

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 21st SEPTEMBER 2021

Unless either Kate or Andrew are notified of any concerns regarding these minutes by 1 October they will be distributed to staff and committees, and be available for parents to read in the school office.

<p><u>PRESENT:</u> Kate Hodgins (Chair), Andrew Mouat (Principal), Helen Norcliffe (Staff Rep), Ranui Calman (Whānau rep), Mike Greenslade, Mark Broughton, Becky Ellis, Solly Turner and Kate Thomson (Secretary).</p> <ul style="list-style-type: none"> - Meeting started at 6pm to accommodate the maths team presentation. - Michele Stevens attended from 6.30-7pm for a farewell from the BoT. 	<p><u>ACTION:</u></p>
<p><u>MATHS TEAM PRESENTATION:</u> Presented by: Michelle Parsons, Alice Perry, Alice Denley, Chris Sumer, Sarah Williams.</p> <p>Hard work and thorough job done by Maths team acknowledged by the BoT.</p> <ul style="list-style-type: none"> -Data shows a gap in the transition between year 5/6 & year 7/8. -Team is confident learning expectations will be met based on the data around the actions that have/are being put in place: -more in class resources -integrating asTTle testing through the programme as a rotation pre & post testing -TA support - reading tests to students -problem solving groups for individuals/Cantamaths -in class projects that tap into specific to individual learning styles -information sharing and discussion of needs continue on an ongoing basis. <p>Team are focused on building mindful understanding and proactive planning to support at risk students.</p> <p>Discussion around gender bias in maths and the impact on learning. Data shows boys track higher than girls.</p> <ul style="list-style-type: none"> -staff aware of this and pre-empts it with student specific maths activities. <p>Increased TA time would be helpful. Currently the focus has been on Structured Literacy. Teams are able to adapt to change and focus on specific areas.</p>	
<p><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></p> <p>Solly Turner was marked as present at last meeting. He was actually absent.</p> <p>All other aspects of minutes of previous meeting held were accepted as true and accurate. Kate H/Andrew</p> <p>Staffing:</p> <ol style="list-style-type: none"> 1. Two Fixed term teacher positions have been advertised. Will close at the end of week. With the interview process to be completed by the end of the term. 2. Plan to combine some part-time teacher roles to equal 1 full time. 3. Create a new ledger line to show partial funding positions through sharing out the current relievers budget. 	

<p>Uniforms:</p> <ol style="list-style-type: none"> 1. decision made to stay with status quo. No new decision on Polar fleece price point <p>Staff Morning teas:</p> <ol style="list-style-type: none"> 1. Andrew spoke with Megan (bursar) about this cost and it is to be shared with the staff fund. <p>Delayed building consents:</p> <ol style="list-style-type: none"> 1. Still in touch with Diane Pringle, no change. 	
<p><u>CORRESPONDENCE:</u></p> <p>No correspondence</p>	
<p><u>COMPLIANCE REPORT:</u></p> <p>HEALTH & SAFETY REPORT:</p> <ol style="list-style-type: none"> 1. Request for a regular Health & safety report to be included in BOT meetings going forward discussed. H&S team meet once a term & report back to BoT. 2. H&S team were invited to a meeting end of T2, no items to discuss. <p>GIFTED & TALENTED REPORT:</p> <ol style="list-style-type: none"> 3. Reinstating Gifted & Talented, was Initially delayed due to new DP starting. 4. As outlined in T1, Leanne will complete a report to share with the board. Anticipate that this will be in the December BoT meeting. 	AM
<p><u>FINANCE:</u></p> <ol style="list-style-type: none"> 1. Positive news, surplus is 34k. Expect to be sitting at 67%. Contributing factors are: admin & learning cost cuts/locally raised funds/school donations have just come in-this may skew numbers initially. On track to achieve budget. 2. Capital looks healthy, but includes funding yet to be spent. 3. Payroll-Getting low. Contributing factors: staff on sick/surgery leave. Relievers close to budget, looking to be overrun. 4. TAs budget overrun. Term 4 will focus on beginning of year contract hours. 5. Sign off was required on the Statement of Financial Position report (as of Dec 2021) Copies were given to each member & it was approved by Mike Greenslade & Tracy Taylor (BoT members). 6. Michele's' SMS credit card has been cancelled. Signing rights have been transferred to Megan/Kate T in admin team. 	TT/AM
<p><u>PRINCIPAL'S REPORT:</u></p> <p>Discussion on NAG 1:</p> <ol style="list-style-type: none"> 1. School production unfortunately postponed due to lockdown delay. Looking to hold Production in 2022. 2. Staff looking at ways to include aspects of production/performance into curriculum before the end of the year. <p>EOTC:</p> <ol style="list-style-type: none"> 1. Camp for yr 5/6 in week 8. Fun had by all. Met all L2 restrictions 	

