

**ST MARTINS SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF MEETING HELD 28 March 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.

<p><b><u>PRESENT AND APOLOGIES</u></b>  Present: Kate Hodgins, Andrew Mouat, Helen Norcliffe, Aaron Prince, Ranui Calman, Tracy Taylor, Kate Thomson  Absent: Mark Broughton, Dan Levett</p> <p>Guests present: Hamish Annear (parent), Ian Chesterman (parent)</p> <p>Meeting started: 6.30pm with a karakia from Ranui Calman</p>	
<p><b><u>MATTERS ARISING FROM PREVIOUS MINUTES:</u></b></p> <p>Edits:</p> <ul style="list-style-type: none"> <li>● Add page numbers to the minutes</li> <li>● Finance section: point 3; include the word 'equipment' to the line about playground items</li> <li>● Motions passed section: add the board decision to accept the day school student.</li> <li>● Charter/NELPS section: complete the ? on 'objective 1'</li> <li>● Policy query: Intoxicated staff. Kate H has had a reply from NZSTA via email answering the board's questions around managing situations within a school setting. See email correspondence and 'Drugs &amp; Alcohol' SchoolDocs policy for details</li> </ul>	KT
<p><b><u>PRESIDING MEMBER REPORT</u></b></p> <p>Board Member update</p> <ol style="list-style-type: none"> <li>1. Ranui Calman's tenure on the board came to an end in February 2023. Board discussed the options for her position on the board going forward. <ul style="list-style-type: none"> <li>● Board has passed that Ranui is further co-opted to the board for another 3 years with no specific end date. Moved by Kate Hodgins (presiding member), Seconded by Andrew Mouat (Principal)</li> </ul> </li> <li>2. Presiding member has received four emails from caregivers interested in the board and its functions. Possibly interested in joining. This is on the back of recent board exposure via the school newsletter</li> <li>3. 2 guests present at today's meeting: Hamish Annear and Ian Chesterman. Attending today as they are interested in standing for nomination.</li> </ol> <p>NZSTA meeting feedback</p> <ol style="list-style-type: none"> <li>1. The NZSTA meeting held by the Canterbury Regional branch hosted at St Martins School Board was a success and provided a good opportunity for local school board members to meet and share knowledge</li> <li>2. Other schools present were: Somerfield, CHS, Spreydon, Cashmere</li> <li>3. Future meeting will probably take place and will include more breakout / conversational time</li> <li>4. NZSTA AGM will take place on July 21st-23rd, with one coming to Christchurch in the future.</li> </ol>	

<p>Strengthening te reo</p> <ol style="list-style-type: none"> <li>1. Presiding member has sent an article to all members for their information and consideration</li> </ol>	
<p><b><u>RECEIVE &amp; APPROVE MINUTES OF THE PREVIOUS MEETING</u></b></p> <ol style="list-style-type: none"> <li>1. Received/Approved by: Kate Hodgins/Andrew Mouat</li> </ol>	
<p><b><u>CORRESPONDENCE:</u></b></p> <p>Funding Grants Resolutions for 30 x School Devices &amp; Camp costs</p> <ol style="list-style-type: none"> <li>1. discussed and signed off by Presiding Member &amp; Principal</li> </ol> <p>Policy 'Drugs &amp; Alcohol' - Intoxicated staff management</p> <ol style="list-style-type: none"> <li>1. Presiding member has received email correspondence from NZSTA giving advice on this matter and how to manage this situation should it ever arise. This information will be cross checked with our current 'Drugs &amp; Alcohol' policy by the Presiding Member and secretary to make sure it is up to date. A copy of the NZSTA email correspondence can be found in the board folders/schooldocs</li> </ol>	
<p><b><u>FINANCE</u></b></p> <ol style="list-style-type: none"> <li>1. Final payment for the hall renovations costs has come through from the MOE.</li> <li>2. School is showing a small surplus, due to a number of factors <ul style="list-style-type: none"> <li>• Some of this will be used to help fund things like school camps</li> </ul> </li> <li>3. Currently under spend on staffing. This puts the school in a good position going into winter, when we will possibly need more relievers and also for the roll growth teacher to start.</li> </ol>	
<p><b><u>PRINCIPALS REPORT</u></b></p> <p>Staffing</p> <ol style="list-style-type: none"> <li>1. We are currently under budget</li> </ol> <p>Wellbeing</p> <ol style="list-style-type: none"> <li>1. Board discussed staff and student wellbeing to start the year.</li> <li>2. Resilience Project - round 2 feedback for comparison to the first survey will take place in Term 2</li> </ol> <p>Sustainability</p> <ol style="list-style-type: none"> <li>1. Discussed how we are integrating sustainability into our school programmes and culture</li> </ol> <p>Curriculum</p> <ol style="list-style-type: none"> <li>1. Charanga - new music programme has been introduced</li> <li>2. Library - getting set up. Space is looking really good and the staff and students are enjoying it. Marie is working through the books that were boxed up in the move (mostly non-fiction) Books that are out of date are being culled.</li> </ol>	

