



St Martins School
Board of Trustees

Kia Maiangi awe ake te mātauranga
Inspiring a passion for learning

BoT Meeting Agenda
7 December 2021

School Staff Room
6.30–8.30pm

Our goal - raising student achievement

Code of Conduct

As a member of the St Martins School Board of Trustees, I understand my duties and responsibilities include the following:

- Acting within the School's Charter
- Acting in the best interests of the school as a whole
- Managing conflicts of interest effectively
- Respecting confidentiality
- Having a sound and up to date knowledge of the school and it's community
- Attending meetings fully prepared
- Actively engaging in respectful discussion
- Acting jointly and accepting a majority decision
- Working considerately and respectfully
- Regularly attending meetings
- Submitting an apology in advance if unable to attend a meeting

Welcome

| | |
|---|---------------------------------------|
| 1 | Present and apologies |
| 2 | Additions to agenda |
| 3 | Receive and approve previous minutes |
| 4 | Matters arising from previous minutes |

Monitoring & Review

| | |
|----|--|
| 5 | EOY Learning Support and GATE |
| 6 | Correspondence and matters arising from this |
| 7 | Compliance Report |
| 8 | Unit Holder Reports |
| 9 | Monthly Finance and Performance report |
| 10 | Principal's Report |
| 11 | Chairperson's Report |
| 12 | Other Reports |

General Business

| | |
|----|---|
| 13 | General Business |
| 14 | Any 'in committee' or 'notified business' |

Board Administration

| | |
|----|--|
| 15 | BoT Update - items to report to community via newsletter and website |
| | Closing evaluation - <i>What worked well in this meeting? Did we achieve the expected outcomes? Did we work well as a team? Did everyone participate? Did we make the best of our board members capabilities? What didn't work well? What could we do to improve our meetings?</i> |

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 26TH OCTOBER 2021

Unless either Kate or Andrew are notified of any concerns regarding these minutes by the end of the week of 23 November they will be distributed to staff and committees, and be available for parents to read in the school office/school website.

| | |
|--|------------------------------|
| <p><u>PRESENT:</u> Kate Hodgins (Chair), Andrew Mouat (Principal), Helen Norcliffe (Staff Rep), Ranui Calman (Whānau rep), Mark Broughton, Becky Ellis, Solly Turner, Tracy Taylor, and Kate Thomson (Secretary) Literacy Team: Alice Denley, Kate Keenan, Nicky Pateman, Charlotte Bates, Tamara Saxon. <u>ABSENT with apologies:</u> Mike Greenslade</p> | <p><u>ACTION:</u></p> |
| <p><u>RECEIVE AND APPROVE PREVIOUS MEETING:</u></p> <ul style="list-style-type: none"> • Edit made to previous Sept 2021 minutes: Tracy Taylor was omitted from ‘those present’ - has been now been corrected. • All other aspects of September 2021 minutes approved as true and accurate. Signed off by Kate Hodgins and Mark Broughton. | <p>KT</p> |
| <p><u>LITERACY TEAM PRESENTATION:</u></p> <p>For more in-depth detail see Literacy reports provided to board members in BoT papers.</p> <p>Presented by: Kate, Keenan, Nicky Pateman, Charlotte Bates, Tamara Saxon. Alice Denley introduced team and thanked them for their hard work and commitment to the literacy needs of the school. Discussion of reports and its outcomes followed.</p> <ol style="list-style-type: none"> 1. Team says Structured Literacy is a common sense, systematic way of teaching and learning that starts with the basics and moves through to more in-depth reasoning behind how we learn (decoding). 2. Older students get to explore the history of words and the English language. Conversation is had with students around how language and literacy is created and why. Learning together. <p>NE:</p> <ol style="list-style-type: none"> 1. Using ‘slow down to speed up’ approach. Positive outcomes, levels being met by students. 2. Mid year data may look a bit low as we have a lull period while we crossover. <p>Yr 2-4:</p> <ol style="list-style-type: none"> 1. hardest part was deciding on where to start as students have mixed levels of understanding. 2. Will see it in their writing. Taught why words are spelt a certain way. <p>Yr 5-6:</p> <ol style="list-style-type: none"> 1. Started the Structured Literacy by aiming at those students not meeting the standard. 2. Spelling is main focus with reading to learn rather than learning to read. 3. Hearing sounds/decode accurately 4. Structured Lit approach makes it easier to fill gaps in learning between year groups. <p>Yr 7-8:</p> <ol style="list-style-type: none"> 1. Using the ‘writing revolution’ method decoding what they read and write. 2. By this age, students have individual ideas and some level of life experience to draw from when writing/reading, therefore the focus is on making the learning exciting. Bringing back the joy in writing. | |

| | |
|---|-------------------------------------|
| <p>Marking/assessment:</p> <ol style="list-style-type: none"> 1. Year 7&8 have given test examples to Cashmere Highschool to assess academic levels. 2. Reading data shows that across the year groups students have the potential to work above their year levels. 3. Writing data can be subjective. Based on what they can achieve independently without teacher input. From level 2, students need to meet the reading and writing criteria across all strands of the curriculum. 4. Team is working on targeting gaps in spelling/sentence structure <p>Boy in writing/gender bias:</p> <ol style="list-style-type: none"> 1. Studies show that boys rush/don't plan so a focus has been on getting them interested. Giving them agency and purpose in their writing by way of incentives such as Pizza lunch writing sessions, Boys writing club, male role models as parent help. <p>To discuss - based on report findings:</p> <ol style="list-style-type: none"> 1. More structured Literacy training/PD needed for Teacher aides and Year group teachers 2. Funding/resources needed for specific resources that match the Structured Lit teaching. Especially those aimed at getting boys interested in writing. 3. More work required on teaching parents how to implement Structured Literacy at home, maybe through 'Parent info evenings' (Caroline may be interested in running these) Literacy team to follow up. 4. Discussion around a 'parent reading group', possibly via Zoom. 5. For senior students in 2022 consider a 2hr block in the morning with no moving between classes to allow for less distraction/better concentration. <p>Literacy team left the meeting at 7.35pm</p> | |
| <p><u>MINUTES OF THE PREVIOUS MEETING (MATTERS ARISING):</u></p> <p>None</p> | |
| <p><u>CORRESPONDENCE:</u></p> <p>BDO Financial Audit:</p> <ol style="list-style-type: none"> 1. BDO Auditing have been in contact with costings for EOY Audit. Members given copies of correspondence in meeting papers. BOT members signed off on fees. Meeting with Megan Moore (Bursar) on 15th November. <p>BoT Elections 2022:</p> <ol style="list-style-type: none"> 2. Wayne from CES has been in contact with Kate T regarding the 2022 BoT election. 3. Correspondence given to members regarding quote/details for the election process. CES have run our elections for a number of years, taking place in March 2022. There will be 3 members/BoT spaces up for election in 2022: 4. BoT sign off was given for quote and to begin election process, which has been delayed until September 2022 now. 5. Kate T to contact Wayne and email Sign-up documentation. Waiting on Wayne to advise next step. <p>Pub Charity:</p> <ol style="list-style-type: none"> 1. Andrew advised members of the application for 50 IPADS for the school through the Pub Charity. 2. Kate T and Megan Moore have completed documentation for application. Final sign off was given by board chair and members to submit application. <p>It was agreed at the Board of Trustees (BOT) meeting held on the 26th of October 2021 at St Martins School to apply to Pub Charity Limited for a Donation to cover the costs of 50 I-Pads for our school and students, valued at \$23,639.50 + gst.</p> | <p>MM/KT</p> <p>KT</p> <p>KT/MM</p> |

| | |
|---|------------|
| <p>I certify that this is a true and correct record of a resolution passed at that meeting. Kate Hodgins – Board Chair.</p> | |
| <p><u>COMPLIANCE REPORT:</u></p> <p>1. As per BoT papers doc. All ok with BoT members.</p> | |
| <p><u>FINANCE:</u></p> <p>Overview: Positive news, not much change since September meeting. Revenue is up a little. Expenses are down a little. Discussion around funds for allocation of hall renovations. Andrew clarified numbers, see below:</p> <p>Operational grant:</p> <p>1. Next drop of funds still to come in October financials.</p> <p>Syndicate Resources:</p> <p>2. Currently running under budget, however there can be a boom just before Christmas for the next year. 3. Teacher aide budget: Possible over-spend of allowance needs to be considered. Holding out on some things to get us through to 2022. 4. Helen Norcliffe has purchased new IT/TECH resources. 5. Query on Teacher aides being paid via ACC. Clarified that this is specific & in this case, guaranteed for the student’s entire school life. Separate from the Teacher Aide budget.</p> <p>2022 Budget: Cleaning & Gardening costs: 6. A reminder that the Cleaning and gardening costs are to go up in 2022. Depreciation fund spend: 7. 6k already spent on more shelving for resource storage in Whare Kukuwai. This is due to space being limited now that some classrooms are closed for demolition. 8. New curtains were to come out of this fund. Decision has been made not to purchase at this time.</p> <p>School Hall renovations/landscaping overview: Costs for hall/landscaping are running close to over budget. Contingency money has been spent, with some aspects still to be completed (roof and flooring): Discussion had around correct allocation of funds for hall renovation & surrounding landscaping costs: <ul style="list-style-type: none"> • Cost of hall renovation: 346k • Cost of landscaping total: 46k Allocation of funds to pay for costs as follows: <ul style="list-style-type: none"> • SIPS/MoE Fund - \$278k • SMarT Community - \$71,500 Board agreed that combined funds from S’mart community and BoT to cover costs presented that sit outside the contingency.</p> <p>Hall roof: A report found by Tracey Saunders dated the end of June 2021 recommends the hall roof has a lifespan of 0-1 years, is to be replaced. This can’t happen before January 2022 due to shortage of supplies. Builders are putting in a larger ridge cap to try and protect the roof from leaks in the short term.</p> | <p>T/T</p> |

| | |
|---|---------------------------|
| <p><u>CHAIRPERSON REPORT:</u></p> <p>Lachies Garden opening:</p> <ol style="list-style-type: none"> 1. An Opening for 'Lachies Friendship Garden' planned for Saturday October 30th. Invites are out for under 60 people. Lachie's family and friends will be present. L2 restrictions, mask wearing/QR codes/contact tracing will be adhered to. Rob Callaghan to speak. <p>Travel Survey:</p> <ol style="list-style-type: none"> 1. First meeting had with Ashlee from CCC – Alice D filming with the students. Council may have a small amount of \$\$ to go into the roundabout. Moving forward on this. | <p>KH/AM</p> <p>KH/AD</p> |
| <p><u>WHANAU REPORT:</u></p> <p>Overview:</p> <ol style="list-style-type: none"> 2. Whanau Group meeting on Friday 29th October. Last one not well attended, so looking at ways to gather interest. 3. Heparu offering a Te Reo extension course to Whanau group members (senior students and parents) 4. Ranui has spoken with Stephanie who put a message out to the group asking for expressions of interest to take over her role- no interest as yet. For consideration of board – school narrative could be shared via recording/video with senior students to communicate to the school students. 5. Ranui to arrange the blessing for hall once completed (Henare or Heparu) Details TBC nearer hall completion at the end of November. | <p>RC</p> |
| <p><u>GENERAL BUSINESS:</u></p> <p>BOT Christmas Dinner:</p> <ol style="list-style-type: none"> 1. BoT Dinner is booked by Kate H for 23rd November at the Monday Room. <p>Open discussion:</p> <ol style="list-style-type: none"> 1. Conversation had around St Martins School patterns of record keeping in regards to incidences of bullying. Helen and Andrew explained the process the school has for any incidences. 2. This led to a further discussion about the school values and whether they could be combined to simplify so they are more easily understood by students and the school community. 3. Each Syndicate has a long term plan that focuses on teaching the values in class. In 2022 Team leaders will be planning the first unit of work around values and working together with a collaboration across the student year groups. 4. Manaakitanga suggested as an option to assist with the social wellbeing of students. | |
| <p>There being no further items the meeting ended at 8.57PM. The next full Board meeting will be on TUESDAY 23rd November AT 6.30PM.</p> <p>_____ Approved _____</p> <p>Date _____</p> | |



2021 EOY GATE REPORT

Number of children identified on the GATE register in 2021

| | Explorers | Discoverers | Navigators | High Fliers |
|------------------|-----------|-------------|------------|-------------|
| Reading | | 4 | 7 | 11 |
| Writing | | 1 | 2 | 0 |
| Maths | | 3 | 7 | 6 |
| Across all areas | | 2 | 2 | 4 |

PROGRESS

Progress of children that have been identified on GATE register in 2021

Academic

| | Accelerated Progress | Anticipated Progress | No Progress | Regressed |
|---------|----------------------|----------------------|-------------|-----------|
| Reading | 11 | 14 | 5 | |
| Writing | 5 | 6 | 0 | |
| Maths | 8 | 15 | 1 | |

PROGRAMMES

How are the needs of the children identified on the GATE register in 2021 being met in class programmes?

Discoverers

- Extension Maths group on a Thursday for problem solving
- Ability grouped across classes

Navigators

- Ability grouped across pods for Mathematics and reading
- 1 child with high abilities in Mathematics is taught in the year 7/8 team
- Extension Te Reo for children with high interest taught by Heperi
- Speech Competition - Team wide competition
- Children with abilities in music / singing given opportunity to be part of the show choir

High Fliers

- Ability grouped for Mathematics (including, explicit teaching of Level 5 concepts with our extension students)
- Three essays from each class were entered into the Intermediate Writers Award competition (all students wrote an essay, our extension children included aspects from a higher level, e.g. included academic quotations, a reference list etc. and were entered in the competition)
- Interclass speech competition (again, all students presented a speech, our Gifted and Talented students were some of the ones who went to the syndicate competition)
- 3 x interclass debates to extend our Gifted and Talented speakers
- Syndicate mihi competition (2 GATE students)
- Extension Te Reo with Heperi for students who did well in the mihi competition and have expressed interest in developing further

How are needs being met using out of school tutors / programmes?

