ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 23 June 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: none

Meeting opened: at 6.30pm by Joseph Hampton

CONFLICT OF INTEREST REGISTER

None

MATTERS ARISING FROM PREVIOUS MINUTES

Discussed the action list from the previous meeting

Tiger turfing project

We would like to have a better all-weather surface for the students

Quotes from Roger

1. Astro turfing on top of the lower courts, quote $58k
2. Reseeding & irrigation of grass option (and court upgrade) $38k
3. Option to have both for a slightly discounted price - tbc

ETA

1. November - over Christmas to complete stages (especially grass areas)
2. Andrew to oversee the job in December and over the summer holidays when back from sabbatical

Funding

PTA may contribute approx $18k
Board $40k (and fundraising)

Consider the future of the fort and the costs of that project

Action

1. Astroturf option 1 preferred
2. Kurt to gain more information for the board on the levelling aspect
3. ETA / timeline to be confirmed
4. Second quote required — KS

EOTC discussion

Alice confirmed updates and changes to EOTC process that have come from the recent policy discussions

RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING

Received: Kurt
Approved: Andrew

CORRESPONDENCE

- Share Casual Vacancy plan
- Funding Resolutions to pass Motioned: Kurt. Seconded: Celia. Resolutions passed (details below)

PRESIDING MEMBER REPORT

1. Discussed the casual vacancy position and the required skills of the new member
2. The Board can also co-opt to fill position(s) for specialist areas if needed
3. Could also consider an associate board role.
4. Training in governance - consider using the NZSBA information - one topic per meeting? JH
    a. Joseph to confirm
5. Board to develop a strengths canvas for the board to keep track of skills needed on the board. Some areas discussed so far are:
    a. Cultural
    b. Legal
    c. Gender balance

Action

- Create a 'strengths canvas' document - members to add to by Tuesday, 30 June 2026 KT
- Add Leanne and Alice to board email group AM

MAY PRINCIPAL REPORT

Kiwi testing

Leanne shared information about Kiwi Testing with the board

- Run by the University of Canterbury provider
- Offered to students in years 5-8 in Maths, Science, and English
- Optional for students who would like the challenge
- Interesting to be able to compare the results of this testing style to ICAS (Australasian)

Teacher only days - term 3

1. MOE gives 2 curriculum TOD per year
2. Andrew seeks approval from the board to set our Teacher only days for 31 August and 12 November
3. Add dates to newsletter and school calendar

Te Tiriti 0 Waitangi Community survey results

1. 40% returned (12% of the school community)
2. 36 (90%) to keep the policy as it is
3. 4 (10%) would like to have it changed

Action

- Share results in the last newsletter of the term
- Regularly promote Te Tiriti-focused learning in the newsletter AM

Learning conferences

Oscar reported on behalf of staff that the new learning/reports package is easier to work with than previous years and teams are looking forward to the opportunity to meet with families and hearing their feedback

1. Reports open up on Monday, week 11. Conferences run from Tuesday to Friday in week 11.
2. Attendance data will be shared at conferences/ in reports

Whanau Connect 2027

1. The government has made changes to the circumstances under which schools can be closed.
2. The school is looking at date options for the start of term 1 and Whānau Connect.
3. Likely to be 1-2 February and then start classes on 3rd February.

Staffing Term 3 discussion

1. Starting at the beginning of T3 - Simon Ward / Chris Sumer / Suzie V / Susie O
2. Jane Williams will be retiring at the end of 2026
3. Staffing funds are currently looking good (approx 120k). Junior Teacher starting in term 3 will impact this.

Teacher Sabbaticals

1. The MOE has recently opened applications for teacher sabbaticals
2. There are 4 St Martins staff applying for 2027 in the areas of G&T, Maths, Literacy and Social Sciences
3. Decisions on who has been granted a sabbatical are made by 31 August, 2026
4. There are 50 allocated across NZ
5. Sabbaticals are for one term - the school can negotiate which term to suit staffing requirements

H&S

1. Alice and Adrian will continue with monthly checks when Andrew is on sabbatical
2. T2 Fire drill went well

POLICY REVIEW - TERM 2 2026

EOTC Risk Assessment and Management

Comments:

1. Generally good
2. The Board discussed how the policy, activity and risk categories align with the wording / structure in the school's planning documentation/RAMs
3. Discussed how staff use dynamic planning decision making to reduce risk while on events - short-notice risk change can be scaled down, not up, without RAMs
4. Discussed the importance of assessing a site / event beforehand and creating SOPs for 'in case' situations that can be customised if needed

Rated: 4

KT

Actions Kate T will submit the Term 3 Reviews to Schooldocs before the end of the term	
FINANCE 1. Audited accounts have been filed with the ministry and on the school website 2. Additional income is high; this is an indicator of timing and will drop when monthly costs start coming in. 3. Andrew is going back to Zig to ask about the re-forecasted amount showing on the reports 4. 40k is available for the astroturf project if / when needed 5. Annual financial report results were pretty standard, nothing new to report	AM

MOTIONS PASSED

1. *Fundraising Resolutions*

It was agreed by the St Martins School Board at this meeting held on Tuesday, 23rd June, to the following charities for funding;

- *Grassroots Trust for the amount of $2483.65 towards transport costs to the Navigators Living Springs Camp held from 14th to 16th September*
- *Lion Foundation for the amount of $13008.80 towards the costs of new student iPads*
- *NZCT for the amount of $13340.87 towards the costs of accommodation at the Navigators Living Springs Camp held from 14th to 16th September*
- *Pub Charity for the amount of $133340.86 towards the cost of accommodation at the Navigators Living Springs Camp held on 14th-16th September*

This is a true and correct record of the above-mentioned resolutions discussed, motioned and passed by the board at this meeting

2. *Confirmed Teacher only days for term 3 - 31 August and 12 November*

IN COMMITTEE

none

NEWSLETTER / COMMUNITY CORRESPONDENCE The following topics/updates will be added to the next newsletter: ● Te Tiriti o Waitangi Community Review results ● Reminder of the planned Matariki celebrations ● Reminder of Casual Vacancy process ● TOD - 31 August and 12 November	AM KT

Items / discussions to carry to the next meeting

- Next meeting 6pm start to allow for the Maths team date presentation
- Celia Hogan - has put in her apologies for the next meeting - may connect digitally
- Cantamaths competition - board to decide on a team

There being no further items the meeting ended at: 8.10pm
Approved Joseph Hampton (Presiding Member)

