

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 24th October 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><u>PRESENT AND APOLOGIES</u></p> <p>PRESENT: Andrew, Helen, Aaron, Kate, Mark, Ranui, Dan, Tracy</p> <p>APOLOGIES: Kate Thomson</p> <p>VISITORS: Nil</p> <p>Meeting opened with a karakia by Ranui Members welcomed by Kate Hodgins (presiding member) with a whakatauki</p>	
<p><u>MATTERS ARISING FROM PREVIOUS MINUTES:</u></p> <p>Values Refresh</p> <ol style="list-style-type: none"> Andrew and Ranui to discuss and come up with a date for our next values refresh meeting 	<p>ACTIONED BY:</p> <p>AM & RC</p>
<p><u>RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING</u></p> <p>Received by Ranui. Approved by Mark</p>	
<p><u>CORRESPONDENCE:</u></p> <ul style="list-style-type: none"> Board midterm elections - update Charlotte's sabbatical (see printout) Board xmas dinner date - decide / confirm 29th or 27th Nov are the suggested dates. Hello Sunday has been recommended. Chris Sumer leave request granted Kate T and 2nd by Dan Susie Keenan leave request granted Aaron and 2nd Ranui 	
<p><u>CHARTER - Culture & Identity</u></p> <ol style="list-style-type: none"> We are making good progress with Titiriti, but are we doing enough for other cultures? This may be an area we could work on. <p><u>Strategic Planning</u></p> <ol style="list-style-type: none"> In the next 8 weeks we will need some consultation with the community in regards to our strategic goals for 2024. Aiming to have community consultation done by the end of Nov. Board to have finalised information by Nov 14 meeting. Values ideas to be included in the community consultation. Andrew will make a doc for the Board to put their ideas for the strategic plan. Kate and Ranui will meet to discuss values and ideas. 	

<p><u>PRESIDING MEMBER REPORT</u></p> <ol style="list-style-type: none"> 1. Congratulations Charlotte Bates on having her sabbatical accepted. <p>Board election 2023 / succession planning</p> <ol style="list-style-type: none"> 2. Mark and Kate have one more meeting before stepping down 3. Succession: Dan will be stepping into the PM role. A deputy will be needed. 4. Dan, Kate and Andrew will meet with new members before the 5th December meeting for induction. 5. The result from the election voting will be released by CES on Tuesday 21st November <p>Review of governance / Succession plan</p> <ol style="list-style-type: none"> 1. Questions raised 2. L2 statement - Do we have a statement? 3. L23 Wellbeing - what resources do we have? How much do we spend on wellbeing? To include child wellbeing and staff wellbeing 4. L19 PD schedule - we have ad hoc PD but we don't have our Board PD documented anywhere? This could be included in our board timeline. 5. A15 No schools in canterbury have 5-10yr property plans as we are still going through rebuilds. 6. It is noted there are many 100% responses. 7. Include important docs like Ka Hikitia into the induction papers. 8. As a board we have two roles in our school, governance and health and safety responsibility. This means ensuring policies are effectively implemented. Health, safety and wellbeing evidence is required. Can the Health and Safety team share this with the board. Andrew to discuss with Alice 	<p>DL, AM, KH</p> <p>AM</p>
<p><u>JUNIOR PLAYGROUND REDEVELOPMENT COMMITTEE</u></p> <ol style="list-style-type: none"> 1. 35k Stage 1 proposed budget - funding to be determined 2. 100k for stage 2 3. There is a meeting being held later this week (week 3) to relook at concept designs then feedback and consultation will go ahead. 	
<p><u>PRINCIPALS REPORT - October</u></p> <p>Wearable Arts</p> <ol style="list-style-type: none"> 1. A review with staff has been undertaken. Community feedback was very positive. <p>2024 staffing</p> <ol style="list-style-type: none"> 1. Appointments have been made and staff placed for 2024 2. Class sizes have been confirmed 3. Navigators class spaces are looking to have some changes to maximise the space <p>Fort Safety audit</p> <ol style="list-style-type: none"> 1. Thanks Aaron for having a look at the fort. We are waiting for some feedback on the condition of the poles before we move forward. The repairs will need a builder as the work goes beyond caretaker work. 	

<p>Te reo PD feedback</p> <ol style="list-style-type: none"> 1. Very positive feedback from staff, particularly from Regan's classes. Board asked how we keep this progressing? 	
<p><u>FINANCIAL REPORTS - September</u></p> <ol style="list-style-type: none"> 1. Surplus should start to come down as we move teachers to the bulk grant. 2. Sitting in a positive space 	
<p><u>COMPLIANCE REPORT</u></p> <ol style="list-style-type: none"> 1. BDO will be our auditor - visiting on Thursday November 23rd 	
<p><u>POLICY REVIEW TERM 4</u></p> <ol style="list-style-type: none"> 1. Board agreed to start T4 policy reviews in November meeting <p>Board only</p> <ul style="list-style-type: none"> • Curriculum and Student Achievement Policy • Health Education <p>Community & Board</p> <ul style="list-style-type: none"> • Student Achievement Information • Home Learning • Distance Learning <p>The recent updates to Policy topics that have been published on our school docs site recently are acknowledged by the board.</p>	
<p><u>OTHER REPORTS</u></p> <p>Whānau Group</p> <ol style="list-style-type: none"> 1. Have not had a meeting since the last Board meeting. <p>Board member PD</p> <ol style="list-style-type: none"> 1. All members attended PD to support the new strategic planning requirements 	
<p><u>NEWSLETTER/COMMUNITY COMMUNICATION</u></p> <ol style="list-style-type: none"> 1. Heads up around the strategic planning consultation <p>Newsletter</p> <ol style="list-style-type: none"> 1. Board election 2023 reminder to community to vote 	KT
<p><u>OCTOBER MOTIONS PASSED</u></p> <p>Nil</p>	

There being no further items the meeting ended at 9.20pm. The next full Board meeting will be held on Tuesday **November 14th** 2023 at 6.30pm

_____ Approved _____ Date

All Note