<p>3. Structured Literacy (iDeal) is a key focus for many teachers' growth cycles. All teachers are implementing SL. iDeal are upskilling teachers and helping to deliver the programme through professional learning funding.</p> <p>4. ANZHC - all teams are implementing learning units in term one.</p> <p>Fundraising/Grants</p> <p>1. Working with Kim the fundraiser on submissions to the Pub Charity for funding.</p> <ul style="list-style-type: none"> <li>● 30 x chromebooks - \$8k</li> <li>● Yr 7-8 Camp costs - \$11,500K</li> </ul> <p>Property</p> <p>1. School is getting some quotes done for the playground markings (ie. four square etc)</p>	
<p><b><u>COMPLIANCE REPORT</u></b></p> <p>1. Learning support report in May</p> <p>2. No other questions regarding all other compliance matters</p>	
<p><b><u>POLICY REVIEW - TERM 1</u></b></p> <p>Legislation &amp; Administration Policy - <i>rated 5 out of 5</i></p> <ul style="list-style-type: none"> <li>● No feedback or edits</li> </ul> <p>Privacy - rating postponed until May meeting</p> <ul style="list-style-type: none"> <li>● Do we need to consider the various levels of privacy ie direct/indirect?</li> </ul> <p>Student attendance - <i>rated 3 out of 5</i></p> <ul style="list-style-type: none"> <li>● Edit wording 'sign in/out' to 'the school/office must have confirmation from either the caregiver/student or teacher that the student has left the school site.</li> </ul> <p>Demo site Policy - External Tutors</p> <ul style="list-style-type: none"> <li>● Board has discussed this policy and agreed to have it added to the St Martins School SchoolDocs site as one of our school policies</li> </ul> <p>Physical restraint - SchoolDocs updates</p> <ul style="list-style-type: none"> <li>● The updates made by SchoolDocs comply with requirements set out by the Education and Training Act 2020</li> </ul>	KT
<p><b><u>2023 CHARTER / (NELPS)</u></b></p> <p>1. NELPS (The Statement of National Education and Learning Priorities (NELP) &amp; Tertiary Education Strategy (TES)) is the new framework for schools/boards to follow (replacing NAGs - National Administration Guidelines). Board discussed how to approach the NELPS and integrate them into the School Charter objectives now that NAGs are not used.</p> <ul style="list-style-type: none"> <li>● Discussion from the February meeting (pages 9-11) The objectives are the points in blue - how do these match with the NELPS?</li> </ul> <p>2. Curriculum - discussion around gifted and talented within class programmes.</p> <p>3. Board promotion - to be added to Charter on Pg 13:5. Board discussed ways to do this:</p>	

