**ST MARTINS SCHOOL BOARD OF TRUSTEES**
**MINUTES OF MEETING HELD 24 February 2026**

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 will be available for the school community to read in the school office and on the school website.

**PRESENT AND APOLOGIES**

**Present:** Joseph Hampton (PM), Andrew Mouat (Principal), Kurt Straker, Gareth Sleeman, Alexis Barakat, Oscar Adams
**Apologies:** Celia Hogan, Tamara Saxon (Literacy team)
**Attendees:** Alice Denley, Nicky, Charlotte, Susie, Kate Thomson (Secretary)

**Meeting opened:** 6.00pm by Karakia - Alexis

**ACHIEVEMENT DATA / READING & WRITING**
Presented by: Alice Denley (DP), Nicky Pateman, Charlotte Bates, Susie Keenan

- Presentation is based on EOY data analysis led by the Literacy Team Leaders
- Differs from past reports due to the curriculum changes around reporting data
- Taken on ERO feedback - data to be more analytical

**Next steps**
- Supporting male and Māori students. Intervention programmes in place for individuals
- Page 2 - progress descriptors, including consolidating
- Commonalities - handwriting, oral language, cultural responsiveness

**Main discussion points**

**Explorers**
Writing
- Making it fun, back to basics
- 2025 - conversations with local preschools so we can build foundational skills. Working well.

**Discoverers**
Writing
- The widest gap between genders was shown last year
- Next step - sentence level skills, handwriting - back to basics

Reading
- 2025 whole class reading trial - extended vocab knowledge in younger students

**Navigators**
Writing
- Focus on areas of interest for the boys - build motivation
- Support with shorter text to build confidence - boys
- 93% at or above / ability grouping working well

**High Fliers**

writing

- Lull followed by a rise in learning
- Surpassing 80% learning goal
- Focus on sentence structure/vocab is strong

Reading

- Above 80% overall
- Boys - focus on spending time, structure

**Questions and Discussion**

1. The team clarified to the board what the insights & progress study is - National student study. SMS participated in 2020 (writing). SMS is doing well against the average.
2. Enough resources currently - Extra funding and a new LSC (Learning Support Co-ordinator) have been made available by the MOE in 2026
3. Discussed any recurring themes or areas of focus that come through in the data - consistency around finger grip / handwriting practice. Parent education.
4. Changes in social setting has impacts on learning levels, speed, and ability
5. The board is pleased with the progress shown on the reports and the future planning that has been put in place by the teaching teams

**CONFLICT OF INTEREST REGISTER**

none

**MATTERS ARISING FROM PREVIOUS MINUTES**

As listed above

**RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING**

Received: Joseph
Approved: Andrew

**CORRESPONDENCE**

1. Board photo / new website update - when / where?
2. PM signings - handed to Joseph and discussed Payroll Reports
3. Electricity AOG contract update - board advised about upcoming pricing increase
4. Board meeting dates 2026 confirmed

**PRESIDING MEMBER REPORT**

**Voting PM for 2026**

Joseph Hampton was nominated by Andrew Mouat, and Kurt seconded. The board moved unanimously for Joseph Hampton to become the 2026 Presiding Member of the Board

**Board Delegations 2026**

- Board discussed the document definitions and moved/seconded it (signed and filed)

**2026 board responsibilities confirmed**

- Property - Joseph and Gareth
- Policy - Celia

- H&S - Joseph & Alexis & Celia
- Finance - Kurt

**PRINCIPAL REPORT** February

**Draft 2026 Implementation Plan**

1. Discussed - board is happy with the draft. Andrew to complete for the next meeting — AM

**Board discussed 2026 Attendance Plan**

1. The government has asked schools to focus on attendance in 2026. Maybe putting a campaign in place targeting those who holiday during term time. However, we have many international families who travel to visit relatives
2. Leanne Parnham is now monitoring the attendance data as it comes through daily and investigating the reasons behind absences. Following up with families where needed, working with them to establish higher attendance rates
3. Clean slate structure - 2026 and beyond for attendance monitoring
4. There is a pastoral element involved in managing this plan

