

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 14th November 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: Kate Hodgins, Andrew Mouat, Mark Broughton, Ranui Calman, Helen Horcliffe, Tracy Taylor, Aaron Prince, Dan Levett, Kate Thomson

APOLOGIES: nill

VISITORS: nill

Meeting opened with a karakia by Ranui
 Members welcomed by Kate Hodgins (presiding member) with a whakatauki

MATTERS ARISING FROM PREVIOUS MINUTES:

Edits:

- Junior playground - '35k Stage 1 is a proposed budget - funding is yet to be determined
- Governance - point 8
- Charter - point 1

ACTIONED BY:

KT

RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING

Received: Ranui
 Approved: Mark

CORRESPONDENCE:

- Board midterm elections - update; voting closes on 15th November. Results on 21st November
- Board xmas dinner date confirmed - 29th November 6.30pm, The Birdwood

Cyclical maintenance plan (for variance report)

The Board has reviewed the updated cyclical maintenance plan, and considers that this plan represents an up to date and reliable estimate of the Boards obligations at 31/12/2023 to the MOE for cyclical maintenance.

The plan records total costs of \$42,674 and an annual cost of \$5,334 and the Board has approved this to be used in the 2023 financial statements. Proposed by Tracy Taylor/seconded By Kate Hodgins (PM)

STRATEGIC PLANNING 2024

Community Feedback Survey

Discussion

1. What information are we wanting to collect?

- Choose a focus or two
- Is the focus the 'What' or the 'Why'? Board agreed we want to know 'what' the school community's main areas of importance are to them.
- What areas need a strategy put in place - not yet embedded into the school setting. Not currently everyday practices.
- Referred to the 2019 pou developed for ideas we have previously discussed as areas of importance.
- Communicate what we are wanting to achieve from the survey, and this is step 1 in a process
- Wording confirmed - Cultural responsiveness

Options for the WHAT could be;

- Community consultation
- Values Refresh
- Curric refresh
- Wellbeing / PB4L
- Gifted and Talented
- Culture and identity

Question ideas:

- "Of the following options, which 2 areas do you see as the most important to your family?"
- "Are there any options important to you that you feel are missing from the list?" Open comments section.

2. How will the survey be structured?

- Board looked at examples of other school surveys
- Traffic light system
- Keep it simple; easier for surveyees to follow = higher uptake
- We have a short turnaround time available to us
- This is the first step in the process. Do another more comprehensive survey next year
- Cut down the number of questions
- Multi choice or top 5 options - a ranking system
- Open ended questions / comment section for individual feedback

Actions

1. Tracy to draft the questions for the survey based on the board discussion and have this to the board for review by Monday/Tuesday week 7.
2. Survey to be pushed out to the community week 7, Wednesday 24th November via Google form

TT

Succession

1. December meeting - vote for new presiding member and deputy
2. Early February - Tom Scollard coming in for governance training of new board members
3. Kate Hodgins to stay on to help new PM settle in
4. Consideration given to creating a property team as well as some other team areas within the board and school staff.

Stewardship 2024

<p>(Green = ERO suggestion. Yellow = current setting)</p> <ol style="list-style-type: none"> 1. Board discussed current settings and where we can move forward. 2. Board last looked at this a year ago. <ul style="list-style-type: none"> ● Point 1 - Forward movement ● Point 2 - Forward movement ● Point 3 - Forward movement ● Point 4 - Move to the end ● Point 5 - Move to end 	
<p><u>CURRICULUM REVIEW - SCIENCE</u></p> <p>Thank you to the science team who collated this review on the science curriculum to show the board. Andrew presented. Curriculum refresh timeline presented to board as a guideline to explain current settings.</p> <p>Board feedback</p> <ol style="list-style-type: none"> 1. Really good to see and learn more about what we do at St Martins School regarding sciences 2. Its appears that students enjoy science and would like to do more in this curriculum area 3. Integrated art and science - to make connections and give some interest and flow to the structure of the class day 4. Navigators - query about the 'what' section being empty. The science programme structure in 2024 is to be confirmed. 	
<p><u>PRESIDING MEMBER REPORT</u></p> <p>Mark Broughton's last board meeting as a member</p> <ol style="list-style-type: none"> 1. Kate spoke on behalf of the members and the school, to thank Mark for the hard work and dedication he has given to this board. The board wishes him the best as he continues to have a connection with our school through his children and as the person spearheading the Junior Playground Redevelopment Committee. 	
<p><u>JUNIOR PLAYGROUND REDEVELOPMENT COMMITTEE</u></p> <ol style="list-style-type: none"> 1. Decision to be made about how much funding will come from the board and how much will come from the PTA 2. Draft concept plan for the space has been completed and was presented to the board 3. The committee would like to put posters of the plan around school and email the community to get the word out - corflute option. Mark to see Jarad Pateman about this 4. Thursday newsletter - Kate T to tag Mark so he can add a blurb about the playground 5. Following the advertising of the project to the community. The committee would like to gather feedback from school staff and community 6. Would like buy in from whānau group and PTA 7. Board has expressed interest in having the Playground Committee join a board meeting to present the concept and meet the team. After the community feedback - February 8. Possible working bees in the new year 2024 9. Look into industries that could provide some funding and/or discounts for school projects 	MB

PRINCIPALS REPORT

Kate Hodgins last board meeting as Presiding Member

2. Andrew and Ranui spoke on behalf of the members and the school, to thank Kate for her many years of hard work and dedication on the board. They shared their appreciation for her work as the presiding member through a pandemic, health and safety focus, environment and build support.

