ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 20 February 2024

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: Andrew Mouat, Ranui Calman, Helen Norcliffe, Tracy Taylor, Aaron Prince, Dan Levett, Joseph Hampton, Kate Thomson, Alexis Barakat, Kate Hodgins

APOLOGIES: nill
VISITORS: Literacy Teaching Team: Alice Denley (DP) Teachers; Charlotte Bates, Chris Sumer, Tamara Saxon Nicky Pateman.

6pm start to allow for Literacy Team Presentation
6.45pm Board meeting began - opened with a karakia by Helen Norcliffe

LITERACY TEAM PRESENTATION

Introduction by Alice Denley (DP) giving overview of the data pack provided to board members. Followed by presentations from each of the teacher leads in their respective team levels;

Explorers

What is going well:

1. 2023 running with structured literacy and having the budget has helped lift the learning.
2. Students are starting to understand the structure
3. 2023 Anne Mac came into classes to study the structure lit and take data, her results available to board - sms above average compared to other schools
4. Explicit handwriting time in classrooms
5. PD talked about importance of starting early with writing/letter formation so ideas can flow
6. Moderate 2 times per year/high expectations

Ponderings:

- Writing - looks like yr 1 students not quite reaching levels but experience says they will get there once they learn the structure of schooling - how do we moderate yr 1 students?

Discoverers

What is going well:

1. Overall pleased with data results
2. Introduction of the Structured Literacy approach has been positive and especially beneficial for lower level readers - resources are a great addition
3. Very pleased with spelling results - PD has strengthened this
4. Great Learning Assistant support

Ponderings:

- Continuing in 2024 with an emphasis on reading
- Moving from decodables into authentic text
- Focus on explicit teaching of writing and vocabulary development

<u>Navigators</u> What is going well: 1. Boys achieving higher than the girls 2. School Budget support for resources appreciated 3. Ideal across school showing positive results 4. 10 out of 12 Māori are 'at or above' Ponderings: ● A Focus on building interest areas for the boys in writing - going deeper than just topic and context **<u>High Fliers</u>** What is going well: 1. Reading date is showing less year 8s below 2. No gender bias evident in reading 3. 86% at or above in reading 4. Confidence is growing in the delivery of teaching and uptake and understanding in learning 5. Oral language is a strength, the students have a Fabulous vocabulary Ponderings: ● What can present as regression in the data is not always as it seems - still tracking forward ● Moving into the ideal way of reading ● Basics and spelling - developing a programme **Looking into 2024** 1. Staff appreciate the level of funding so far, and would like to see it continue with a focus into the writing during 2024. 2. Writing data shows an increase in learners working below the expected level during the past three years. The Literacy team is going to gather data around consistency in 2024. 3. We are putting a spotlight on spelling, reading then writing through the Structured Literacy approach. 4. Research suggests that children need to be explicitly taught, not just immersed in reading and writing. 5. Discussion on how our school learners transition to highschool	
<u>Rata foundation funding for CMM support</u> Leanne Parnham is working with Kim the Fundraiser to submit a funding request to Kiwi Gaming for costs of the CMM support worker we would like on site to give support to our students (this is up to $18k) **Resolution** It was agreed at the Board of Trustees meeting held on the 20th February 2024 at St Martins School to apply to Kiwi Gaming Pub Charity Limited for a Donation to cover the costs of CMM Support at the amount of $18,000 Resolution passed by Board member Joseph Hampton and seconded by board member Kate Hodgins	ACTIONED BY: KT / LP

