ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 20 May 2026

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

PRESENT AND APOLOGIES

Present: Joseph Hampton, Andrew Mouat, Celia Hogan, Gareth Sleeman, Kurt Straker, Oscar Adams, Kate Thomson
Apologies: none
Attendees: Leanne Parnham, Alice Denley

Meeting opened: at 6.30pm by Joseph Hampton

CONFLICT OF INTEREST REGISTER

None

MATTERS ARISING FROM PREVIOUS MINUTES

Discussed the list above

RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING

Received: Kurt Straker
Approved: Andrew Mouat

CORRESPONDENCE

1. PM signings - SUE reports
2. Meeting payments - members agreed to receive payment for attendance, annually

SENCO REPORT

Leanne & Alice D presented

1. Change in appointing an LSC - Tanya. First 4 weeks, inducted her, introduced process and systems
2. Leanne = tier 1 and Tanya = tier 2 with some roles shared

(Tier 1 & 2 is based on academic data and/or ORS funding)

Intervention for maths

1. Alice and Penny have been allocated 2 days of funding for this (Alice 5 / 6 and Penny 3 / 4). Students are chosen based on academic data and conversations with teachers
2. Resources are provided and used in conjunction with the teacher's judgment
3. Basic facts fluency is a focus.
4. Out-of-classroom cohorts run for 8.5 weeks, then will go into the classroom for further learning
5. Testing uses E-Astle
6. Feedback - photos and updates have been shared with families. Parents are very grateful that their children are having extra learning. Students are enjoying the learning

Literacy

1. The biggest impact has been from meeting with whanau to discuss the details of the programme and gain information about the support from home
2. Tanya - yr 5-8 has been challenging to gain consistency with their busy schedule
3. 1-on-1 has been really important in gaining focus and in-depth learning

Behaviour Support

1. Alice Denley & Chantal Ward have introduced Piki Ake support for yr 5-6 boys. 8 week programme..
   - Selected students who need support with self-regulation, but also show leadership skills
   - The students meet with a facilitator (1:15) who is trained to work with young people, focusing on confidence, team building, and strengthening mana.
   - The results are positive - at the end, we will gain some feedback from teachers to see if there has been an impact on behaviour. Also monitoring HERO behaviour posts
   - The school is funding this programme from the school operations grant.

HFs extension, Learning Support & Pūmanawa | Gifted

1. Behaviour support is at a managed level
2. The goal is to gain consistency of learning support hours across year groups
3. Teachers identify Gifted students by a series of criteria, and students are added to a register

Action

- Add to the next report - student numbers breakdown for areas of learning support (ie Gifted register)

PRESIDING MEMBER REPORT

Te Tiriti O Waitangi Policy review

1. Members discussed the draft community feedback survey to help review the policy
2. Board Interested in seeing the statistics on return

Actions

1. Community review request to be added to the week 6 newsletter
2. Feedback survey to go out week 7, one per family
3. Edit to survey layout
   - Add an 'action point' at the top of the first page to gain attention
   - Move school perspective nearer the top and govt information to the end — AM

MAY PRINCIPAL REPORT

Board discussed:

Staffing

1. Rosie Smith - moving onto a new role in term 3. Management will be looking for a year 7-8 release teacher soon
2. Paige Porter finishes at the end of week 7 to go on 18 months maternity leave. She will be meeting with parents for teacher conferences in week 7 to introduce Sharon Rodgers as her maternity cover teacher.
3. New Kapa Haka Tutor - board discussed the steps leading up to the change and Mātakiri plans
4. Andrew has been in 2027 staffing discussions with Alice & Leanne for managing the time he is away on sabbatical (term 3-4)

Property

The school Fort

Board member Gareth, has received some casual feedback from members in the school community regarding aspects that pose a health and safety hazard on the fort.