Mind Plus Programme - 1 student from Year 7

School Orchestra - 13 students in the orchestra, 12 students have music tuition within our school

KapaHaka - all students from Year 0 - 4, 70 students from Year 5 -8

Maths Club - 16 students from Years 7 & 8

Coding Club - 35 students from Years 5 - 8

Out of School results

ICAS

| | Digital Tech | English | Writing | Maths | Science | Spelling |
|---------------------------------------|--------------|---------|---------|-------|---------|----------|
| High Distinction (top 1% of entrants) | | | | | | |
| Distinction (top 10% of entrants) | 1 | 4 | 0 | 2 | 1 | 1 |
| No. of SMS Identified GATE students | 7 | 14 | 5 | 22 | 5 | 7 |

Navigators

EPRO8 Challenge

- 16 Children / 4 teams - One team placed Second at Canterbury Finals

Before School Coding Club

- Children invited to join at the beginning of the year to learn how to code

Lit Quiz

- All children invited to trial to be part of the lit quiz team

Novice Hip Hop Competition

- Placed 2nd in 5/6 category

High Fliers

Zone Persuasive Speech Competition

- Y7 - 2nd place
- Y8 - 3rd place

EPro8 Challenge

- 16 children / 4 teams (37 students trialed)
- One semi final placing

Before School Coding Club

Primary Sport Canterbury Hip Hop

- 1st in Year 7/8 Novice Category

Science Award Trust Badge Programme

- 44 students signed up and paid to complete a Science Badge (topics include: home physics, forensics, psychology, astronomy, human biology, marine biology, zoology etc). One student has completed 9 badges.

CantaMath & Otago Problem Solving

- Unfortunately, the CantaMath event was cancelled, but we had trials and selected one Year 7 and one Year 8 team of 4
- 9 individual display entries (parabolic curves, atom structure and various other mathematical posters) and a class display entry (Olympic medals per capita of 1 million people)
- 29 participants in the Otago Problem Solving Challenge (five questions in 30 minutes, which are done about a month apart starting in April).

Strengths

- A wide variety of opportunities/programmes on offer
- Opportunities are provided with minimal monetary output
- Students are catered for within the school setting

Weaknesses

- GATE students are identified in core curriculum areas only
- Less opportunity outside the classroom for students in the junior school

Next Steps for 2022

- Introduce a system / process for continued inclusion and support interventions for GATE students.

- Provide opportunities for students to engage in extension writing programmes.
- Continue to develop the concept of a tuakana–teina relationship across pods and year levels
- Continue to build on opportunities for GATE students, both in and out of school.
- Design a GATE programme that recognises intellectual, creative, artistic, or leadership capacity.

Next Steps for 2022/2023

- School wide professional development/review into GATE by:
 - *Delving into the key components of effective support for gifted learners.*
 - *Design, develop, and review how we provide for gifted learners.*



2021 EOY LEARNING SUPPORT REPORT

Number of children on the register

| | Explorers | Discoverers | Navigators | High Fliers |
|-------------------|-----------|-------------|------------|-------------|
| Learning Support | 17 | 16 | 8 | 13 |
| Behaviour Support | 3 | 2 | 1 | 2 |
| ORS | 0 | 1 | 1 | 1 |
| ELL | 3 | 4 | 1 | 1 |

Number of children receiving support (mid to end of year)

| | Explorers | Discoverers | Navigators | High Fliers |
|-------------------|-----------|-------------|------------|-------------|
| Learning Support | 26 | 19 | 12 | 11 |
| Behaviour Support | 3 | 2 | 1 | 2 |
| ORS | 0 | 1 | 1 | 1 |
| ELL | 3 | 4 | 1 | 1 |

PROGRESS

Progress of children that have been on the Learning Support register in 2021

Academic

| | Accelerated Progress | Anticipated Progress | No Progress | Regressed |
|---------|----------------------|----------------------|-------------|--|
| Reading | 5 | 38 | 7 | 1 Attending STAND 2 students Y0 1 student new |
| Writing | 3 | 41 | 4 | 2 1 Attending STAND 2 students Y0 1 student new |
| Maths | 3 | 37 | 9 | 1 |

| | | | | |
|--|--|--|--|---|
| | | | | 1 Attending STAND 2 students Y0 1 student new |
|--|--|--|--|---|

SUPPORT IN PLACE

Structured Literacy - This year the focus for our Learning Support Programme has been in the area of Literacy. The main source of this support is from our Structured Literacy Programme. We have 42 students identified as receiving Literacy support this year, across our teams.

This has been the first year undertaking this Programme and each teacher and teacher aide is at a different step along the journey. Our focus for next year will be to embed this programme equally across all teams and to collect quantitative data on entry, and progression throughout the year, of all students on the Learning Support Register.

Explorers

11 hours of extra structured literacy support each week

Discoverers

9.5 hours of extra structured literacy support each week

Navigators

9 hours of extra structured literacy support each week

High Fliers

8 hours of extra structured literacy support each week

| Structured Literacy Support | Explorers | Discoverers | Navigators | High Fliers |
|-----------------------------|-----------|-------------|------------|-------------|
| No Progress | 1 | 5 | 1 | 3 |
| Anticipated Progress | 10 | 8 | 5 | 5 |
| Accelerated Progress | 1 | 2 | | 1 |

Outcomes

This Programme is valuable and requires training, resources and funding to continue to be successful, and to provide opportunities for the increasing numbers of students who need it. Students who start our school at 5 are now immersed in our Structure Literacy Programme. As these students progress through the junior school we should see less SL need in the year 0-2 area. We would like to continue to provide extra support for all students who need this especially in year 3 - 8 where students are showing gaps in their learning. Results show that students who receive a double dose of structured literacy each day, with the teacher then followed up with teacher aide support, are more likely to make anticipated and accelerated progress.

Behaviour

We currently have 7 students receiving extra behaviour support

3 students in Year 0 - 1 who have RTLB assisted plans, with 22 hours T/A support

2 students in Year 3 - 4 who have 6 hours T/A support (1 student attending school at an outside agency)
1 student in year 5 -6 who has T/A support when needed
2 students in Year 7 - 8 who have 6.75 hours T/A support (1 Student involved with an outside agency)
We have received IRF funding for 2 students- 1 student who has 18 hours support in term 4,
1 student who has 12 hours support in term 4 topped up with 12 hours support from school
We have received RTLB funding for 1 student, 45 hours support in term 4
The school is providing extra funding of 12 hours per week behaviour support in term 4

Outcomes

Our teacher aides work closely with these students to motivate them and increase positive, appropriate behaviours. This also provides students with positive attention and encouragement when they make good choices. Teacher Aides have formed valuable, trusting relationships with the students they work with, which leads to positive outcomes in the classroom and playground. Students will often seek out their 'person' and feel safe in this supported environment.

ORS

We currently have 3 ORS funded students

Student 1 - Yr 4 student - 10 hours per week of support
Student 2- Yr 5 student - 30.25 hours per week of support
Student 3- Yr 8 student - 12 + 4 extra hours per week of support

All ORS funded students have IEPs (individual education plans). These plans are reflected on and updated in Term 4, with a focus being transition for 2022. These are developed with the Teacher, Parents and SENCO lead. Each one has a different focus, these can be social, life skills, relational, academic. The ORS funded students are assisted by a trained teacher, teacher aides, and other professionals eg. psychologists, physiotherapists and occupational therapists, MOE and other providers. The ORS teacher works with these children one to one, as well as the teacher aides, planning collaboratively and accessing resources.

Outcomes

There has been significant progress made by all students in the areas of: academic, social and emotional. All 3 students have had positive end of year IEP's, reflecting on the progress they have made and their next steps highlighted. Their teachers for 2022 attended these meetings. Student 3 is currently being supported in a transition programme to highschool. This transition process is enabling all students to begin 2022 positively, with relationships already established, and goals already in place.

Reading Recovery

We currently have 6 students in Reading Recovery/Structured Literacy

3 students have started Reading Recovery, at different times in term 3 and are continuing in Term 4, after the previous students were discontinued,
3 students have started a Structured Literacy Programme, replacing 1 Reading Recovery space in the last 2 weeks of term 3, and are continuing in Term 4.

Outcomes

4 students were discontinued from Reading Recovery in Term 3 at the desired level.

The 3 students currently on Reading Recovery are progressing. One has moved up 7 levels in 14 weeks, another 7 levels in 12 weeks, and the third 5 levels in 9 weeks. The 3 students on the Structured Literacy Programme are also progressing. In 9 weeks they have moved up 4 levels.

ELL

We currently have 9 students receiving ELL support -

3 students in Year 1 receive 2 hours of ELL support per week focusing on oral language, phonics and early words.

4 students in year 4 receive 30 mins of ELL support focusing on expression and expressive language. 2 students from Year 6 -8 receive 30 mins of ELL support focusing on reading comprehension.

Outcomes

The three year 1 students are progressing well. Two students have moved from level 2 to level 5, and 1 student has moved from level 1 to level 4. The four year 4 students are making steady progress. They have worked on descriptive words and their meanings.

The two senior boys are capable learners. They have been working on inference.

Pastoral Care

Christchurch Methodist Mission (CMM) - 1 student currently on the waiting list

| Explorers | Discoverers | Navigators | High Fliers |
|---|---|--|---|
| 1 student weekly 1 student fortnightly | 1 student closed No current students | 3 students weekly 1 student fortnightly | 2 students closed 2 students weekly 1 student fortnightly |

Mana Ake - No students currently on the waiting list

| Explorers | Discoverers | Navigators | High Fliers |
|-------------------|------------------|------------------|-------------------|
| 3 students weekly | 1 student weekly | 1 student weekly | 2 students weekly |

Mana Ake Social Groups-

We have had 2 x Friendship Group Programmes running during Term 3 and 4, Year 5-6 Girls and Year 5-6 Boys

Outcomes -

The need for student and whānau support has exceeded the capacity this year. Our school whānau have expressed gratitude and relief to have access to support to promote students wellbeing and positive mental health.

Because of this need we have requested and paid for another year of CMM services. The cost of this is \$15000.

This is an extremely important service for our students and their whānau, even more so next year as Mana Ake are not able to offer the same level of support as they have this year.

As the social groups have worked so well this year we will look at training our T/A's further in other areas as the needs arise.

Leanne is meeting with SENCO's in our Te Mana Raupō Cluster to design and implement a referral prioritisation support document, for us all to work from. This will create equity across our school and cluster.

FUNDING (figures from Nov budget - 91% of the year)

MoE Operations Grant

Targeted Funding/SEG/At Risk \$ 35 500

ORS Funding

Staffing Entitlement \$ 23 300

MoE ORS Funding \$ 24 000

ACC \$ 28 500

Reading Recovery \$ 15 500

MoE Learning Support \$ 18 750

ESOL Funding \$ 8 710

TOTAL FUNDING **\$154 260**

COSTS

Teacher Aides \$128 250

Resources \$ 1 400

Reading Recovery \$ 300

CMM \$ 15 000

Reading Recovery \$ 31 000

ORS Teacher \$ 23 300

ESOL \$ 550

TOTAL COSTS **\$199 800**

St Martins BoT Funding **\$ 45 540**

St Martins School

Reporting to the Board of Trustees on

Meeting Compliance Requirements 2021

Principal: **Andrew Mouat**

Chairperson: **Kate Hodgins**

| BoT has been notified at a Board meeting by end of Term 4: | |
|---|-----|
| 2. That each support staff member moved a step on the Scale or was held because of performance issues | Dec |
| 3. Fire Evacuation has been carried out this term | Dec |
| 4. Student absences monitored and followed up | Dec |
| 5. Report on Special Needs Register / Gifted and Talented and use of SEG | Dec |
| 6. Board notified of the number of days the school was open during current year | Dec |
| 7. Staffing Schedule for following year completed for Payroll by required December date. | Dec |
| 8. Following year's Draft budget prepared and minuted. | Dec |
| 9. All Staff Appraisals and documentation completed. | Dec |
| 10. Unit holders reports tabled with BoT | Dec |
| 11. Process for allocating Fixed Term Units for following year completed | Dec |

1. See information pack.

2. Completed as appropriate.

3. To be completed on the return of Mike onsite.

4. Alice D has followed up three students this term.

5. See information pack.

6. T1 = / T2 = / T3 = / T4 = / Total =

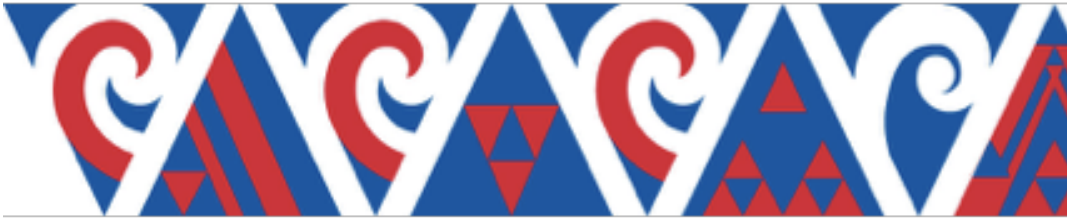
7. To be completed.

8. See information pack.

9. Teachers have an appraisal conversation each term (mno meeting in T3 this year due to return from home learning), admin and learning support teams have two per year, property support has one each term.

10. See information pack.

11. The Implementation Team / Senior Leadership Team referred to the staff survey as well as the direction of aspects to implement in 2022. Fixed term units have been shared with the staff who are able to apply for units.. These focus predominantly on Literacy (structured literacy) and Maths (maths progressions for reporting). We will have a small working group looking at the Histories Curriculum.



2021 Unit Holder Review

Digital Technologies

Unit Holders

Leads: Hamish, Helen

Support: Alice P, Susie

Highlights

What has been achieved from your JD?

- We have integrated school resources into our daily planning and programmes that meet the DT outcomes, evidence is seen in classroom displays.
- Hamish and Helen have observed some teachers implementing DT and modeled different tools in team meetings.
- Feedback from teachers has been very positive around facilitator (Mandy) support.
- Teachers are all more confident in using the DT curriculum and tools.
- Digital Art exhibition produced some outstanding examples of work being completed across the school with a range of digital tools.
- 10 ipads bought for the Year 7-8 team.

Team achievements?