MATTERS ARISING FROM PREVIOUS MINUTES: ● See Presiding Member Report Section for details ● Kate T to add meeting dates to the bottom of the agenda	KT
RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING Received: Tracy Approved: Andrew	
CORRESPONDENCE: 1. Board signings with Dan Levett to return to the office as earliest convenience 2. Board member register - all members have updated their details and Kate T will update the board information online 3. Conflict of interest register - The 2023 audit has identified the need for the board to implement a 'conflict of interest' register to keep a record of any occasions each meeting where a conflict of interest may arise. A section will be added at the top of each meeting agenda a. Ref: https://www.nzstaresourcecentre.org.nz/helpforboards?aId=ka0GB000000pQ8HYAU	KT
STRATEGIC PLAN - 2024 / 2025 Strategic Plan The purpose of a strategic plan is to establish the mission, aims, objectives, directions and targets of the Board that will give effect to the Government's National Education Guidelines and the Board's priorities. Board discussed the details of the Strategic Plan document for 2024 / 2025 as presented by Andrew Mouat. 1. The Strategic Plan needs to be submitted to the MOE by March 1st 2024. 2. The School Annual Plan will follow this on 31st March 2024. 3. Edit made: - bottom box, 3 bullet points should be 1 - Andrew to edit 4. Three main focus areas of the plan have been chosen as a result of board discussion and the community consultation at the end of 2023. ● Curric refresh ● PB4L ● Gifted & Talented **Motion passed:** The Board agrees that the 2024/25 Strategic Plan is ready to be submitted to the MOE for 1st March deadline. Passed: Tracy Taylor. Seconded: Kate Hodgins	
PRESIDING MEMBER REPORT **Succession** 1. Vote Deputy Chair for 2024. Dan Levett nominated Tracy Taylor. Seconded by Ranui Calman The Board has passed that Tracy Taylor is now the Deputy Chair for 2024 2. 2024 Co-opts; Alexis Barakat as Whānau Group Rep and Kate Hodgins as PM support for a period of 1 year. Motioned: Dan Levett / Seconded Ranui Calman	

3. The Calman Family have moved to another school, Ranui will be leaving the St Martins School Board at the end of Term 1 2024. The board has decided to wait until the March 2025 election to fill this position as we have co-opted Alexis and therefore meet the member quota. **Board work plan** 1. Board discussion on member training; how to feedback and share training opportunities. Kate T will add a new 'board training' section as item 7 on the agenda 2. MOE 10 year Property Plan meeting - 26th Feb at 11.30am. Aaron/Andrew/Adrian to attend. 3. Tom Scollard's Governance training was very useful for members in refreshing the responsibilities of their role on the board. Would like to repeat this training at the start of each year and in line with elections when new members come onboard (April 2025) **Delegation of Responsibility 2024** 1. The Committees decided for for 2024 are: • Finance - Tracy & Andrew • H&S - Tracy & Dan • Property - Joseph & Aaron Edits discussed and made to Delegations of Responsibility 2024 document before being passed by board; Responsibilities retained by the St Martins School Board 1. Board discussed whether its time to review the figure of $7k listed on point 1:B 2. Point 1:F - Tracy to submit wording around an agreed percentage rather than monetary amount 3. Point 1:C Andrew and Megan to find for board some examples of past 'non-budgeted' expenses over $2.5k 4. Point 1:L - 'Board chair' wording changed to 'Presiding member' 5. Added to the Board responsibilities: Interviews with the media and the distribution of media releases on any matter which involves the school unless by agreement with the Board under established protocols; and the initiation of any legal actions and any communications in relation to these actions. Board delegations to the Principal 6. Point 5: Word 'Ethics' changed to 'Code of Conduct' **Motion:** This Schedule of Delegations was approved by the Board of St Martins School at its meeting on 20 February 2024 and became effective on that date. The schedule sets out the responsibilities that can only be exercised by the Board and the responsibilities delegated to the principal. **Community consultation** 1. Board discussed how they could go about consulting the community about a school concern.	KT TT AM / MM KT