<ul style="list-style-type: none"> <li>● Invite Whānau to attend meetings, via newsletter &amp; word of mouth</li> <li>● Regular updates via newsletter, Facebook page, Website, posters around school/conversations</li> <li>● Members to attend PTA, Whānau Group meetings</li> <li>● Wine &amp; cheese 'board Q&amp;A' nights</li> <li>● Meet &amp; greet election candidate nights - September</li> <li>● Presiding member/board to host staff morning teas</li> </ul> <p>4. Enabling functions (previously NAG based)</p> <ul style="list-style-type: none"> <li>● Is the wording tying back to our objectives - see Presiding member email correspondence to members with suggestions on this (copy in board folder)</li> <li>● Anything with budget responsibility should be added as board responsibility</li> </ul> <p>5. Focus areas for 2024</p> <ul style="list-style-type: none"> <li>● Discussed engaging with community/staff about the NELPS and gain feedback on areas that could be extended on.</li> </ul> <p>Principal shared the 2023 Charter document to the Presiding member to make edits/suggestions for members to read. Sign off of 2023 Charter is required by Friday 31st March.</p>	KT
<p><b><u>2023 BOARD WORKPLAN</u></b></p> <p>Board discussed how the work plan looks in terms of balance of tasks throughout the year. And made the following changes:</p> <ul style="list-style-type: none"> <li>● ERO stewardship to be moved to November</li> <li>● Approval of Draft Budget to be moved to February</li> <li>● Areas/tasks will be shaded off as completed</li> </ul>	AM
<p><b><u>2023 SCHEDULE OF DELEGATIONS</u></b></p> <p>2023 Schedule of Delegations passed. Moved by Kate Hodgins (presiding member), seconded by Tracy Taylor (Finance)</p>	
<p><b><u>OTHER REPORTS</u></b></p> <p>PTA MINUTES</p> <ol style="list-style-type: none"> <li>1. Presiding Member will share the latest PTA minutes with members.</li> <li>2. These are now being saved (along with the Whānau Group minutes) into the Board folders for future reference</li> </ol> <p>WHĀNAU GROUP</p> <ol style="list-style-type: none"> <li>1. Not huge numbers at the last meeting, Solly Turner attended</li> <li>2. Hāutu - Whānau Group is happy with the recommendations from the board</li> <li>3. Board discussed meeting with representatives of the PTA and Whānau Group to discuss things happening across the school. This will include: <ul style="list-style-type: none"> <li>● Intro session</li> <li>● Discuss Matariki Hangi arrangement</li> <li>● Sharing of ideas</li> <li>● Discuss the School Values</li> </ul> </li> </ol>	KH

<p><b><u>IN COMMITTEE:</u></b></p> <p><i>The meeting moved into committee at ___8.37pm_____</i></p> <p><i>Motion moved by the Presiding member that the public be excluded from the following proceedings of this meeting.</i></p> <p><i>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:</i></p> <p><i>General subject of each matter to be considered:</i></p> <p><i>Reason for passing this resolution in relation to each matter:</i></p> <p><i>Good reason to withhold exists under Section 7</i></p> <p><i>Grounds under Sections 48 (1) for the passing of this resolution:</i></p> <p><i>7 (2) (a) 48 (1) (a)</i></p> <p><i>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:</i></p> <p><i>To protect the privacy of natural persons. Carried.</i></p> <p><i>At ___8.50pm___ the meeting resumed in open format. Motion: Moved by the Chair</i></p>	
<p><b><u>March MOTIONS PASSED</u></b></p> <ol style="list-style-type: none"> <li><i>1. 2023 Schedule of Delegations passed. Moved by Kate Hodgins (presiding member), seconded by Tracy Taylor (Finance)</i></li> <li><i>2. Funding Grant resolutions passed for 30 chromebooks and more funding for 2023 year 7-8 camps. Moved by Andrew Mouat (Principal) seconded by Kate Hodgins (presiding member)</i></li> <li><i>3. Schooldocs Policy ‘ External Tutors’ to be added to the St Martins School SchoolDocs site as one of our school policies. Moved by Kate Hodgins (presiding member), seconded by Tracy Taylor (Finance)</i></li> <li><i>4. Board has passed that Ranui is further co-opted to the board for another 3 years with no specific end date. Moved by Kate Hodgins (presiding member), Seconded by Andrew Mouat (Principal)</i></li> </ol>	
<p>There being no further items the meeting ended at 8.55pm. The next full Board meeting will be held on <b>May 23rd</b> 2023 at 6.30pm</p> <p>_____ Approved _____ Date</p>	
	All Note