Year 7-8

Using a range of apps to support learning across the syndicate

- iMove and GreenScreen - Filming, editing and adding features to the Year 7½ production video.
- Stop Motion movies to share the story of Matariki
- Digital Art- using Canva - making posters for a range of events and displays
- Google Sites - Students all made their own Sites. Teachers also made Sites to share learning
- Google Drive/Gmail - All students have their own Drive and use these daily to access learning.
- Code Avengers - One class trialing this new app- includes both plugged and unplugged activities

Encouraging Computational thinking in all areas of the curriculum

- Planning for writing
- Mathematics - problem solving, solving equations step by step
- Group tasks
- Reciprocal Reading tasks

Physical/ Hands on tasks

- Beebots - Used for Maths -Position, Transformation and Orientation
- Plant Challenge -Using digital readers to measure temp, light, humidity and conductivity

Year 5-6

- The team have been trying to make connections to the DT curriculum through their programmes
- Explicit teaching of different apps so they can be used independently during class time eg. Sketches School, Clips, MotionLeap, Canva
- Explicit teaching of computational thinking language and activities
 - Kidbots, beebots, binary, binary bingo
- Computational thinking linked to other curriculum areas,
 - Planning for writing, algorithms in maths, one class trialling the use of Code Avengers
- Teachers taking risks with technology
- Inquiry learning was shared using digital platforms - eg. Google Sites, Clips, iMovie
- Integrated into mathematics time - position and orientation stop motion
- Used to celebrate matariki - digital storytelling
- Unplugged DT activities sent out during lockdown for children to complete

Year 3-4

- Being more mindful in making connections to DT language across the curriculum (eg. debugging when problem solving in Maths, algorithms/sequencing when writing instructions)
- Finding opportunities to use both plugged and unplugged activities, and a variety of apps within subject areas (we are noting these in our planning too)
 - Beebots, Kidbots and Scratch Junior for our Geometry Math unit on directions, position and orientation
 - Implementing our PD from Mandy:
 - Room 9 & 10: Book Creator - used by students to present Inquiry learning, new vocabulary in Te Reo, Reading follow ups.
 - Room 21, 22 & 23: Puppet EDU - used by students to create a digital Mihi, Inquiry learning. Also Sketches School for art activities and Stop Motion to retell Matariki Myths.
 - Room 23: Keynote - used tools within Keynote to retell a Matariki Myth
- All members of the team have been keen to incorporate more of the DT curriculum into their programmes, and learn about the above apps and support their students in using them throughout the year. We have had lots of fun learning alongside the kids!
- **A challenge:** The Electric Garden kit and lessons that come with it were quite advanced for Year 3/4. There were a few obstacles to utilising the kit to its full potential (weather proof container, that the kit only measured ONE small area of garden - we have many vege patches, it couldn't be kept out overnight like it should be, battery and connection is lost frequently). We tried using the kit and lesson with a smaller group of children from our syndicate (lunch time activity) but again, the content was a bit over their heads. Perhaps this might be better suited to Navigators/High Fliers.

Year 0-2

- Most teachers have had observations and feedback implementing the DT curriculum and are all beginning to integrate its use.
- A variety of creative apps were used to complete the Digital Art exhibition. There was some app mashing which included Keynote animation, Stop motion, Sketcher School, and Puppet EDU.

- Beebots have been very well utilized to support learning in Literacy, Numeracy and Inquiry.
- One teacher has trialled Code Avengers and found it reinforced the use of digital language while learning about CT and DDDO with herself and the class. The class looked forward to the Code Avenger sessions. It also provided many unplugged activities.

Professional Learning Undertaken

DT Team Professional Learning

- Bromley DT Road Show
- Mandy Dempsey
- Code Avengers - Introduction zoom session with a facilitator and trialled it in our classes during the second semester.

Staff

- Each teacher has had two sessions with Mandy in their class, modelling both strands of the DT curriculum
- Some staff have had in class observations

Future Focus

- Continue to promote professional development across the school.
- Complete observations of all staff
- Ensure that all students are being assessed against the learning outcomes collated by the DT team
- Grant to purchase more iPads for the school
- Pondering - Is the use of Hapara being fully utilized, would google classroom work for how it is being used? Let's give Google classroom a go?

Plans for 2022

- Meeting with Mandy in the next couple of weeks to focus on next year's learning.

Use of Mandy's time

- As a team, we really found it beneficial being able to observe Mandy support our children to complete tasks through a variety of apps, and hearing her suggestions for how we can use these apps for learning across the curriculum.
- Some direction and support with what assessment (assessment systems) looks like ...
- I wondered how Mandy supports teachers at other schools?

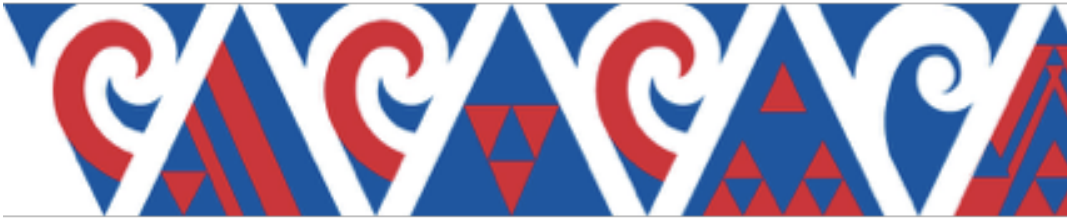
We need to choose one platform, either seesaw or dojo for informal reporting.

- Currently the DT team are gathering teacher voice on preferences.

BUDGET CONSIDERATIONS

- More / upgraded devices (grant/lease)
- More digital tools for use in classes - eg, Sphero, makey makeys
- The iPads that Discoverers 2 have been using this year are really old and slow. It would be great if we were able to maybe balance up the older vs newer devices amongst the syndicates.

- The Code Avengers programme is awesome (Y3/4) - would love to continue with introducing that next year across our syndicate. We have noticed that our Ipads can't handle the programme very well and often end up freezing on us due to overload!
- Introduce BYOD of chromebooks or hiring for Y5 - 8 children to free up budgeting to develop a buying guide.



2021 Unit Holder Review

Cultural Responsive

Unit Holder

Lead: Alice B

Support Teachers: Helen, Chris, Hamish

Highlights

What has been achieved from your JD?

- School resources are utilised in class programmes - most teachers are using the te reo Māori club we have purchased to access resources.
- Marae visits have gone ahead for years 0 - 4. Years 5 - 8 have been cancelled due to covid.
- Whānau group have started to develop a waiata and karakia for our school.
- School narrative is available to teachers through the shared drive.
- Whanau group have discussed how we could manage cultural practices differently within the school.
- Equitable access to Tikanga Māori resources throughout the school
- Staff have shared their mihi at Monday morning meetings. Development in this area to include waiata and karakia.

Team Achievements

We started the year looking at how we would assess progress in te reo and tikanga Māori. We were waiting on a Kahui Ako group to work together in term 3 to guide us but unfortunately this group did not happen. Due to covid interruptions and changes in programmes little further has been done on this. A focus for 2022.

Student Progress

The mihi competition saw a large number of students participating at a level that had not been seen before by Heperi Harris who has judged this for us for some years now. Because of this he has offered a six week, extension te reo Māori, pilot programme to 15 students. This is currently half way through and students are enjoying it.

Students throughout all classes are becoming more comfortable to use te reo Māori and this is a direct reflection of the good work our teachers are doing to make te reo part of their everyday programme. On walking through the school it is evident from hearing and viewing classrooms that teachers are using basic te reo with their students.

Review of Kapahaka:

| | |
|-----------------|--|
| Students | <ul style="list-style-type: none"> ● learning new songs ● learning pepeha ● blowing shells ● learning new songs like ka poi poia ● The sense of belonging in kapa haka I really feel like i'm part of a great big family where everyone is accepting and understanding. And also the fact that I learn so much about Te Reo Maori. ● They are very nice and they take there time with you ● the opportunity to learn about te reo songs and back stories ● yes i love representing my culture ● not being clear on who the leaders were and i got told that i will do most of the leader calls then olivia was doing them ● missing out on the competition ● That all the main roles go to the same people and not others. ● That it sometimes starts at different times which is a little bit confusing ● I have been missing out on time to do passion projects ● That we didn't learn any more haka |
| Teachers | <p>30% of teachers said their students were somewhat involved and 70% said they were very engaged.</p> <p>Students said they mostly enjoyed learning new songs.</p> <p>Teaching students waiata that we can use in our classroom.</p> <p>Exposes the children to te ao māori while giving them the opportunity to perform in front of others.</p> <p>I enjoy learning new songs and actions to go with songs, students using poi and rakau</p> <p>Pronunciation, learning some new stories and the meaning behind the songs. The collaboration is also great.</p> <p>Students said to teachers:</p> <ul style="list-style-type: none"> ● Poi is hard to control, learning Maori words, actions, haka hurts my voice, it has to be so loud. ● Repetitive songs ● Being yelled at by the Kapa Haka leaders ● Kneeling for too long |
| Tutors | <p>Still waiting on feedback from tutors.</p> |
| Whanau | <p>In terms of kapa haka, we are really appreciative of all the mahi that Matua Willie and Whaea Tania do for Hato Matene and have done for a number of years. Unfortunately this year due to COVID we haven't had an opportunity to see the kapa haka perform at all so it is difficult to know whether some of our previous concerns have been addressed (no new material, same songs as other schools in cultural festivals, no upbeat waiata a ringa). However, it does seem that they have learnt new waiata this year including Ngai Tahu and Rāpaki ones which is great.</p> <p>There is a feeling that the current tutors promise people things (ie moving positions in lines, leading a waiata or haka) and then by the next week they have forgotten. This is likely because they go to lots of schools and it is difficult to keep up with them all.</p> <p>It also seems like the group is much smaller than previously. Is this a sign that it is not as enjoyable?</p> |

| | |
|--|---|
| | <p>Overall, the whānau group feel like it may be worth seeing if there are any other options for kapa haka tutors. Matua Steve seems to be very positive and enthusiastic although he does do a lot of schools. Alice is also going to investigate Richard? Heperi also has a couple of contacts who are younger and don't have many schools yet.</p> |
|--|---|

Future Focus

What are the next steps from the JD?

Develop curriculum guidelines / pathways to ensure teaching and progression towards level 2 of the curriculum by year 8 is occurring.

Develop assessment for te reo and tikanga across our school.

How do you see the Tikanga programme developing in 2022?

Local waiata and karakia being introduced and used in our kura.

Marae visits to be reestablished.

School narrative to be embedded into classroom programme/s.

Are there any adaptations needed for the SMS Tikanga curriculum?

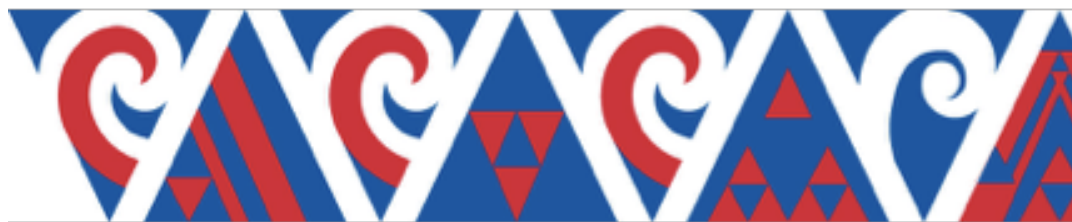
Progress levels to be identified.

Waiata and karakia to be introduced.

School narrative to become embedded in programmes.

Are there any budgeting requests?

Marae visit - for year 8's to go to marae to develop leadership skills in final year - looking at learning to take groups onto the marae (I have discussed this with whanau group and marae and they are keen to do this), Including cultural narrative. - perhaps an overnight stay.



Unit Holder 2021 Review - Transition to School

What has been happening in 2021?

This year started off with one teacher (myself), then a roll growth teacher joined in Term 2 and another one in Term 4. The majority of children had an easy transition. These transitions were helped with me visiting their preschool setting, as well as preschool groups visiting our classroom. This year I arranged to visit preschools that are outside our catchment area because there were a few children attending preschool in the city centre. Parents are always pleased that this contact has been made, and feedback from teachers in preschools has always been complimentary.

Two preschools in our area have brought a small group of children to our classroom setting. The children become familiar with our routines before they begin school. I hope to extend this invite out to other local preschools.

There have been a few challenging transitions to school with emotional children and running after their parents, however, strategies were put in place quickly for an easy transition. These children are now entering our classroom very happy and content.

Parents seem content with two visits the week before their child starts school (a couple of families have requested more). I then arrange a settling in meeting with parents after 3 weeks of school. I find this very informative, and the feedback from parents has been supportive.

The two Smart Start meetings this year have been successful (Term 2 and Term 4), good numbers are attending - this is where parents are informed about life as a five year old, a tour around the school and any questions they have are answered.

This year the New Entrants / Year Ones were the first to be introduced to our Structured Literacy Approach. We have had some great achievements from the children, and parents are on board and supportive with this new balanced approach. In regards to Structured Literacy, I have added the Phonological Awareness Test into the On Entry Assessment that is carried out in the first couple of weeks. I would like to evaluate some of the other aspects of the on entry assessment so it best fits our teaching approach.

This year I have also met with the New Entrant teacher from Opawa School to see how they implement their Play Based Learning. I gathered some information about some of their evaluations they do during

this time. Play based learning is something I would like to look into a bit further to see how it might fit in with our Explorers Team.

What can we continue to develop for 2022?

- Continue the relationships with local ECE centres, and create and share documentation that will help with the transition progress e.g. a bit like a passing on information sheet that can be done by the child, teachers and parents.
- Build on Tuakana-Teina Relationships - work with Jared and Nicky to set up a Peer Support Programme - hopefully this will be made easier with having Jared and Nicky right next door.
- Continue to visit other New Entrant classrooms.
- Visit other New Entrant classrooms to share ideas.
- Look at our assessment for the On Entry Assessment
- Keep going with the Phonological Test tracking sheets throughout the year.

Charlotte Bates



2021 Unit Holder Review

Well Being

Unit Holders

Lead: Susie

Support Teachers: Paige, Jane, Nicky

Highlights

What has been achieved from your JD?

- Provided a leading example of implementing Wellbeing strategies within our syndicate programme
- Offered Fix It Club at break times that children can opt in to (would be great to continue with this next year)
- Implemented Kaitiaki Club early on this year - promoted Tuakana/Teina relationships.
- Have added many resources and activities to a Shared Drive
- Have offered teachers support (within the Discoverers team) when they have shown an interest/asked for support with Wellbeing activities.

Team achievements?

Explorers:

- Have successfully implemented Pause, Breathe, Smile into our weekly programmes to enable children to unpack their emotional wellbeing.
- Have a weekly School Values focus to unpack/recognize our Values in action each term.
- Introduced Character Strengths (T3/T4) with the same model of unpacking what these mean and recognizing what they look like in the school environment.
- Have shared a variety of resources that have worked well for our learners.