PPCB Professional Coaching, Professional Learning and Wellbeing Support Fund

1. Andrew is no longer with NZEI. Has joined the PPCB union
2. Annual declaration of use of a Principals grant - professional learning and wellbeing items. Would like the remaining amount moved by board to use in 2024. Kate and Mark moved and seconded.

Property

1. Met with Matt and Sam in readiness to start the process of Te Haratau (5YA)
2. Tim Watts - quoted to upgrade all lighting to LED. Money saving options for the future. Andrew to confirm details of the quote
3. Solar - board discussed options
4. Should we have a property team that can bring things to the board as required
 - a. Aaron was keen to be this link
5. Concrete games linemarking in process of being done - ground has been water blasted to prepare surface first.

Staffing

1. Currently we are on \$15961 overuse for staffing in PP17. Will bring this back by moving 2 teachers and relievers to BG.

Property

1. Discussion around possibilities of retrofitting the year 5-6 classrooms to remedy some sound issues and give more space. Possibly also an option in the junior block.

Curriculum

1. Performing arts - looking at how we can add depth and balance to other curriculum / learning when we have PA events on. Possibly a cyclical approach to PA = wearable arts / production / matariki staggered year to year.

FINANCIAL REPORTS

Results from October

1. Income has been higher than budgeted - some of that is timing. Large amounts of money will stop now for the end of the year which will level out the income.
2. Lisa Barrow - works with the MOE with a directed student. Waiting for a reimbursement to come through from her. Kate to follow up with Megan.

MM /AM

2024 Draft Budget

<p>1. Waiting for community feedback from strategic plan for some allocation of funds and bearing in mind the surplus some areas for consideration in the 2024 budget are:</p> <ul style="list-style-type: none"> ● Junior Playground - Could allocate a portion of budget and/or surplus funds towards the new junior playground ● Counselling services costs - Kim funding - looking at Rata foundation may be able to commit to funding towards our counselling services. Possibility take on some new services that are free of charge ● Resilience programme - Not an option as they are pulling out of NZ unfortunately. Although we get to keep the resources ● Library - staff hours will go up in 2024 from 12 to 15 per week ● Property - Fort repairs and grounds maintenance <p>2. Final budget will be approved in February 2024</p>	
<p><u>COMPLIANCE REPORT</u></p> <p>Point 4 - Maori community/whanau group</p> <ul style="list-style-type: none"> ● Revisit this at the start of 2024 and look at ways to promote our Maori community/whānau group attendance more proactively <p>Point 10 - Restraint module</p> <ul style="list-style-type: none"> ● teachers have completed this <p>Point 2 - New staff induction</p> <ul style="list-style-type: none"> ● Oscar who starts in the Discoverers in 2024 will be coming in for a few Wednesday's before the end of the term to get familiarised with the classroom, students and staff. 	
<p><u>POLICY REVIEW TERM 4</u></p> <p>Curriculum and Student Achievement: Rated 4</p> <ul style="list-style-type: none"> ● No comments ● No edits to policy <p>Health Education: Rated 4</p> <ul style="list-style-type: none"> ● Comments - I would like to see a brief explanation on the purpose of the various assessment tools used. Are these the only tools used or has this changed since 2019? Discussed. ● No edits to policy <p>Student Achievement Information: Rated 4</p> <ul style="list-style-type: none"> ● No comments ● No edits to policy <p>Home Learning: Rated 3</p> <ul style="list-style-type: none"> ● No comments ● No edits to policy <p>Distance Learning: Rated 5</p>	

<ul style="list-style-type: none"> • Comments: option for individual cases & timeframes for delivery - Teachers manage this case by case • No edits to policy 	
<p><u>OTHER REPORTS</u></p> <p>Whānau Group</p> <ol style="list-style-type: none"> 1. Hūi was held on Monday 13th November. Disappointing attendance. Discussion topics; <ul style="list-style-type: none"> • Mihi Whakatau • Succession of Alexis. Just completed a degree in HR, very capable of the role. • Growing the Maori presence at yr 8 graduation. Matt Calman will present an award this year. Discussed how we can encourage the introduction of a waiata / haka / tautoko - non scripted / spontaneous as part of the proceedings. Previous students who are kapa haka performers may attend for this. 	
<p><u>NEWSLETTER/COMMUNITY COMMUNICATION</u></p> <p>Newsletter</p> <ul style="list-style-type: none"> • Environment award recognition - Tuna action group • Thank You to Kate Hodgins and Mark Broughton for their time on the Board <p>Board recognitions</p> <ul style="list-style-type: none"> • Congrats to Susie re: environment award - Aaron Prince • Science Team re: curriculum report - Helen Norcliffe 	
<p><u>NOVEMBER MOTIONS PASSED</u></p> <ol style="list-style-type: none"> 1. <i>cyclical maintenance plan motion passed</i> 	<p>KT AM</p> <p>AP HN</p>
<p><u>IN COMMITTEE</u></p> <p><i>The meeting moved into committee at 8.50pm</i></p> <p><i>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:</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 9.02pm the meeting resumed in open format. Motion: Moved by the Presiding member</i></p>	

There being no further items the meeting ended at 9.05pm. The next full Board meeting will be held on Tuesday **5th December** 2023 at 6.30pm

_____ Approved _____ Date

All Note