

SEPTEMBER MOTIONS PASSED

- 1. Board ratified stage 1, landscape concept and design for stage 1&2 for the amount of \$2750.00 as per the quote from Gasson Huxtable Landscape Architects for the junior playground redevelopment*

There being no further items the meeting ended at 8.55pm. The next full Board meeting will be held on Tuesday **October 24th** 2023 at 6.30pm

_____ Approved _____ Date

All Note