Discoverers:

- Have implemented a Wellbeing programme that supports our children in SEL (Social and Emotional Learning)
- All supportive of each other in providing this programme - we share ideas and resources and are onboard with making time for it within our weekly learning programmes
- Wellbeing programme connects to our School Values; our children are actively learning what these values mean and how they can show these values
- Grow Your Mind Day - Parents were invited in to share their passions, skills/talents with our children to connect with our learning around a Growth Mindset. Both parents and students had a wonderful time!

Navigators:

- Started the year with a big focus on values and attitudes. We looked into what values and attitudes we would need to be successful learners at St Martins. This involved a lot of discussion and interactions between children.
- Have made time each week to look at different values. We started by using the videos on Class Dojo and linking them to our school values. We now link videos in our LTP to watch each week. Through these videos, we make explicit links to the school values and have the children share times they have shown these values.
- We acknowledge children daily with in-class school value 'tickets'. We give them out and explicitly explain what value they are receiving it for and why.

High Fliers:

- Started the year with the 'Value of the Month', quotes, shout outs etc. This was a good way to come together as a class/pod.
- Our Student Council and House Captains organised Pink Shirt Day activities (recognising and cooked cupcakes for the staff)
- Classes have employed a teina/tuakana model, looking at strengths that each person brings to the class
- Looked at Character Strengths — students recognised the strengths of others (outside immediate friendship group)
- Our pods are finishing the year with Squad Games, which involves a range of physical (e.g. circuit training), cognitive (e.g. memory tests), creative (e.g. making friendship bracelets) and team building challenges (e.g. community service projects). Students work in teams to earn points for their squad.
- Our students have worked in teams to organise community service projects inspired by the Student Volunteer Army (e.g. filling Xmas shoeboxes, baking cookies for City Mission, a collection for a women's shelter and a collection for the Children's Ward).

Student progress and achievements

Explorers:

- Our learners are more aware of their emotions and are able to identify what makes them feel a certain way. For example, they can share that they are feeling in their red zone and articulate that they need some space to come back to their green zone or support from a friend or teacher.
- The children are aware of others feelings and more likely to support their peers when in their red zone.
- The children can recognize School Values and express how they show these Values both at school and home. They can see these in others. Each day our 'Super Cool Kid' picks two children to put their name in the 'happy bubble' based on a value they have demonstrated.

Discovers:

- Common language has been developed to discuss wellbeing, and to problem solve during Social and Emotional challenges. We refer to Character Strengths, Growth Mindset, Gratitude and the [5 Ways to Wellbeing](#). We hear the students using some of this language in their interactions with each other.

- Students have improved in their ability to reflect on our School Values, their learning and their behaviour → [Discoverers 2 Wellbeing Programme: Parent Survey Results](#)
- Seeing examples of students using strategies to self regulate when they become emotional - some of these students have come a long way in their ability to do this
- For some particular students, their engagement in learning has improved and they are feeling successful in their learning

Navigators:

- The children are really engaged with the videos and discussions. We have had children who would not share at the beginning of the year clearly articulating their thoughts about the videos and how they show them. It has been great to have the children being able to discuss the way they show the values. We think this has been important and have seen changes in the way certain children have applied themselves to their learning.

High Fliers:

- Many of our kids have come out of their shell as the year has progressed and are expressing a greater sense of belonging and self identity.
- Students have responded to circle time chats around empathy and equity. Students have stepped up to the responsibility of helping to guide others in a positive way as we end the year.
- InsideOut has been called in to help educate us about how to support our rainbow community.

Future Focus

What are the next steps from the JD?

- Lead conversations and discussion to implement a variety of strategies
- Lead a team to develop well being resources and activities to implement
 - Offer teams the opportunity to trial a programme (Bounce Back) to teach & develop resilience
 - Develop teacher knowledge around wellbeing Social Emotional Learning

How do you see a Well Being programme developing in 2022?

- A good start might be revisiting our School Values (can we adapt/update these somehow to reflect our current staff, students and practice?)
- A common understanding of WHAT well being actually embodies (for staff and students) and a shared view of HOW we can support our students and each other in looking after our wellbeing
- A wellbeing programme that sits alongside our curriculum and values. Values are what we would like children of SMS to leave with - attributes. A wellbeing programme will give them tools, strategies, the knowledge and confidence to look after and grow their own wellbeing and that of others
- A model ([GGS](#)) based on science could be used to guide us in the implementation of a wellbeing programme - links to our School Values and Key Competencies and will fit into our curriculum
- Teachers “learning” and “living” the components of wellbeing first before “teaching” it
- A Wellbeing team who possibly attend PD, share PD back with their team and work together to create and share resources that will support others to develop a wellbeing programme appropriate for their class/pod.

- Sharing our learning and experiences with whānau through our learning platforms and via information evenings. There is a need for strategies to be shared.

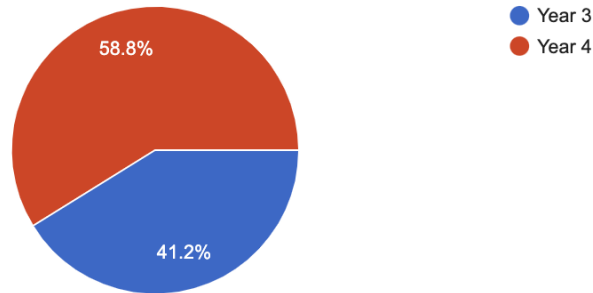
Are there any budgeting requests - what and how much?

- [NZ Institute of Wellbeing and Resilience](#): Offer a variety of courses (online/in person)
- [Bite Size Learning](#) Package
- [Making the Case for Wellbeing](#) Package

Discoverers 2 Wellbeing Programme: Parent Survey Results

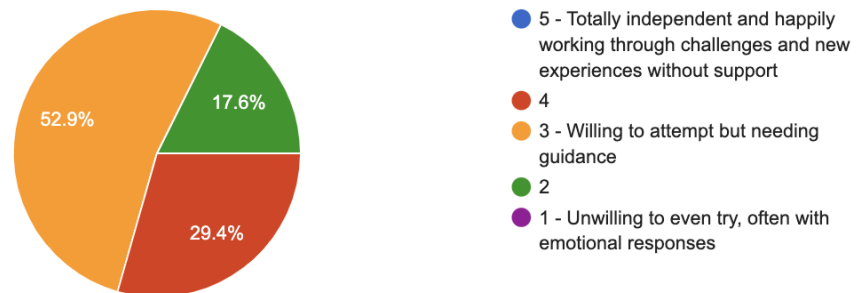
What year group is your child in this year?

17 responses



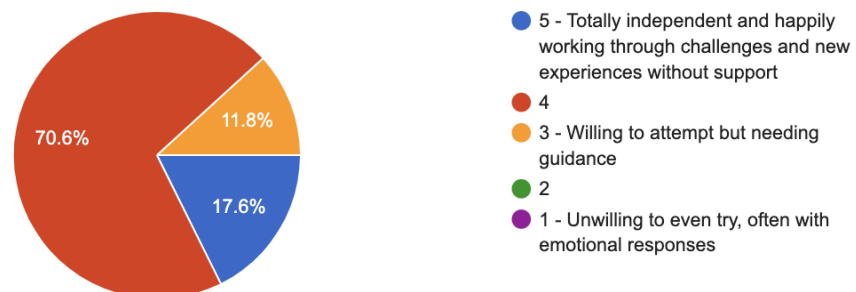
At the beginning of this year, how would you have rated your child on their attitude towards trying new and challenging things?

17 responses



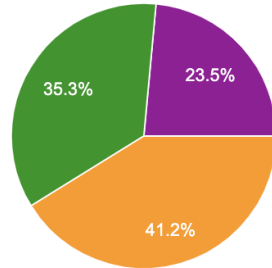
Now how would you rate your child on their attitude towards trying new and challenging things?

17 responses



Before beginning Year 3/4, how prevalent was growth mindset language in your child's vocabulary (I can't do it YET, I am going to persevere or keep trying, a challenge is good for my brain, mistakes help me learn, etc)?

17 responses

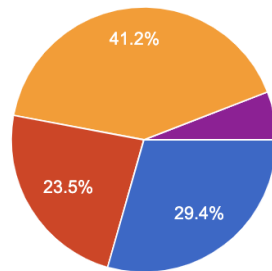


- 5 - My child said things like this all the time
- 4
- 3 - My child said things like this occasionally
- 2
- 1 - My child never said anything like this

How prevalent is growth mindset language in your child's vocabulary now (I can't do it YET, I am going to persevere or keep trying, a challenge is good for my brain, mistakes help me learn, etc)?



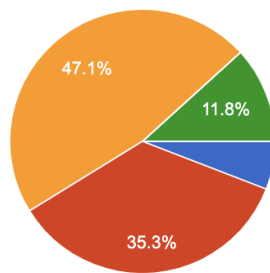
17 responses



- 5 - I hear my child saying things like this all the time
- 4
- 3 - I hear my child saying things like this occasionally
- 2
- 1 - I have to say this to my child. They don't use growth mindset language yet

At the beginning of this year, how would you have rated your child in their ability to understand and/or manage their emotions?

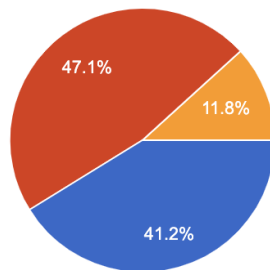
17 responses



- 5 - Regularly able to verbalise how they are feeling and not let their emotions take over
- 4
- 3 - Occasionally able to verbalise how they are feeling. Sometimes their emotions take over (tantrums, crying,...
- 2
- 1 - Unable to verbalise how they are feeling. Often their emotions take over...

Now how would you rate your child in their ability to understand and/or manage their emotions?

17 responses



- 5 - Regularly able to verbalise how they are feeling and not let their emotions take over
- 4
- 3 - Occasionally able to verbalise how they are feeling. Sometimes their emotions take over (tantrums, crying,...
- 2
- 1 - Unable to verbalise how they are feeling. Often their emotions take over...

Have you noticed a positive change in your child's overall sense of wellbeing (i.e. their self-esteem, confidence, how they perceive themselves, understanding of their strengths)? Yes/No - Please explain.

14 responses

More confident in themselves and greater self esteem.

Definitely, Naomi's growing confidence and understanding not only her own emotions but others is amazing. Naomi has flourished in many areas and speaks about her school activities achievements daily and increased independence in her home life too. Trying new areas (i.e. Violin) and wanting to participate in the upcoming concert to play is certainly an achievement for Naomi.

No, I feel Jordyn is very stuck and is influenced by others so often that she forgets to be herself

Yes. A greater sense of sense confidence and belonging. I put that down to it being Max's second year at St Martin's as well as the well-being programme :-)

Yes, to a certain extent.

Not really, sorry. My son seems to be comparing himself to others more lately and having resulting negative feelings.

Not really, we still have a lot of "I can't!" and resistance to things she can't do straight away. I had thought it was just her extremely risk averse and quite stubborn personality.

Have you noticed a positive change in your child's overall sense of wellbeing (i.e. their self-esteem, confidence, how they perceive themselves, understanding of their strengths)? Yes/No - Please explain.

14 responses

was just her extremely risk averse and quite stubborn personality.

Talks more positively. Is able to see he has ability and his confidence in himself is significantly better. Recognises everyone has strengths and weaknesses and is more accepting of not being good at everything. Is less hard on himself now.

Yes, self esteem / worth, confidence and identifying strengths have all improved.

Yes, absolutely a positive. Ethan's confidence has really grown in year 4 with Chris. He explains how he is feeling really well and is very aware of himself and the impact others have on him and his classmates. He doesn't like to feel like he can't do something but this year he's really felt like you can achieve anything if you put your mind to it. He also works really well independently and we regularly hear him encourage his younger sister Jess with words like 'you can do it,' etc

Yes, much more confident in many areas. Much more likely to try new things.

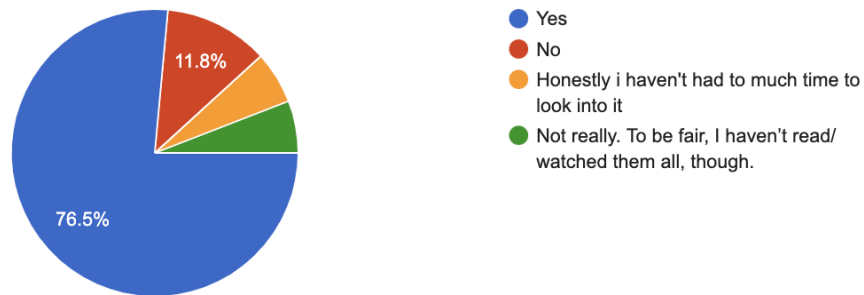
Yes improvement in self esteem and confidence plus trying to get enough sleep, valuing this and making wellness goals

Yes. I think talking about feelings, emotions and tools to handle them (and other peoples) using real examples has helped Rohan understand his feelings a bit better and also realise that everyone feels them to an extent. It has made them a normal part of everyday life that he can continue to learn and practice. Thank you.

Yes- feeling more confident and self esteem

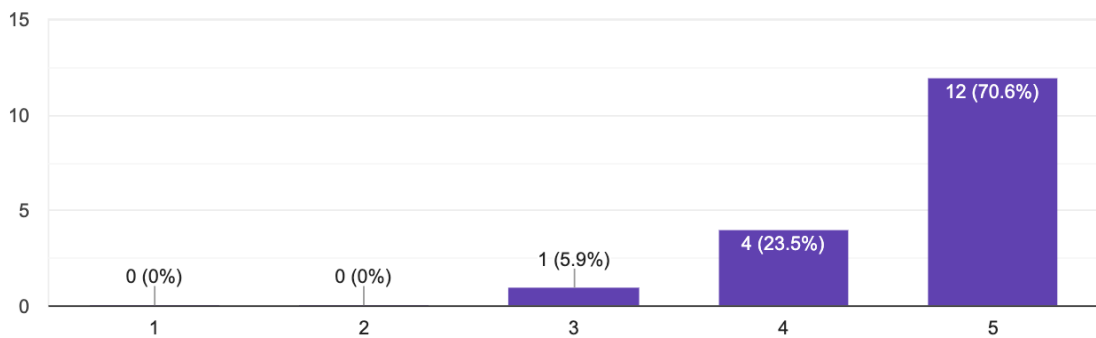
Have you found the Seesaw posts sharing our Wellbeing learning at school and links to videos useful in conversations related to wellbeing at home?

17 responses



How important/relevant do you think a focus on learning about personal wellbeing is for your child at school?