2. Dan to add to the next newsletter the expectations around staff work day hours and their communication with the community	DL
EOTC UPDATE **2024 Camp - Presented by Alice Denley** The EOTC process for teaching staff to complete for any out of school event has been updated since Alice attended a course on EOTC procedures. Some of the new additions to the process are: 1. Focus on looking at and preempting risks 2. Colour coding used to determine risk factors/levels 3. Consideration for those with special needs/medical/cost issues etc 4. Hero parent permissions are working well, lots of uptake 5. Alice has created a parent help register that the teaching staff can call on when needed Ponderings ● Wainui camp - double up of parent information form (our school and the camp venue) ● Parent Feedback from camp - was really helpful information ● Parent help register - Consider how often we update these details. Maybe a question during T2 learning conferences or add to newsletter/email The board agreed that the Wainui camp can go ahead. Board to look at RAMs located on the board drive.	
PRINCIPAL REPORT **School Values refresh - Teaching staff meeting** 1. Similar results to the Board/PTA meeting about our Values. The conversation was robust and inclusive. Solly Turner did a great job at facilitating and acknowledged the work the school has already done towards establishing and implementing the values. 2. Teachers liked the te reo phases discussed, some kaiako are using these within their programmes. 3. Solly posed that if the collective can have a 'meet in the middle' mentality towards establishing our refreshed values then the outcome should be a success. 4. 'Personal Best' was a value of focus, discussing at length what it means and where it fits. Manawanui tanga (personal development and growth) a possible replacement for this value. 5. It is understood that the refreshed values will be more of a pivot on our existing values than a complete rehaul **Next steps** ● A third meeting with Solly facilitating to be offered to the community. **Legislation/policy** 2024 Government directive - Teaching the Basics (1 hr/1hr/1hr) reading/writing/maths. 1. It is recognised that the Government expectations represent a weekly average	RC/AM

2. St Martins School teaching teams have been given guidelines around the timetabling and integration examples and we believe we may only need some fine tuning of our existing structures to meet expectations.
3. Discussions are being had about how we set break times, the optimal timeframes and possible trialling of some ideas.

Community engagement

1. Back to school BBQ - Aaron to thank the PTA on behalf of the board

Reporting on HERO

1. Board sees this as a positive development.

Early closing for conferences

1. Board discussed alternative options for closing times and agreed to the early close for conferences in term two.

Injuries register

Broken bone injuries - Board discussed

1. Are the younger children at risk?
2. Is style of play an indicator?

Vandalism

Do we have a strategy to mitigate vandalism? Board discussed

1. Can we budget a 5 year plan for upgrades / maintenance
2. Upgrade Fort / decks / other areas for safety and to deter vandalism
3. Tidying up some areas to deter public damage
4. Add Deterrents such as security cameras / closing off access / signage

FINANCE

December Financial reports

1. Surplus for 2023 was $121k, 2022 was $170k. Combined factors are: EOY funds added, large existing surplus in 2022, income was much higher than we had budgeted for as we received some additional funding through the PTA, MOE and learning support.

2024 (Draft) Budget

1. Budget is set as break even.
2. Given the surplus from 2022 and 2023 should we budget some surplus for aspects such as:
   - Refurbishing of classrooms
   - Fort repairs/investment for next 10 years (need quoted)
   - Junior and adventure playground
   - General upgrades schoolwide
   - Staff Professional Development
   - Staffroom/office upgrade