**Principal Report - February**

1. Early closing request - last week of Term 2 conferences, Friday 12.30 pm - board approved
2. Discussed personnel changes
3. Discussed staffing underuse at the end of 2025. Andrew will be working with Kate T, Leanne and Alice to create a yearly structure of staffing targets to meet each term.
4. Feedback discussion on recent teacher PL
5. Property / Junior playground compliance report;
   - Discussed some aspects of the playground that have been tagged to repair in order to meet school Health and Safety compliance. Andrew is managing this with the caretaker and contractors
   - There may be additional costs for these remediations

**2025 Unit Holder Reviews**

1. Shared, taken as read. The board had no questions

**Professional Growth Cycles**

1. Our teachers will be using the Teaching Council teaching Standards to set PGCs goals in 2026. However, the government may be disbanding the Teachers Council by the end of 2026, so we may need to revisit the structure in 2027
2. Oscar presented his 2026 PGC to give the board some idea of what it entails and demonstrate any changes/additions for 2026

**2026 Draft Budget**

The Board discussed details of the Draft Budget and queried the following:

1. Grounds maintenance assets that could be about to expire - covered under 5YA — **GS**
2. Discussed implementing Solar as a cost saver - Gareth to followup options
3. Quoting tiger turfing the bottom courts - Kurt Straker — **KS**

*Motion: Draft budget has been passed. School Management will complete and submit to Solutions and Services before the March meeting* — **AM / KT**

| | |
|---|---|
| **Confirmed ERO Report**<br>Discussed how to release this information to the community<br>1. Link to website from the newsletter (week 6)<br>2. AM & JH to focus on a few main points | **AM / JH** |
| **POLICY REVIEW - TERM 1 2026**<br><br>**Sun Protection (board)**<br>Discussed structure for daily assessment of the level of sun safety/shade areas/updates, and future proofing for sun safety.<br>● Already implemented = wear hats or sit in the shade. Duty teachers monitor<br>● PTA filters feedback from the community to management<br>Rated: 4<br><br>**Digital Technology and Online Safety (board)**<br>Discussed how often students need to be reminded of the appropriate use of digital devices<br>● Low-level misuse occasionally, sometimes unintentional<br>● Discussed how the wording of 'school accounts' is mentioned<br>● We have had some teacher / caregiver and student learning around digital safety - seminars<br>Rated: 4<br><br>**Cellphones and Other Personal Digital Devices**<br>● We have a process for students to hand in phones at the office at the start of the day (before class, after 8.30am). This is to avoid inappropriate or distractive use during the school day<br>● How does this cover the management of smart watch use, given that they can record<br>● Is monitoring the phone hand-in / use manageable by staff<br>Rated: 3<br><br>**Actions**<br>1. Andrew to follow up on managing the access to phones / smart watches during the school day. Add to the newsletter some caregiver guidance around phone/smart watch use at school<br>1. **Te Tiriti o Waitangi policy discussions 2026** - The board would like to set up an opportunity for a community review out of cycle - Kate to contact SchoolDocs to arrange this. Push out to community review in term 2 for 1 month - newsletter and hero.<br>2. Carried to next meeting for review - Alcohol, Drugs, and Other Harmful Substances Policy (board) | **AM**<br><br>**KT** |
| **FINANCE**<br>Financial reports for December 2025 were postponed due to the Solutions and Services Annual Audit requiring some clarification around some Ledger items. School Management are finalising this and the December - February reports will be available at the next meeting in March. | |
| **WHĀNAU GROUP**<br>1. Postponed meeting. Next meeting Monday week 5<br>2. Te Reo Wednesdays going well, parent run. Learning waiata to perform in assembly<br>3. Working on getting name plaques for classrooms made using student designs | |
| **MOTIONS PASSED**<br>*1. Board moved Joseph Hampton is the 2026 Presiding Board Member*<br>*2. Board moved the 2026 Board Delegations (filed)* | |

| | |
|---|---|
| 3. *Draft Budget for 2026 moved by board* | |
| **IN COMMITTEE**<br><br>none | |
| **NEWSLETTER / COMMUNITY CORRESPONDENCE**<br><br>**Add to the February / March Newsletter**<br>3. Ero review - week 6<br>4. Health survey results<br>5. Te Tiriri term 2 | |
| **Items to carry to the next meeting**<br><br>1. Viability of Solar Powering the school<br>2. Complete Term 1 Policy review | GS |
| There being no further items the meeting ended at: 8.47pm by karakia from Joseph Hampton (PM)<br><br>Approved Joseph Hampton (Presiding Member) 24 February 2026<br><br> | |