17 responses



Are there any other success/anecdotes you'd like to share with us in relation to changes or developments in your child's wellbeing this year?

8 responses

Alice has developed the confidence to do things outside her comfort zone such as participating in the Mihi competition. She knew it was a big deal for her and was really proud of her effort. Well being has been a massive part of her development this year!

Naomi's advice to others of uniqueness and to be individual especially art/music/creating and also this was reflected with her observations in the art gallery this year. Confidence and sharing her ideas has been important for her growth and happiness. The projects that they have been working on throughout the year for self-esteem and awareness of themselves/others has been wonderful and good family discussions at home.

He talks openly about wellbeing and often relates what he has talked about at school to a situation at home. He is much more willing to talk about his feelings and recognizes when he needs to make amends before being told. Definitely reflects on situations more.

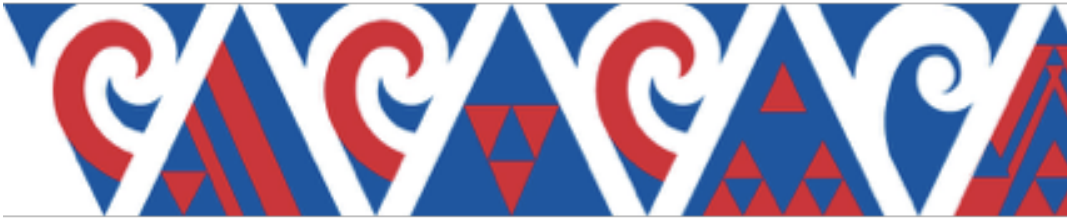
A big thanks for making Wellbeing a focus and dedicating time every Friday for this crucial skill set. All your mahi has paid off for and has meaningfully benefitted and strengthened Porter's wellbeing tool kit.

Ethan has learnt a lot from the well-being sessions and overall caring approach the school have which comes through with the teachers and the kids. For example, after Ethan's accident so many kids would ask him how he was and if he was ok in the playground and around school. You can really see how well-being is a huge focus at school. Seasaw is a great tool as it enables us to discuss his learning at home with the updates and hear about what he has been up to during class.

I've noticed a difference mainly in his confidence when it comes to physical sports/games.

Awesome initiatives would like to see more through out the school

See above



2021 Unit Holder Review

Sports / PE

Unit Holder

Lead: Jarad

Support Teachers: Michelle, Jenny, Jane

Highlights

What has been achieved from your JD?

- Managing resources and budget and not over spent.
- Equipment is available to classes and students
- Led school wide planning of what each syndicate will be teaching.
- Organised and run events for all students.
- Added events to the school calendar and photos to the Facebook page of events.
- Complete Rams for events and send and liaise permissions with parents.
- Implement and participate in new sports that are on offer in Canterbury.
- Attended and supported teams.

School Achievements

- Only 2 Students have qualified for Canterbury Swimming (The needs to be a focus area)
- Won and placed highly at zone cross country-several qualified for Canterbury but cancelled.
- High results at Canterbury duathlon from all students-even a 3rd place
- Won Canterbury triathlon and other top 10 placings.
- Top 3 at basketball.
- Won summer tournament for kiwi tag
- Won orienteering at summer tournament
- 3rd in cricket at summer tournament
- Most teams performed strongly at winter sport
- Water Polo team has made the final
- Korfball 5/8 and 7/8 teams finished 2nd at tournaments.
- Hip Hop placed 1st in 7/8 and 2nd in Year 5/8.
- 4th at the Mt Cheeseman ski races and some other high results.

Comments based on the success of the SMS Sports programme...

| Students | Staff |
|--|--|
| <p>We have lots of opportunities to play in tournaments. I would like to see more variety in wintersport choices. We have a really good sports program.</p> <p>School sports are awesome. There is a massive variety. There is something for everyone. We need more PE lessons.</p> <p>We have lots of different types of sports, it is really good. I like that there is a mixture of team and individual sports. I would like to see a little more within school coaching and training for events.</p> <p>Not enough of a variety of sports for me as i don't like mainstream sports. I like playing class team games like benchball and dodgeball.</p> <p>I like how we go to lots of tournaments and they are all quite different. There needs to be some more sports for the type of kids that don't like popular sports. I would like to see girls exposed to more opportunities In male dominated sports.</p> | <p>There are lots of opportunities for children to participate in a range of sports, both compulsory and optional. The range of sports offered means a large number of children are able to feel successful in sport. It has been great this year that we have been able to offer sports to children with physical disabilities as well. This year we participated in a zone winter sports competition, however our preference would be to go back to Hagley sports next year.</p> <p>This year the Y3/4's have offered Miniball and Netball as out of school teams. Successful events included the Cross Country and Athletics sports. In 2021 we used outside providers for korfbal, hockey and softball. We were very pleased with their input into our programmes, which we followed up with our own lessons.</p> <p>There have been some interruptions due to Covid but it has been good to still come up with alternative events. Having squash this year helped to cater for kids who don't fit in the traditional sport mould. It would be good to look for some other sports that are not mainstream.</p> |

Curriculum Development

An updated PE overview has been completed by the sport person from each syndicate.

Future Focus

What are the next steps?

- To run a staff meeting in term next year to upskill staff.
- Look for some P.D opportunities.
- Ensure PE teaching and learning has a focus on deliberate acts of practice.

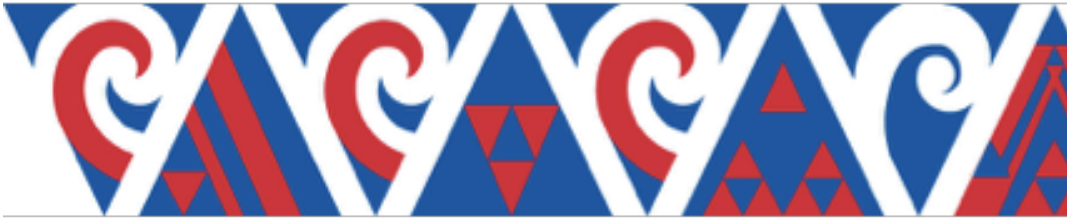
What has been planned already for 2022?

The regular events of swimming, cross country, duathlon, wintersport are events that are always on the school calendar.

Hopefully with Covid vaccinations we will be able to participate in the events that have been cancelled such as - Koru Games and Canterbury wide events.

Anything to consider for the budget?

Would like to use some money to pay specialist coaches for some sports. This can come from students or maybe Kiwisport funding. We stretched between so many different sports. Thank you to parents for their support with the sports at St Martins School across all teams.



2021 Unit Holder Review

Performing Arts

Unit Holders

Lead: Amy

Support: Paige, Chantal, Lavinia

Highlights

What has been achieved from your JD?

- Groups- Hip Hop, Strum strike blow, Choirs (across the school), EPAC (first ½)
- Planning for production. Script written for full school production.
- Integrated PA into class programmes
- Generic planning sheets for units
- Promoted PAs within the school
- Marzipan Drama
- Went to performances EG: Hillview production, Airforce band

Team achievements?

- Explorers: Drama- school values + percussion + dance + Kapa Haka.
- Discoverers: Matariki Drama + Dance group + concert + Kapa Haka .
- Navigators: Readers Theatre + Poetry Slam.
- High Flyers: Adapted production to a Year 7/8 production

Student progress / achievements?

- Performance of choir
- Hip Hop placings (1st & 2nd)
- EPAC adapting for a smaller school production
- Growth in confidence across PA

What have the children been involved in?

- Performances Cancelled due to covid → Production, EPAC Preschool performance, Hip Hop Showcase, Junior choir @ Retirement home/preschool, taking the EPAC group to the Royal NZ Ballet performance
- Competitions and results : Canterbury Hip Hop competition, Strum strike and blow (Comps. That were cancelled due to covid→ South Music Festival, CHCH Schools Music Festival)
- What music options are available through the itinerant programme? Orchestra, Monster Music, Cello, Violin, Guitar, Piano, Flute, Clarinet, Saxophone, Trumpet, Drums

Adaptations

How did the school adapt to meet the needs of learners in Performing Arts?

- Altering the School Production so the year 7/8 group did not miss out
- Provided a range of opportunities for students of all ages
- Outside itinerant concert
- Difficult to have performances with no audience and navigating how to do this whilst keeping many things in mind EG: environment, children that can not be filmed etc.

Future Focus

What are the next steps from the JD?

- Smaller scale Syndicate productions every 2 years in the school hall → future planning for the unknown to give children frequent opportunities to perform. More teacher licence. Increased ownership for learners and teachers.

How do you see the Performing Arts programme developing in 2022?

- School wide singing plan as some classes sing and some not so much. We want to encourage more singing.
- Have an all boys Dance Crew
- Percussion group
 - Need to find a tutor
 - Bucket drumming with Monster Music could be an option
- Rock band
 - Monster Music could be an option
- More performances coming to school when we have the space

Are there any changes / updates / additions / adaptations needed for the SMS Performing Arts curriculum?

- Changing 3 year rotation
- Professional Development consideration
 - Possibly look at getting Ginny Thorner in to run a few staff meetings. Having an external presenter often has more buy-in than a staff member.

Are there any budgeting requests - what and how much?

* Note 2021 budget was left for Production

- Syndicate budgets divided from the main budget
- Professional Development



2021 Unit Holder Review

Literacy

Unit Holders

Leads: Charlotte, Tamara

Support: Kate, Nicky

Highlights

What has been achieved from your JD?

- Reporting new information to syndicate meetings
- Planning of quality writing units for syndicate
- Lead regular conversations about quality literacy teaching and learning, with particular focus on writing
- Spending budget on Semi decodable Rip Rap books, then introducing these to Yr5/6 syndicate
- Planned structured literacy lessons (based around The Code and the structure modelled by Caroline) for our TAs in Term 1-2.
- Modelled lessons from The Code for Year 7/8 teachers
- Purchased four copies of The Writing Revolution for implementation in 2022
- Implementing the use of the Structured Literacy resources in the classroom.
- Sharing of ideas from Professional Development courses and resources in our Team Meetings.
- Talking Structured Literacy with other school teachers who are on the same journey.
- Making resources for the team to use within the classrooms.
- Changing our spelling programme to best fit The Code.
- Discussion with the Team about our own Scope and Sequence.

Team Achievements

- Consistent moderation of writing within team and across teams
- Have based our spelling programme around The Code
- Shared syndicate planning spreadsheet has been used purposefully
- Updated Spelling Programme, The Code is being used effectively, and no gaps are being missed.
- Implementation of the LLLL books within classrooms.

Student Progress

- Change in attitudes towards writing, taken from attitude survey
- Increase in achievement of Year 6 students in writing, particularly boys
- Improvement in spelling knowledge for lower readers
- Assessment shows that each child working with a TA have made gains
- Increased awareness across the board of syllables, phoneme and grapheme relationships, and spelling patterns
- There is a large group of children in Year 1 who are nearly reaching Year 2 achievement.
- The knowledge the children know of multisyllables and rhyming.

Professional Learning Undertaken

Literacy Team

- Liz Kane Structured Literacy course at Kaiapoi North
- Online webinar on Structure Literacy
- Webinar about iDeal SL assessment approach
- Attendance of hui at Cashmere High with Jo Jessop and Lilian Dowds
- Caroline Morrirt's staff workshops
- Jo Jessop and Lilian Dowds MSL Literacy course over 4 weeks
- Researched The Writing Revolution
- Attending the open day at Redcliffs school
- Webinar on Best Start
- Reading Rockets meetings
- Attending a day with Christine Braid at Beckenham School

Staff

- Attended ToD and Staff Meetings with Caroline Morrirt
- Observations of Caroline taking individual sessions, small groups
- Feedback observations of teachers
- Team meeting discussions and follow up
- Resources for staff information
- Some staff have attended the meeting at Redcliffs
- Participated in moderation meetings
- View some Murray Gadd talks and used his lessons in the classroom

Future Focus

What are the next steps from the JD?

- Observation of Structured Literacy in higher primary areas
- Developing of consistent assessment for finding spelling / sound gaps as well as reading
- Purchase some high interest decodable readers for our senior students
- Developing a system that reports the true progress of our struggling learners to our parents.
- Scope and Sequence across the school, i.e. SL in the Yr0-4 and writing focus in the Yr5-8 (with lessons from The Code for spelling)
- Possibly more observations in other schools.

How do you see the Literacy programme developing in 2022?

- Perhaps focusing on SL in Years 0-4 and writing in Years 5-8
- Having a clear idea of what we will expect to teach within the Y0-2, e.g. Structured Literacy for Y0/1 and then Spelling programme for Year 2's
- Changing the On Entry for New Entrants to match what will be taught. E.g. meaningful testing that will help teachers and children.

Are there any adaptations needed for the SMS Literacy curriculum?

- I would love to get together with the Literacy team next year to have a clear plan and maybe change some of our curriculum?
- 2 release days over the year would be ideal to a) create a folder of moderated writing samples

specific to our school, b) plan a scope and sequence across the school (The St Martins Way), and c) align assignment with our Structured Literacy approach

Are there any budgeting requests?

- Have bought the bulk of what we need, however, some more Heggerty books in the juniors would be great, as well as some more new PM titles for our Year 2's.
- Decodable Big Books.
- High interest decodables for the seniors
- Consider more Rip Rap books for Year 5-8 for 2022
- PD for our teacher aides
- 2 release days together over the year for the Literacy Team

17 November 2021

St Martin's School
Board of Trustees

Financial Commentary – October 2021

This commentary covers the one month period ending 31 October 2021 and is intended to supplement the monthly financial reports and to be read in conjunction with that information. The commentary summarises key financial information and identifies significant variances and areas that may need attention.

Accruals have been included based on the 2021 approved budget for the estimate of depreciation, cyclical maintenance and audit fees. Interest has been accrued on the term investments.

Key Financial Indicators as at 31 October 2021

| | | |
|---|------------------|-----------------------------------|
| ▪ Total cash and deposits at end of month | \$604,616 | |
| ▪ Cheque Account | \$453,112 | |
| ▪ Funds invested for higher interest | \$151,504 | |
| ▪ Accounts receivable | \$9,099 | |
| ▪ GST liability/(refund) | \$1,689 | |
| ▪ Accounts payable | \$31,650 | |
| ▪ Net working capital | \$406,314 | (2020 Final \$285,416) |
| ▪ Net operating surplus/(deficit) YTD | \$37,492 | [2021 Approved Budget (\$19,212)] |
| ▪ Fixed assets purchased year to date (YTD) | \$13,594 | |
| ▪ Expected % of budget received/spent | 83% | |
| ▪ % Income budget received | 86% | |
| ▪ % Expenditure budget spent | 79% | |

Summary

With a year to date (YTD) surplus of \$37,492, operating results are favourable when compared to the approved budgeted deficit of (\$19,212). Favourable variances include Government Grants and Locally Raised Funds Income ahead of budget by \$20k and \$5k respectively. Learning Resources and Administration expenses are under budget by \$28k and \$19k respectively. This is offset by Property expenses ahead of budget by \$16k.