Motions: 1. Add ledger for surplus spending on 'school enhancement' 2. Andrew and Tracy to develop the budget further including using some of the surplus. **Interim Audit Report 2023** The Board has read and taken into consideration the Audit recommendations for 2024 as follows; 1. The Board Member Register has been updated for 2024 2. A Conflict of Interest register has been instituted and an agenda section added. 3. Library books disposal - the school has started this at the end of 2023 and culls will continue into 2024. This point has been communicated to the Audit reporters.	AM / TT KT
COMPLIANCE REPORT 1. Board discussed points of the Compliance report **Motion passed:** The Board agrees with Point no. 31 of the Compliance Report "all Banked Staffing decisions regarding the indexing of teachers' pay to the BG or TS will be made by school management"	
OTHER REPORTS **Whānau Group** 1. Ranui contacted new Māori families encouraging them to attend the Back to School BBQ and asked for some feedback on areas of focus and start times for the whānau group meetings. 6pm hui is not an ideal time for many of our younger families. Straight after school is preferred. 2. Feedback suggests that engagement in Whānau Group appears to hinge on a focal point. A consistent purpose for meetings may help to get people interested in attending 3. Whānau Connect meetings have resulted in names of families who wish to join - Alice Barakat and Ranui to discuss. 4. Was great to see a large turnout at the Back to School BBQ - well done to the PTA. 5. The morning te reo immersion programme is proving popular with the community	RC / AB
SCHOOL POLICY REVIEW - TERM 1 2024 1. Board discussed adding the Model site policy Cellphones and Other Personal Digital Devices in light of the recent government directive around cellphones in schools. 2. Our school has robust rules (but not official policy) around use of student cellphones at school and these are well managed and followed by the majority of students 3. The board have agreed to add the model site policy with some edits as detailed below; **Move/edit** ● Policy Statement 2: the second sentence *"These are not necessary..."* to the bottom of Policy statement 3. ● Inappropriate use: edit the sentence "If we see a student using a personal digital device...." Take out the wording "inappropriately, we confiscate it. After the student locks the device."	KT

Keep:

- Policy Statement 1 (all)
- Sentence "smartwatches should not be used....
- Device statement 2 (all)
- EOTC statement 2 (all)
- (also keep everything else not mentioned above or below)

Remove:

- Policy Statement 3/sentence 2 *"We recognize that some personal digital devices can be used as a learning tool....."*
- Device statement 1 (all)
- Device statement 3 (all)
- Sentence *"Devices may be used at break times..."*
- *Sentence "If personal digital devices are used for learning activity, this will be at the teachers discretion...."*
- EOTC statement 1 (all)

The following policy will be reviewed in upcoming meetings in Term 1:

Board review

- Documentation and Self-Review Policy
- Te Tiriti o Waitangi
- Board Responsibility

Community review

- Parent Involvement
- Communicating with Parents
- Community Conduct Expectations
- School Planning and Reporting
- Reporting to Parents on Student Progress and Achievement

NEWSLETTER/COMMUNITY COMMUNICATION

1. Dan Levett added to the Presiding member newsletter message (Thursday 22nd February) — DL
   - The Strategic Plan 2024/25 is about to be released and the community has been consulted.
   - Accepted timeframes for community/staff communications
2. A copy of the finalised Strategic Plan will be placed in the school notice board at the front gate for community display — KT
3. Back to school BBQ - Aaron to thank the PTA on behalf of the board — AP

MOTIONS PASSED

1. *The Compliance Report: The Board agrees with Point no. 31 of the Compliance Report "all Banked Staffing decisions regarding the indexing of teachers' pay to the BG or TS will be made by school management"*
2. *Draft Budget: Reference to 'the transfer of funds needing to go to the board' is to be removed and Tracy is to submit wording around an agreed percentage on moving funds between accounts.*
3. *Board discussed alternative options for closing times and agreed to the early close for conferences*

4. *This schedule of delegations was approved by the Board of St Martins School at its meeting on 20 February 2024 and became effective on that date. The schedule sets out the responsibilities that can only be exercised by the Board and the responsibilities delegated to the principal.*
5. *Funding Resolution: It was agreed at the Board of Trustees meeting held on the 20th February 2024 at St Martins School to apply to Kiwi Gaming Pub Charity Limited for a Donation to cover the costs of CMM Support at the amount of $18000*

Resolution passed by Board member Joseph Hampton and seconded by board member Kate Hodgins

IN COMMITTEE

nill

There being no further items the meeting ended at 8.30pm Meeting closed by Ranui

_____ Approved _____ Date

	All Note