1. Nails that have been found sticking out

2. Students climbing on unsafe/unsecured parts and areas **Future of the fort discussion;** Sure up or take down? If taken down, what could go in its place? 1. NatureBase are providing a quote to dismantle the fort - est $10k 2. Adrian quoted to sure-up and make safe 3. David Clarke (school parent) who owns a building company has quoted $1500 to remove the top level, take wood and clear nails. He believes this can be done during school hours (check police vetting) A risk assessment must be done prior to any work during school hours <u>Actions</u> 1. Decision made to sure up and remove the top level of the fort 2. Final cost of work to be confirmed - Andrew to follow up and message the community with the plan and a timeline. Include sentence: 'This area will include the gaga pit' 3. H&S risk assessment of any job must be done prior to start **Attendance Report** Discussed data of student attendance 1. Looking at driving data up in T2 and T3 and raising regular attendance 2. Some students who have regular absences have moved to other schools 3. Some data can be updated now to reflect what we now know about that individuals attendance 4. Assessing what is 'fair and reasonable for attendance reasons - each family circumstance varies. Lots of checking in with families for gentle reminders and background information. 5. Key focus - checking we aren't left with any T-Truant and ?-unsure codes left on students **Annual Report** 1. Read no questions **Compliance Report** 1. Discussed. Read no questions **Workplan - information sharing** 1. Discussed. Read no questions	AM / JH
<u>BOARD REPORTS</u> **Solar Review** 1. Gareth has gained some information. No funding available and benefits are limited. Student engagement and learning around environmental discussions appears to be the only upside at this time 2. MOE suggests there are more efficiencies to be made in retrofitting lightbulb and upgrading insulation 3. No further action required **Shade at school** 1. Although we don't have many shaded areas, we manage this with a robust hat wearing and sunscreen availability policy, which includes having children without hats sit under the trees	

2. No action required	
<u>POLICY REVIEW - TERM 2 2026</u> **EOTC Practices** 1. Board discussed what the EOTC systems are within the school management and how confident are we that practice matches policy 2. Board discussed how the school reports to the board on EOTC assurances: **Actions** The board suggests once a term high level reporting for EOTC which includes; 1. Feedback or incident reports from completed events. 2. Focus on specific larger scale events Additions to existing EOTC systems 1. Combine EOTC reporting into the health & safety meetings 1. Create EOTC training for new staff, ensuring only experienced staff plan EOTC trips 2. EOTC Standard Operating Procedures to replace many of the outdated RAMS <u>TERM 2 REVIEWS</u> **Education Outside the Classroom (EOTC)** 1. Discussed. No edits. Feedback is that this policy fits for purpose. 2. Rated: 4/5 **EOTC Governance Roles and Responsibilities** 1. Discussed. No edits. In line with EOTC practice and legislation 2. Rated: 4/5 **EOTC Risk Assessment and Management** 1. Will review at next meeting **Swimming offsite** 1. Discussed. No edits. Feedback is that it is fit for purpose and covers legislation 2. Rated: 4/5	AD / CH
<u>FINANCE</u> 1. Kurt presented main points of financial reports ● Surplus last year of $64k ● Budget surplus of $3 ● Everything looking good 2. Board discussed budget structure ● Provisional budget comes through in November and the board aims to create a 0 balance 3. Kate has discussed with Zig (Solutions & Service) to send reports with variances noted in time for meetings 4. Discussed BDO 2025 Audit - nearly complete 5. Discussed school camp funding - board would like to know statistics of paid vs unpaid from previous camps	KT

BSOFP 2026 (BUDGETED STATEMENT OF FINANCIAL POSITION) *Solutions and Services have prepared 2026 budgeted Statement of Financial Position & statement of cashflows extracted from the Board, prepared 2026 operating & capital budgets, and provided all 2026 budget documents required for approval. These reports have been prepared prior to the 2025 audit finalisation. Where any audit adjustments arise for 2025, these budgeted balances will require adjustment to ensure that the statements continue to balance for use in the 2026 annual accounts (i.e. retained earnings).*	
BOARD MEMBER SUCCESSION DISCUSSION Alexis Barakat has officially stepped down from the board, by written email to Joseph and Andrew. 1. Currently have the required quota of 5 members - Alexis is the 5th 2. Alexis was originally brought onto the board as a co-opt to fill a need for cultural representation. Stayed as a board elected member 3. There is no obligation to co-opt again, unless there is a area of expertise or need required on the board (e.g for a special project) 4. Board is required to fill the vacant space by selection - Kate to advise PM of this process	KT
MOTIONS PASSED *none*	
IN COMMITTEE *none*	
NEWSLETTER / COMMUNITY CORRESPONDENCE Thankyou email to Nicky for EPAC/showquest - Joseph	JH
Items / discussions to carry to the next meeting *None*	
There being no further items the meeting ended at: 9pm Approved Joseph Hampton (Presiding Member) 	