Working Capital

The school's working capital as at the 31 October is \$406,314 which is an increase of \$120,898 from the final audited accounts balance of \$285,416 at the end of 2020. This increase in working capital can be attributed to:

- Add: Operating surplus YTD of \$37,492
- Add: Non cash depreciation YTD of \$66,667
- Add: Non cash cyclical maintenance YTD of \$10,833
- Add: Furniture & Equipment Grant \$19,500
- Less: Fixed Asset Purchases (\$13,594)

Fixed Assets

YTD the school has spent \$13,594, 24%. During October the school purchased 10 iPads.

Financial Performance - Income and Expenditure

Revenue is reporting at 86% of budget received.

Government Grants is reporting at \$692,744 against an annual budget of \$810,187, 86% of budget received. During the month, income received in the group consisted of:

- MOE Operations Grant (\$432,272) - 94%. October funding.
- MOE Targeted Funding/SEG/At Risk Grant (\$38,883) – 83%. October funding.
- MOE Kiwisport Income (\$7,087) – 100%. Quarter 4 funding.
- MOE ICT Funding (\$23,379) – 83%. October funding.
- MOE CoL Allowance (\$2,500) – 73%. Funding received in October Ops Grant.
- ACC Teacher Aide Income (\$nil budget). Received \$6,520 during October, bringing the YTD total to \$28,575.
- MOE Relieving Teachers Funding (\$82,856) – 83%. October funding.
- MOE Vandalism Grant (\$1,752) – 100%. Quarter 4 funding.
- MOE Property Maintenance Grant (\$37,697) – 83%. October funding.
- MOE Heat, Light & Water Grant (\$55,261) – 83%. October funding.

Locally Raised Income overall reports at \$38,479 against an annual budget of \$40,550, 95% of budget received. During the month movement in this group consisted of:

- Hall Hire (\$8,000) reports at 101% of budget.
- Instrument Hire (\$500) reports at 206% of budget.
- Parent Donations (\$25,000) remains at 108% received.
- Misc Donations (\$500) remains at 400% received.

Interest income reports at 13%. Interest accrued on the investments at 31 October is \$134.

Operating expenditure is reporting at 79% of budget spent.

Learning Resources is reporting below budget expectations at 76%. High spending areas during the month include:

- Assessment Materials (\$1,000) – 107%. NZCER Surveys.
- Student Wellbeing (\$1,000) – 117%. Pizza.
- Garden to Table (\$2,000) 92%%. Purchases from St Martins New World.
- Personnel sub group overall reports at 91% of budget (\$256,166). YTD total overspend of \$20k.

Administration Expenses are reporting below budget expectations at 73%. High spending areas during the month include:

- BOT Other Expenses (\$750) – 158%. Food for Michele's leaving and Lachie's garden opening.
- Staff Expenses (\$3,000) – 125%. Reimbursement from the Social Club.
- Photocopying/Paper (\$10,000) – 113%. Monthly copier charges.

Property costs are reporting ahead of budget expectations at 91%. High spending areas during the month include:

- Rubbish Disposal (\$4,500) – 103%. Secure document destruction, front load hire and wheelie bins.
- Cleaning Contract (\$62,000) – 97%. Monthly cleaning.
- Grounds Equipment (\$1,500) – 234%. Turps, tyre repair kit and safety boots.
- Grounds and Building Maintenance (\$22,500) – 111%. Bathroom repairs to male toilets, scissor lift hire and install basins.
- Grounds Gardener has spent \$4,320 YTD against a nil budget.

Key Transactions for October

Deposits

The largest deposits (excluding bank transfers) for the period were:

- | | | |
|-------------------------|-----------|----------------------------|
| ▪ Ministry of Education | \$208,139 | Operations Grant Quarter 4 |
| ▪ Ministry of Education | \$40,068 | SIP Hall redevelopment |

Total deposits for the period were: \$256,255 (incl. GST and bank transfers)

Payments

The largest payments (excluding payroll and bank transfers) for the period were:

| | | |
|--------------------------------|----------|--|
| ▪ Waghorn Builders | \$89,923 | SIP Hall redevelopment |
| ▪ OCS Ltd | \$6,944 | Cleaning |
| ▪ Bentley Transport | \$4,265 | Year 5/6 camp |
| ▪ Rusty Carrot Catering | \$3,604 | Year 5/6 camp |
| ▪ Pump Services | \$3,129 | Repair inlet valve upstairs girls toilet |
| ▪ Contact | \$2,316 | Electricity |
| ▪ Hanmer Springs Forest Camp | \$2,216 | Year 5/6 camp |
| ▪ Liz Kane Literacy | \$2,185 | Two day literacy workshop |
| ▪ Hanmer Springs Thermal Pools | \$2,130 | Year 5/6 camp |
| ▪ Christchurch Electrical | \$2,114 | Replace fluoro light fittings |
| ▪ Kore | \$1,653 | William Pike expenses |
| ▪ Revolutionise IT | \$1,527 | Monthly support contract |
| ▪ Dave Vile Building Services | \$1,465 | Bathroom repairs to male toilets |

Total payments for the period were: \$168,135 (incl. GST, payroll and bank transfers)

Payroll

The results for the period include 2 payroll payments through to the 19th October. PP15 2022 reports an estimated banking staffing overuse of \$3,901. This liability has been conservatively included in these management reports.

| | |
|-------------|----------|
| ▪ PP14 2022 | \$16,759 |
| ▪ PP15 2022 | \$8,777 |

Creditors

Creditors have been entered in October for payment in November. The largest amounts include:

| | | |
|----------------------------|---------|--|
| ▪ Revolutionise IT | \$9,096 | iPads & monthly contract for Oct & Nov |
| ▪ Three Sixty Architecture | \$7,893 | SIP Hall redevelopment |
| ▪ OCS Ltd | \$6,944 | Cleaning |
| ▪ Business Distributors | \$1,146 | Photocopier |
| ▪ Pump Services | \$1,036 | Install basins |
| ▪ NZSTA | \$927 | BOT STA subs |

Total creditors at month end: \$31,650

Please contact us if there are any questions.

Rachel Harrison

Solutions and Services Ltd

Disclaimer of Liability

The analysis and opinions contained in this report are based upon the School's financial records as supplied to Solutions & Services Ltd. The financial records have not been audited and while we have applied our best endeavours, the information should be viewed in this light.

St Martins School

Group Details report

For the period ending: 31-October-2021



Income

| Ministry of Education Grants | | | | | |
|---|------------------|-------------------|-------------------|-------------------|-----------|
| 010 MOE Funding | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 11000.00 - MOE Operations | 39,636.45 | 407,737.39 | 432,272.00 | 24,534.61 | 94 |
| 11010.00 - MOE Elections | 0.00 | 1,333.91 | 0.00 | (1,333.91) | |
| 11025.10 - MOE ORS Grant | 0.00 | 19,116.30 | 50,000.00 | 30,883.70 | 38 |
| 11025.20 - MOE Learning Support | 130.43 | 15,334.40 | 30,000.00 | 14,665.60 | 51 |
| 11025.30 - MOE Targeted Funding/SEG/At Risk | 3,240.25 | 32,402.50 | 38,883.00 | 6,480.50 | 83 |
| 11025.40 - MOE: High Health Funding | 0.00 | 0.00 | 0.00 | 0.00 | |
| 11025.50 - MOE: IWF | 0.00 | 0.00 | 17,000.00 | 17,000.00 | 0 |
| 11026.00 - MOE ESOL Grant | 0.00 | 8,710.00 | 9,000.00 | 290.00 | 97 |
| 11030.00 - MOE Other Grants | 0.00 | 2,874.00 | 15,000.00 | 12,126.00 | 19 |
| 11032.00 - MOE Kiwisport Income | 1,771.75 | 7,087.00 | 7,087.00 | 0.00 | 100 |
| 11035.00 - MOE: ICT Funding | 1,948.25 | 19,482.50 | 23,379.00 | 3,896.50 | 83 |
| 11035.40 - MOE: CoL Allowance | 352.00 | 1,827.83 | 2,500.00 | 672.17 | 73 |
| 11070.00 - ACC Teacher Aide Income | 6,519.63 | 28,574.60 | 0.00 | (28,574.60) | |
| 11820.00 - Rebuild Funding Income | 0.00 | 0.00 | 7,500.00 | 7,500.00 | 0 |
| 12900.00 - MOE Relieving Teachers Income | 6,904.67 | 69,046.67 | 82,856.00 | 13,809.33 | 83 |
| 15330.10 - MOE - Vandalism Grant | 438.00 | 1,752.00 | 1,752.00 | 0.00 | 100 |
| 15340.00 - MOE - Property Maintenance Grant | 3,141.42 | 31,414.17 | 37,697.00 | 6,282.83 | 83 |
| 15345.00 - MOE - Heat, Light, Water Grant | 4,605.08 | 46,050.83 | 55,261.00 | 9,210.17 | 83 |
| Sub Total | 68,687.93 | 692,744.10 | 810,187.00 | 117,442.90 | 86 |
| Interest Earned | | | | | |
| 040 Interest Earned | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 11200.00 - Interest | 68.83 | 627.17 | 5,000.00 | 4,372.83 | 13 |
| Sub Total | 68.83 | 627.17 | 5,000.00 | 4,372.83 | 13 |
| Other Revenue | | | | | |
| 020 Other Funding | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 11150.00 - Hall hire | 486.95 | 8,091.31 | 8,000.00 | (91.31) | 101 |
| 11170.00 - Instrument Hire | 54.04 | 1,031.33 | 500.00 | (531.33) | 206 |
| 11250.00 - Grants Comm Trust/Pub Charity | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 0 |
| 11250.10 - Donations/Grants Expenditure | 0.00 | 0.00 | (10,000.00) | (10,000.00) | 0 |
| 11251.00 - Grants Funding Costs | 0.00 | 0.00 | 0.00 | 0.00 | |
| 11260.00 - Parent donations | 0.00 | 26,998.85 | 25,000.00 | (1,998.85) | 108 |
| 11270.00 - International Students Income | 0.00 | 0.00 | 0.00 | 0.00 | |
| 11271.00 - International Commission Expense | 0.00 | 0.00 | 0.00 | 0.00 | |
| 11275.00 - MOE Levy Expense | 0.00 | 0.00 | (450.00) | (450.00) | 0 |
| 11280.00 - Misc donations | 0.00 | 1,998.00 | 500.00 | (1,498.00) | 400 |
| 11400.00 - S'Mart Community Income | 0.00 | 360.00 | 7,000.00 | 6,640.00 | 5 |
| 11410.00 - S'Mart Community Expense | 0.00 | 0.00 | 0.00 | 0.00 | |
| 13405.00 - Insurance Recoveries | 0.00 | 0.00 | 0.00 | 0.00 | |
| Sub Total | 540.99 | 38,479.49 | 40,550.00 | 2,070.51 | 95 |

