ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 31 March 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, Andrew Mouat, Celia Hogan, Gareth Sleeman, Kurt Straker, Oscar Adams
Apologies: Alexis Barakat
Attendees: n/a

Meeting opened: 6.30pm with a Karakia from Joseph

CONFLICT OF INTEREST REGISTER

none

MATTERS ARISING FROM PREVIOUS MINUTES

See full list above

Solar powering the school - Gareth investigating

- Gareth has been speaking with some local providers.
- No new schools are using solar - MOE doesn't fund it
- 3 companies are putting together some estimates
- Not looking to be a viable option at this time given the limited cost saving and large outlay/setup

Turf quote - Kurt investigating

- Will come back to the board in April once he has some quotes available

KS

Ramahana Rd Bike track

- Andrew has contacted the council about this, they have confirmed it is not an official council track. The school will continue to encourage students to stay off it during school hours

Zebra crossing discussion

- A parent in the community was interested in having one put in, has spoken with Andrew and encouraged to speak with the council - not a school matter, but is of interest to the school

AOG presentation cycles

- MBIE releases regular offers of AOGs, we have missed the latest one.
- Kate to check if there is a schedule for this and let board know

KT

RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING

Received: Oscar
Approved: Kurt

CORRESPONDENCE

1. PM signings - handed to Joseph SUE reports
2. Finance - Request to increase visa limit to $10k ($5k per card) - board motion to accept, Joseph. Seconded: Kurt. The board agrees.

PRESIDING MEMBER REPORT

Alexis Barakat is stepping down as co-opt board member

Board discussed

1. options for filling Alexis position
    - Possibility of holding the spot for the rest of the year if Alexis is thinking of coming back
    - Filling the position with a new co-opt member for a 2 year period
2. Conditions of Co-opting
    - The original co-opt was to ensure that we met the cultural needs of the school. Is this still required? Are there other needs we should look at also?
    - A co-opt position is not required to be filled as it is optional - the board currently meets the conditions of the constitution (minimum 3 / max 7 parent elects)

ACTION

1. Joseph will speak with Alexis to understand if she is stepping away for a period of time or down from the board. **JH**
2. A Member to meet with the Whānau Group to ask if they have anyone who is interested
3. If there is no interest, board must decide if they want to fill the role;
    - If board want to fill the role, will it be for the same reason of a different need
4. Create a co-opt role description for the next person to define the role and how it fits with the board goals

PRINCIPAL REPORT MARCH

Finalised Implementation Plan for 2026

1. New curriculum (maths) and Government requirements
2. The 2026 Leaders responsibilities for various implementation areas

Attendance Plan

1. Discussed progress as of the end of term 1

Staffing

1. Interviews for Paige Hampton's Maternity Leave cover took place on Tuesday 31st March. Should have someone confirmed for the position by the end of this term.

Uniform Review

Management have been looking at the option of changing uniform suppliers for the following reasons;
Our current provider Argyle;

1. Would like to move online only, but would charge more in freight on every order.

We have investigated what other suppliers can offer;

Mainland Uniforms 1. Local supplier with a store at South City to sell on behalf of St Martins School 2. They also sell online and already cater to CHS, our main feeder high school. 3. Provide the same quality as well as some new uniform options. 4. Can provide the sports / house ts / shell jackets of better quality than our previous supplier 5. Indicated a move to them would not be in place until the beginning of 2027 in order to setup artwork, get stock etc **ACTIONS** 1. Management to request copy of current contract from Argyle to see what the 'buyout' conditions will be for moving to Mainland 2. Board have motioned to go ahead with moving uniform to Mainland Uniforms **Junior playground** 1. Some members of the community have asked about the gaga pit and when it will be coming back 2. Bark top up going in holidays 3. Seesaw has been delayed - Andrew working with Mark H to complete this 4. Swing roundabout damage is a manufacturing fault, Mark H is having this replaced as soon as possible **Fort** 1. The playground specialist has reviewed the current state of the fort - Recommendation: lighten the load bearing / take off the top deck to give it a few more years of use. The board has agreed to have this job outsourced and get a specialist in to remove the top deck. 2. Term 3-4 - investigate a plan for the future of the fort / gaga pit (where monkey bars are) 3. Life span for adventure playground is long as its easy to replace parts (ropes etc) **Compliance report** 1. Implementation plan to be added to school website 2. Point 4: New IEAs for Support Staff and Teachers 3. Teachers have been offered by MOE an IEA that matches the CA / union is arguing that this is unlawful 4. Point 27: Minute all Banked staffing decisions regarding the indexing of teachers pay to the BG or TS to be decided by school management. Move: Kurt / Celia	**KT** **AM**
POLICY REVIEW - TERM 1 2026 Members discussed Celia's feedback on Term 1 policy reviews and have agreed to add sentences to the following policies; 1. Bullying and Harassment / Managing concerns 2. Behaviour Management 3. Digital Technology	

4. Cellphones etc Details of these notes can be found in the board files **Alcohol, Drugs, and Other Harmful Substances Policy (board)** 1. No Comments Rated: 4 **Firearms** 1. Currently the school does not use a Firearms policy. Board has chosen option 2 to implement **Te Tiriti O Waitangi OOC policy review** 1. Term 2: community consultation question - Do you think this policy needs to be reviewed? If answer to question is yes options for consultation could be ● Meeting nights ● Paper copies home ● Clipboard survey/gate chats for individuals ● Ask questions Andrew & Joseph to put this together and submit to board before submitting to community ACTIONS 1. Andrew & Joseph to put A community consultation plan for possible review of the Te Tiriti O Waitangi Policy and submit to board before submitting to community 2. Kate to submit Term 2 review and policy additions to SchoolDocs before closing on 2nd April 3. Andrew to ask Senior School Team Leaders to implement an information guide for senior school families to help them setup devices	**AM** **JH** **KT**
FINANCE 1. Kate to load the draft budget to Monty before term 2 begins 2. Zig our accountant from Solutions & Services will be on leave for Easter	**KT**
WHĀNAU GROUP Alexis absent - no update	
MOTIONS PASSED 1. *Celia Hogan to join the Board H&S team. Motioned Andrew. Move: Kurt. Seconded: Joseph. All Agreed* 2. *St Martins School uniform will be moved from supplier Argyle to Mainland Uniforms as soon as possible. Motion: Andrew. Move: Kurt. Seconded: Joseph. All Agreed* 3. *Compliance, Point 27: All Banked staffing decisions regarding the indexing of teachers pay to the BG or TS are that of the school management. Motion: Andrew. Move: Joseph. Seconded: Celia. All Agreed* 4. *The board has agreed to have the top deck of the fort removed - job to be outsourced to a specialist - cost tbc* 5. *The board approved the school master credit card limit to be increased to $10,000 to allow the individual limits for Andrew and Kate to be $5000 each". Motion: Kate. Move: Kurt. Seconded: Joseph. All Agreed*	

IN COMMITTEE
none

NEWSLETTER / COMMUNITY CORRESPONDENCE
Nothing to add this term

Items / discussions to carry to the next meeting

- Induction plan / update for board members
- Clarify the role of our board secretary
- Discuss how Information is shared in between meetings

There being no further items the meeting ended at: 8.47pm

Approved Joseph Hampton (Presiding Member) 31 March 2026