<p>MONITOR REVIEW COMMENTS:</p> <ol style="list-style-type: none"> 1. Members discussed the processes SMS uses in managing student behaviour, including stand down options. 2. Agreement by board members that staff are well informed/trained in behaviour management and SMS is working within MOE boundaries. <p>ERO VISIT:</p> <ol style="list-style-type: none"> 1. ERO will be visiting in October. Change to ERO process means they will be on site for a year, rather than a short term. It will be a full coverage process with practical advice given at the end. <p>PERSONNEL:</p> <ol style="list-style-type: none"> 1. Admin restructure has been completed. 2. Term 4 role growth teacher coming on board <p>BUDGETING 2022</p> <ol style="list-style-type: none"> 1. New IT/TECH resources needed. 47 IPADS no longer fit for purpose. Several more to come in another year. TECH COST = \$25k replacement & 2k+ for extras. 	
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<p><u>CHAIRPERSON REPORT:</u></p> <p>LACHIES GARDEN:</p> <ol style="list-style-type: none"> 1. Board Chair thanked the PTA (SMART community) for their \$500 donation to 'Lachies Garden'. This helped to complete the path and some planting. 2. An Opening for 'Lachies Garden' planned for first Saturday after holidays (23rd October) details TBC. <p>TRAVEL SURVEY:</p> <ol style="list-style-type: none"> 1. Good community response. Clear direction for planning. Kate & Alice to arrange a working group to implement a plan. 	<p>KH/AM</p> <p>KH/AD</p>
<p><u>WHANAU REPORT:</u></p> <ol style="list-style-type: none"> 1. Blessing for Hall once completed (Henare or Heparu) Maybe week 1 or 2 of Term 4. Details TBC nearer hall completion. 2. Korero of the school narrative needed from Whaea Stephanie Nixon before leaving at the end of the year. 	<p>RC</p>
<p><u>GENERAL BUSINESS:</u></p> <p>BACK TO SCHOOL IN L2:</p> <ol style="list-style-type: none"> 1. Actions taken to adhere to L2 restrictions. <p>SCHOOL GROUNDS/GARDENING:</p> <ol style="list-style-type: none"> 1. Gardener costs, possibly in the 'grounds & building' ledger. <p>HALL:</p> <ol style="list-style-type: none"> 1. Good progress being made on renovation. Due for completion in October. 2. Funding from multiple sources: SMART Community/BoT funding. 3. Painting of hall - 25k needed. All Agreed to release funds from BoT fund/SMART Community/MOE funds/asset purchased spendature for this. Confirmation email to go out to Tracey Saunders from Andrew. 	<p>AM</p> <p>AM/TT</p>

<p>4. SMART community have discussed possibility of a Hall reopening celebration. Still at the initial planning stage.</p> <p>STAFF GIFTCARDS:</p> <p>1. A big thankyou to the board for the vouchers gifted after lockdown, from Andrew and all the staff.</p> <p>BOT EOY DINNER:</p> <p>2. Decision made for dinner to be held November 23rd. Kate H to book venue.</p>	<p>KH</p>
<p>There being no further items the meeting ended at 8.20PM. The next full Board meeting will be on TUESDAY 26th OCTOBER AT 6.30PM.</p> <p>_____ Approved _____</p> <p>Date</p>	
	<p>All note</p>