Operating Expenses

Learning Resources

100 Junior Syndicate

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|--|-----------------|-----------------|-----------------|------------------|-----------|
| 11700.00 - Junior Syndicate Activity Income | 0.00 | 0.00 | (500.00) | (500.00) | 0 |
| 11700.10 - Junior Syndicate Donation | (70.00) | (2,887.30) | (3,000.00) | (112.70) | 96 |
| 11710.00 - Junior Syndicate Activity Expense | 0.00 | 21.74 | 500.00 | 478.26 | 4 |
| 11710.10 - Junior Syndicate Donation Expense | 0.00 | 3,356.52 | 3,000.00 | (356.52) | 112 |
| 12060.00 - Junior - Syndicate Resources | 259.09 | 1,106.43 | 2,000.00 | 893.57 | 55 |
| 12200.00 - Art & Craft - Juniors | 19.99 | 1,057.03 | 3,000.00 | 1,942.97 | 35 |
| Sub Total | 209.08 | 2,654.42 | 5,000.00 | 2,345.58 | 53 |
| 105 Year 3/4 Syndicate | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 11720.00 - Year 3/4 Syndicate Activity Income | 0.00 | 0.00 | (500.00) | (500.00) | 0 |
| 11720.10 - Year 3/4 Syndicate Donation | (17.00) | (1,912.66) | (2,000.00) | (87.34) | 96 |
| 11725.00 - Year 3/4 Syndicate Activity Expense | 230.43 | 478.26 | 500.00 | 21.74 | 96 |
| 11725.10 - Year 3/4 Syndicate Donation Expense | 0.00 | 2,298.16 | 2,500.00 | 201.84 | 92 |
| 12070.00 - Y3/4 Syndicate Resources | 0.00 | 1,169.25 | 1,500.00 | 330.75 | 78 |
| 12201.00 - Art & Craft Y3/4 | 0.00 | 1,048.59 | 3,000.00 | 1,951.41 | 35 |
| 12280.30 - Garden to Table Inc. | 0.00 | (2,000.00) | 0.00 | 2,000.00 | |
| 12280.40 - Garden to Table Exp. | 121.89 | 1,847.26 | 2,000.00 | 152.74 | 92 |
| Sub Total | 335.32 | 2,928.86 | 7,000.00 | 4,071.14 | 42 |
| 110 Year 5/6 Syndicate | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 11730.00 - Year 5/6 Syndicate Activity Income | 0.00 | 0.00 | (500.00) | (500.00) | 0 |
| 11730.10 - Year 5/6 Syndicate Donation | (220.20) | (7,759.00) | (4,000.00) | 3,759.00 | 194 |
| 11735.00 - Year 5/6 Syndicate Activity Expense | 0.00 | 401.74 | 500.00 | 98.26 | 80 |
| 11735.10 - Year 5/6 Syndicate Donation Expense | 0.00 | 5,935.61 | 6,000.00 | 64.39 | 99 |
| 11770.00 - Year 5/6 Camp Donation | (588.70) | (19,681.30) | (23,000.00) | (3,318.70) | 86 |
| 11775.00 - Year 5/6 Camp Expenditure | 2,745.54 | 24,602.75 | 23,000.00 | (1,602.75) | 107 |
| 12080.00 - Y5/6 Syndicate Resources | 0.00 | 387.85 | 2,000.00 | 1,612.15 | 19 |
| 12202.00 - Art & Craft Y5/6 | 0.00 | 81.30 | 3,000.00 | 2,918.70 | 3 |
| 12280.50 - Eco Action Income | 0.00 | 0.00 | (1,500.00) | (1,500.00) | 0 |
| 12280.60 - Eco Action Expense | 60.87 | 60.87 | 1,500.00 | 1,439.13 | 4 |
| Sub Total | 1,997.51 | 4,029.82 | 7,000.00 | 2,970.18 | 58 |
| 115 Year 7/8 Syndicate | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 11740.00 - Year 7/8 Syndicate Activity Income | 0.00 | (5,098.21) | (4,000.00) | 1,098.21 | 127 |
| 11740.10 - Year 7/8 Syndicate Donation | (50.00) | (9,345.65) | (17,500.00) | (8,154.35) | 53 |
| 11750.00 - Year 7/8 Syndicate Activity Expense | 25.00 | 7,425.87 | 4,000.00 | (3,425.87) | 186 |
| 11750.10 - Year 7/8 Syndicate Donation Expense | 0.00 | 7,002.74 | 20,000.00 | 12,997.26 | 35 |
| 11780.00 - Year 7/8 Camp Donation | (115.50) | (27,587.50) | (25,000.00) | 2,587.50 | 110 |
| 11785.00 - Year 7/8 Camp Expenditure | 0.00 | 26,976.76 | 25,000.00 | (1,976.76) | 108 |
| 11788.00 - Graduation Year 8 | 0.00 | 600.00 | 750.00 | 150.00 | 80 |
| 11789.00 - Senior Interchange Programme | 0.00 | 0.00 | 0.00 | 0.00 | |
| 11790.00 - William Pike Challenge Inc | (126.09) | (4,372.59) | (2,000.00) | 2,372.59 | 219 |
| 11795.00 - William Pike Challenge Exp | 0.00 | 4,776.06 | 2,500.00 | (2,276.06) | 191 |
| 12090.00 - Y7/8 Syndicate Resources | 176.52 | 1,929.61 | 2,000.00 | 70.39 | 96 |
| 12095.00 - Y7/8 Leadership | 0.00 | 747.83 | 500.00 | (247.83) | 150 |
| 12203.00 - Art & Craft Y7/8 | 0.00 | 814.02 | 2,500.00 | 1,685.98 | 33 |
| Sub Total | (90.07) | 3,868.94 | 8,750.00 | 4,881.06 | 44 |
| 120 General Learning Resources | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 11800.00 - Misc Income | (1,379.52) | (2,758.08) | (4,000.00) | (1,241.92) | 69 |
| 11810.00 - Misc Expense | 1,205.61 | 1,275.09 | 2,500.00 | 1,224.91 | 51 |
| 11815.00 - Jubilee Trust Inc | 0.00 | 0.00 | (1,500.00) | (1,500.00) | 0 |
| 11825.00 - Rebuild Funding Expenses | 0.00 | 0.00 | 0.00 | 0.00 | |
| 11830.00 - Rebuild Funding Wages | 0.00 | 0.00 | 0.00 | 0.00 | |

| | | | | | |
|--|-----------------------|--------------------|----------------------|-------------------------|------------------|
| 11870.00 - Navigation Team | 0.00 | 0.00 | 0.00 | 0.00 | |
| 11900.00 - Stationery Income (New Entrants) | (28.87) | (873.16) | (500.00) | 373.16 | 175 |
| 11910.00 - Stationery Exp (New Entrants) | 0.00 | 1,256.28 | 1,750.00 | 493.72 | 72 |
| 11930.00 - Uniform Income | (1,555.74) | (27,536.11) | (35,000.00) | (7,463.89) | 79 |
| 11940.00 - Uniform Expense | 430.87 | 10,276.05 | 30,000.00 | 19,723.95 | 34 |
| 12100.00 - Classroom Consumables | 0.00 | 1,149.12 | 500.00 | (649.12) | 230 |
| 12110.00 - Laminating | 0.00 | 885.00 | 1,500.00 | 615.00 | 59 |
| 12250.00 - Conference Support / Creche | 0.00 | 0.00 | 0.00 | 0.00 | |
| Sub Total | (1,327.65) | (16,325.81) | (4,750.00) | 11,575.81 | 344 |
| 125 Library | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 12000.00 - Lib Consumables /Licences/Subscriptions | 0.00 | 2,292.70 | 2,500.00 | 207.30 | 92 |
| 12010.00 - Library Donations | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12020.00 - Library Book Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12050.00 - Librarian | 0.00 | 6,129.82 | 10,000.00 | 3,870.18 | 61 |
| Sub Total | 0.00 | 8,422.52 | 12,500.00 | 4,077.48 | 67 |
| 130 Computers | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 12210.00 - ICT Repairs/Maintenance/Consumables | 23.80 | 2,946.83 | 5,000.00 | 2,053.17 | 59 |
| 12220.00 - Website Costs | 39.00 | 390.00 | 750.00 | 360.00 | 52 |
| 12230.10 - Computer Contract | 1,328.20 | 13,282.00 | 17,500.00 | 4,218.00 | 76 |
| 13160.00 - Laptop Lease | 0.00 | 6,201.69 | 11,000.00 | 4,798.31 | 56 |
| 13162.00 - Chromebook Lease | 0.00 | 7,585.11 | 10,000.00 | 2,414.89 | 76 |
| Sub Total | 1,391.00 | 30,405.63 | 44,250.00 | 13,844.37 | 69 |
| 135 Performing Arts | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 11880.00 - Music Expense | 0.00 | 352.39 | 1,000.00 | 647.61 | 35 |
| 12260.00 - Spotify Subscription | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12270.00 - Percussion Income | 0.00 | 0.00 | (500.00) | (500.00) | 0 |
| 12270.10 - Percussion Expense | 0.00 | 0.00 | 500.00 | 500.00 | 0 |
| 12279.00 - Performing Arts Income | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12280.00 - Performing Arts Expense | 0.00 | 117.39 | 1,000.00 | 882.61 | 12 |
| 12280.10 - Production Expense | 0.00 | 0.00 | 7,500.00 | 7,500.00 | 0 |
| 12280.20 - Production Income | 0.00 | 0.00 | (7,500.00) | (7,500.00) | 0 |
| 12290.10 - Concert Band Income | 0.00 | 0.00 | (500.00) | (500.00) | 0 |
| 12290.20 - Concert Band Expense | 0.00 | 0.00 | 500.00 | 500.00 | 0 |
| Sub Total | 0.00 | 469.78 | 2,000.00 | 1,530.22 | 23 |
| 140 Maori | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 12340.00 - Maori Resource | 0.00 | 670.87 | 1,000.00 | 329.13 | 67 |
| 12340.40 - Whanau Group Fundraising Income | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12340.50 - Whanau Group Fundraising Expenses | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12345.00 - Maori Tutor | 195.00 | 4,679.00 | 6,000.00 | 1,321.00 | 78 |
| Sub Total | 195.00 | 5,349.87 | 7,000.00 | 1,650.13 | 76 |
| 145 General Curriculum Support | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 11325.00 - Literacy Release | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12030.00 - Assessment Materials | 195.65 | 1,065.22 | 1,000.00 | (65.22) | 107 |
| 12320.00 - Literacy | 4.35 | 5,048.98 | 7,500.00 | 2,451.02 | 67 |
| 12325.00 - Reading Recovery | 146.95 | 266.92 | 750.00 | 483.08 | 36 |
| 12350.00 - Inquiry Learning | 0.00 | 564.85 | 750.00 | 185.15 | 75 |
| 12350.10 - Inquiry Release | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12360.00 - Numeracy | 0.00 | 147.79 | 4,000.00 | 3,852.21 | 4 |
| 12360.50 - Numeracy Release | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12365.00 - Numeracy Income | 0.00 | 0.00 | 0.00 | 0.00 | |

| | | | | | |
|---|---------------|------------------|------------------|------------------|-----------|
| 12370.00 - ICAS Income | 0.00 | (178.36) | (1,750.00) | (1,571.64) | 10 |
| 12375.00 - ICAS Expense | 0.00 | 163.47 | 1,750.00 | 1,586.53 | 9 |
| 12380.00 - Science Exp | 0.00 | 9.13 | 4,000.00 | 3,990.87 | 0 |
| 12422.00 - Student Wellbeing | 162.59 | 1,167.55 | 1,000.00 | (167.55) | 117 |
| 12530.00 - Gate Programme Income | 0.00 | (234.78) | (750.00) | (515.22) | 31 |
| 12540.00 - Gate Programme Expense | 0.00 | 834.79 | 750.00 | (84.79) | 111 |
| 12545.00 - Learning Support Resources | 0.00 | 1,374.65 | 2,000.00 | 625.35 | 69 |
| 12545.10 - Future Problem Solving Expense | 0.00 | 0.00 | 750.00 | 750.00 | 0 |
| 12545.20 - ORS/ESOL Resources | 0.00 | 0.00 | 500.00 | 500.00 | 0 |
| 12545.30 - IWF Resources and Tuition | 0.00 | 0.00 | 1,500.00 | 1,500.00 | 0 |
| 12600.00 - Whole School Activities Income | 0.00 | (2,317.39) | (15,000.00) | (12,682.61) | 15 |
| 12600.10 - Whole School Activities Donation | (150.65) | (10,305.35) | 0.00 | 10,305.35 | |
| 12605.00 - Whole School Activities Expense | 0.00 | 3,455.46 | 10,000.00 | 6,544.54 | 35 |
| 12605.10 - Whole School Activities Donation Expense | 0.00 | 8,560.26 | 0.00 | (8,560.26) | |
| 12720.00 - Manual Training - Expense | 0.00 | 11,723.65 | 12,000.00 | 276.35 | 98 |
| 12725.00 - Manual Training - Income | (4.50) | (6,372.90) | (8,000.00) | (1,627.10) | 80 |
| 12730.00 - CMM Social Worker | 0.00 | 7,500.00 | 15,000.00 | 7,500.00 | 50 |
| 12740.00 - O/S Facilities | 0.00 | 0.00 | 0.00 | 0.00 | |
| Sub Total | 354.39 | 22,473.94 | 37,750.00 | 15,276.06 | 60 |

170 Personnel

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|---|------------------|-------------------|-------------------|------------------|-----------|
| 12810.01 - Learning Assistant 1 | 2,319.33 | 25,558.20 | 30,074.00 | 4,515.80 | 85 |
| 12810.02 - Learning Assistant 2 | 983.15 | 15,921.12 | 12,030.00 | (3,891.12) | 132 |
| 12810.03 - Learning Assistant 3 | 0.00 | 2,255.74 | 11,757.00 | 9,501.26 | 19 |
| 12810.04 - Learning Assistant 4 | 513.02 | 8,714.69 | 14,436.00 | 5,721.31 | 60 |
| 12810.05 - Learning Assistant 5 | 273.00 | 3,993.22 | 5,878.00 | 1,884.78 | 68 |
| 12810.06 - Learning Assistant 6 | 997.91 | 14,678.83 | 14,108.00 | (570.83) | 104 |
| 12810.07 - Learning Assistant 7 | 0.00 | 1,044.87 | 0.00 | (1,044.87) | |
| 12810.08 - Learning Assistant 8 | 474.20 | 10,888.74 | 11,757.00 | 868.26 | 93 |
| 12810.09 - Learning Assistant 9 | 328.08 | 4,702.83 | 7,054.00 | 2,351.17 | 67 |
| 12810.10 - Learning Assistant 10 | 837.60 | 15,547.27 | 14,436.00 | (1,111.27) | 108 |
| 12810.11 - Learning Assistant 11 | 1,307.29 | 16,082.34 | 14,436.00 | (1,646.34) | 111 |
| 12811.00 - Learning Assistance Leave Accrual | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12820.10 - Garden to Table Teachers | 543.88 | 8,392.64 | 12,000.00 | 3,607.36 | 70 |
| 12830.20 - Relievers | 9,480.72 | 75,572.98 | 77,500.00 | 1,927.02 | 98 |
| 12835.00 - Banked Staffing Balance | (4,180.00) | 3,901.00 | 0.00 | (3,901.00) | |
| 12840.00 - CPPA Inc. | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12840.10 - CPPA Exp. | 0.00 | 1,033.04 | 0.00 | (1,033.04) | |
| 12850.00 - Staff Sync / Quick Help | 0.00 | 0.00 | 1,700.00 | 1,700.00 | 0 |
| 12875.00 - Road Patrols/Bus Run | 0.00 | 0.00 | 500.00 | 500.00 | 0 |
| 12942.00 - Principal's Discretionary Fund Expense | 0.00 | 546.33 | 2,000.00 | 1,453.67 | 27 |
| 12942.50 - DPs Discretionary Fund Expense | 0.00 | 168.11 | 1,000.00 | 831.89 | 17 |
| 12942.60 - DPs Discretionary Fund Expense | 0.00 | 186.96 | 1,000.00 | 813.04 | 19 |
| 12945.00 - Professional Development | 156.52 | 8,518.28 | 10,000.00 | 1,481.72 | 85 |
| 12960.00 - Subscriptions | 64.92 | 15,024.66 | 14,500.00 | (524.66) | 104 |
| Sub Total | 14,099.62 | 232,731.85 | 256,166.00 | 23,434.15 | 91 |

Extra-Curricular**160 Sport**

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|--|----------------|------------|---------------|------------------|-----------|
| 11033.00 - Kiwisport (MOE Funded) Expense | 150.00 | 1,485.66 | 7,087.00 | 5,601.34 | 21 |
| 12419.00 - Phys Ed Income | 0.00 | (5,880.86) | (1,500.00) | 4,380.86 | 392 |
| 12420.00 - Phys Ed Expense | 0.00 | 3,301.57 | 5,500.00 | 2,198.43 | 60 |
| 12421.00 - Kiwisport/PhyEd Wages | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12425.00 - Hagley Sports Transport Income | 0.00 | (17.17) | (11,500.00) | (11,482.83) | 0 |
| 12426.00 - Hagley Sports Transport Expense | 0.00 | 0.00 | 12,000.00 | 12,000.00 | 0 |

| | | | | | |
|-----------------------------------|---------------|-----------------|-----------------|-----------------|------------|
| 12430.00 - Sports Uniform Hire | 0.00 | (126.10) | (2,500.00) | (2,373.90) | 5 |
| 12431.00 - Sports Uniform Expense | 0.00 | 743.00 | 0.00 | (743.00) | |
| 12435.00 - Netball Income | 0.00 | (774.77) | (400.00) | 374.77 | 194 |
| 12436.00 - Netball Expense | 0.00 | 728.70 | 500.00 | (228.70) | 146 |
| 12440.00 - Basketball Income | 0.00 | (1,767.41) | (1,000.00) | 767.41 | 177 |
| 12445.00 - Basketball Expense | 0.00 | 1,721.74 | 900.00 | (821.74) | 191 |
| Sub Total | 150.00 | (585.64) | 9,087.00 | 9,672.64 | (6) |

Administration**200 Administration Salaries**

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|--------------------------------|-----------------|------------------|-------------------|------------------|-----------|
| 13060.00 - Office 1 | 1,325.48 | 16,833.78 | 23,000.00 | 6,166.22 | 73 |
| 13065.00 - Office 3 | 1,441.00 | 42,899.07 | 55,000.00 | 12,100.93 | 78 |
| 13500.00 - Office 2 | 1,858.35 | 27,507.43 | 41,000.00 | 13,492.57 | 67 |
| 13505.00 - Office 4 | 0.00 | 2,932.04 | 2,446.00 | (486.04) | 120 |
| 13506.00 - Admin Leave Accrual | 0.00 | 0.00 | 0.00 | 0.00 | |
| Sub Total | 4,624.83 | 90,172.32 | 121,446.00 | 31,273.68 | 74 |

205 Board of Trustees

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|-----------------------------------|----------------|-----------------|-----------------|------------------|-----------|
| 13000.00 - BOT Attendance Fees | 0.00 | 1,345.00 | 4,000.00 | 2,655.00 | 34 |
| 13005.00 - BOT Other Expenses | 127.29 | 1,187.56 | 750.00 | (437.56) | 158 |
| 13008.00 - BOT Recruitment | 0.00 | 0.00 | 500.00 | 500.00 | 0 |
| 13009.00 - BOT Strategic Plan | 0.00 | 0.00 | 750.00 | 750.00 | 0 |
| 13010.00 - BOT Training | 0.00 | 0.00 | 750.00 | 750.00 | 0 |
| 13020.00 - BOT Communication | 0.00 | 0.00 | 0.00 | 0.00 | |
| 13030.00 - BOT STA Subscription | 806.24 | 806.24 | 850.00 | 43.76 | 95 |
| 13040.00 - Principal's Assessment | 0.00 | 869.56 | 1,500.00 | 630.44 | 58 |
| 13050.00 - BOT Elections | 0.00 | 0.00 | 0.00 | 0.00 | |
| Sub Total | 933.53 | 4,208.36 | 9,100.00 | 4,891.64 | 46 |

210 Administration - Communication

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|-------------------------|----------------|-----------------|-----------------|------------------|-----------|
| 13150.00 - Phones | 138.57 | 1,405.43 | 3,500.00 | 2,094.57 | 40 |
| 13170.00 - Post/Freight | 0.00 | 0.00 | 150.00 | 150.00 | 0 |
| Sub Total | 138.57 | 1,405.43 | 3,650.00 | 2,244.57 | 39 |

220 Administration - School

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|---|----------------|------------------|------------------|------------------|-----------|
| 13200.00 - Advertising | 0.00 | 0.00 | 200.00 | 200.00 | 0 |
| 13220.00 - Photocopying/Paper | 996.79 | 11,257.29 | 10,000.00 | (1,257.29) | 113 |
| 13230.00 - Photocopying Donation | 0.00 | 0.00 | (750.00) | (750.00) | 0 |
| 13250.00 - Photocopier Lease | 0.00 | 0.00 | 5,500.00 | 5,500.00 | 0 |
| 13260.00 - Stationery/Class Consumables | 0.00 | 4,189.37 | 5,750.00 | 1,560.63 | 73 |
| 13270.00 - Presentations | 0.00 | 0.00 | 750.00 | 750.00 | 0 |
| 13280.00 - Prizegiving | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 0 |
| 13300.00 - Staff Expenses | (688.63) | 3,739.33 | 3,000.00 | (739.33) | 125 |
| Sub Total | 308.16 | 19,185.99 | 25,450.00 | 6,264.01 | 75 |

225 Administration - General

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|------------------------------------|----------------|------------|---------------|------------------|-----------|
| 13070.00 - SchoolDocs - Policies | 0.00 | 1,566.67 | 1,750.00 | 183.33 | 90 |
| 13100.00 - Audit Fee | 333.33 | 3,333.30 | 4,000.00 | 666.70 | 83 |
| 13110.00 - Interest Finance Leases | 0.00 | 0.00 | 0.00 | 0.00 | |
| 13155.00 - Eftpos Lease | 53.00 | 530.00 | 600.00 | 70.00 | 88 |
| 13400.00 - Accountancy | 412.50 | 4,125.00 | 5,000.00 | 875.00 | 83 |
| 13410.00 - Insurance | 0.00 | 10,153.72 | 10,000.00 | (153.72) | 102 |
| 13420.00 - Copyright | 0.00 | 1,238.15 | 1,750.00 | 511.85 | 71 |
| 13425.00 - Legal Expenses | 0.00 | 0.00 | 400.00 | 400.00 | 0 |
| 13430.00 - First Aid | 0.00 | 1,078.07 | 2,000.00 | 921.93 | 54 |

| | | | | | |
|---|---------------|------------------|------------------|-----------------|-----------|
| 13440.00 - Bank fees | 0.00 | 0.00 | 50.00 | 50.00 | 0 |
| 13510.00 - Admin Professional Development | 0.00 | 0.00 | 750.00 | 750.00 | 0 |
| 13520.00 - ACC Levies | 0.00 | 1,557.98 | 1,250.00 | (307.98) | 125 |
| 13550.00 - Staff Cafe | 57.30 | 1,551.74 | 2,500.00 | 948.26 | 62 |
| 79999.00 - Asset Disposal | 0.00 | (2,190.00) | 0.00 | 2,190.00 | |
| Sub Total | 856.13 | 22,944.63 | 30,050.00 | 7,105.37 | 76 |

994 Archived Revenue & Expense Codes

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|------------------|----------------|-------------|---------------|------------------|-----------|
| Sub Total | 0.00 | 0.00 | 0.00 | 0.00 | |

Property**300 Equipment Repairs & Mtc**

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|---|----------------|-------------|-----------------|------------------|-----------|
| 14000.00 - Repair Furniture and Equipment | 0.00 | 0.00 | 750.00 | 750.00 | 0 |
| 14020.00 - Repair Admin Equipment | 0.00 | 0.00 | 250.00 | 250.00 | 0 |
| Sub Total | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 0 |

305 Caretaking & Cleaning

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|---------------------------------|------------------|-------------------|-------------------|------------------|-----------|
| 12837.00 - MOE ACC Wage Refunds | 0.00 | 0.00 | 0.00 | 0.00 | |
| 15000.00 - Cleaning Materials | 375.21 | 4,771.75 | 6,500.00 | 1,728.25 | 73 |
| 15010.00 - Rubbish Disposal | 315.22 | 4,631.51 | 4,500.00 | (131.51) | 103 |
| 15020.00 - Carpet Cleaning | 0.00 | 2,660.60 | 1,000.00 | (1,660.60) | 266 |
| 15030.00 - Caretaker Salary | 3,508.80 | 38,441.04 | 47,000.00 | 8,558.96 | 82 |
| 15040.00 - Cleaning Contract | 6,038.23 | 60,414.25 | 62,000.00 | 1,585.75 | 97 |
| 15050.00 - AlSCO/PRS | 434.30 | 5,159.77 | 7,000.00 | 1,840.23 | 74 |
| 15060.00 - Security | 1,096.26 | 7,061.89 | 9,000.00 | 1,938.11 | 78 |
| Sub Total | 11,768.02 | 123,140.81 | 137,000.00 | 13,859.19 | 90 |

310 Grounds

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|------------------------------|----------------|-----------------|-----------------|-------------------|------------|
| 15100.00 - Grasscutting | 140.00 | 770.00 | 1,500.00 | 730.00 | 51 |
| 15110.00 - Grounds Equipment | 255.14 | 3,516.72 | 1,500.00 | (2,016.72) | 234 |
| 15140.00 - Grounds Gardener | 420.17 | 4,320.17 | 0.00 | (4,320.17) | |
| Sub Total | 815.31 | 8,606.89 | 3,000.00 | (5,606.89) | 287 |

315 Energy

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|------------------------|-----------------|------------------|------------------|------------------|-----------|
| 15200.00 - Electricity | 2,013.61 | 18,004.79 | 25,000.00 | 6,995.21 | 72 |
| 15210.00 - Fuel | 0.00 | 0.00 | 50.00 | 50.00 | 0 |
| 15220.00 - Water | 0.00 | 0.00 | 250.00 | 250.00 | 0 |
| 15250.00 - Rates | 0.00 | 7,894.55 | 10,000.00 | 2,105.45 | 79 |
| Sub Total | 2,013.61 | 25,899.34 | 35,300.00 | 9,400.66 | 73 |

320 Buildings

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|---|-----------------|------------------|------------------|------------------|-----------|
| 15300.00 - Grounds and Building Maintenance | 2,415.07 | 24,870.61 | 22,500.00 | (2,370.61) | 111 |
| 15330.00 - Vandalism | 0.00 | 0.00 | 1,700.00 | 1,700.00 | 0 |
| 15365.00 - 10yr Plan Preparation | 0.00 | 0.00 | 0.00 | 0.00 | |
| 15366.00 - Cyclical Maintenance Allocation | 1,083.33 | 10,833.30 | 13,000.00 | 2,166.70 | 83 |
| 15400.00 - Licences - Property | 0.00 | 0.00 | 0.00 | 0.00 | |
| Sub Total | 3,498.40 | 35,703.91 | 37,200.00 | 1,496.09 | 96 |

Depreciation**335 Depreciation Expense**

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|-------------------------|-----------------|------------------|------------------|------------------|-----------|
| 16000.00 - Depn expense | 6,666.67 | 66,666.70 | 80,000.00 | 13,333.30 | 83 |
| Sub Total | 6,666.67 | 66,666.70 | 80,000.00 | 13,333.30 | 83 |

MOE Funded Expense (Net)**395 MOE Teacher Salaries (Net)**

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|---------|----------------|------------|---------------|------------------|-----------|
|---------|----------------|------------|---------------|------------------|-----------|

| | | | | | |
|--|-----------------------|-------------------|----------------------|-------------------------|------------------|
| 11060.00 - MOE Teacher Salaries Income | 0.00 | 0.00 | 0.00 | 0.00 | |
| 12885.00 - MOE Teacher Salary Expense | 0.00 | 0.00 | 0.00 | 0.00 | |
| Sub Total | 0.00 | 0.00 | 0.00 | 0.00 | |
| 400 MOE Use of Land & Buildings (Net) | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 11034.00 - MOE Use of Land and Buildings Income | 0.00 | 0.00 | 0.00 | 0.00 | |
| 15362.00 - MOE Use of Land & Buildings Exp | 0.00 | 0.00 | 0.00 | 0.00 | |
| Sub Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Current Assets

| | | | | | |
|---|-----------------------|-------------------|----------------------|-------------------------|------------------|
| Cash and Cash Equivalents | | | | | |
| 800 Cash and Bank | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 80000.00 - ASB Current Acc 00 | 88,120.26 | 453,111.73 | 0.00 | (453,111.73) | |
| Sub Total | 88,120.26 | 453,111.73 | 0.00 | (453,111.73) | |
| 802 Credit Card | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 80000.11 - ASB Visa A Mouat | 1,025.57 | (358.89) | 0.00 | 358.89 | |
| 80001.00 - ASB Visa Michele Stephens | 1,030.92 | (196.20) | 0.00 | 196.20 | |
| Sub Total | 2,056.49 | (555.09) | 0.00 | 555.09 | |
| Accounts Receivable | | | | | |
| 804 Accounts Receivable | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 88200.00 - Accounts Receivable | 6,541.42 | 9,099.03 | 0.00 | (9,099.03) | |
| 88210.00 - Income Accrued | 46.33 | 134.49 | 0.00 | (134.49) | |
| 88220.00 - SalGrt Accrual | 0.00 | 0.00 | 0.00 | 0.00 | |
| Sub Total | 6,587.75 | 9,233.52 | 0.00 | (9,233.52) | |
| Prepayments | | | | | |
| 806 Prepayments | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 88230.00 - Prepayments | 1,828.20 | 6,638.27 | 0.00 | (6,638.27) | |
| Sub Total | 1,828.20 | 6,638.27 | 0.00 | (6,638.27) | |
| Inventories | | | | | |
| 808 Inventories | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 88250.00 - Stock on hand - Uniform | 0.00 | 15,020.51 | 0.00 | (15,020.51) | |
| Sub Total | 0.00 | 15,020.51 | 0.00 | (15,020.51) | |
| Investments | | | | | |
| 809 Investments | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 88172.00 - ASB Term Deposit 72 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 88173.00 - ASB Term Deposit 73 | 0.00 | 151,504.60 | 0.00 | (151,504.60) | |
| 88175.00 - ASB Term Deposit 75 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Sub Total | 0.00 | 151,504.60 | 0.00 | (151,504.60) | |
| Other Current Assets | | | | | |
| 990 Archived Current Asset Codes | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| Sub Total | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Current Liabilities

| | | | | | |
|-----------------------------|-----------------------|-------------------|----------------------|-------------------------|------------------|
| Accounts Payable | | | | | |
| 810 Accounts Payable | | | | | |
| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 88500.00 - Accounts Payable | (6,527.44) | 31,649.59 | 0.00 | (31,649.59) | |
| 88510.00 - Expenses Due | 333.33 | 3,333.30 | 0.00 | (3,333.30) | |

| | | | | |
|---|--------------------|------------------|-------------|--------------------|
| 88520.00 - Payroll Due | 0.00 | 0.00 | 0.00 | 0.00 |
| 88525.00 - Leave Liability | 0.00 | 9,216.30 | 0.00 | (9,216.30) |
| 88530.00 - Banking Staffing Accrual | (4,180.00) | 3,901.00 | 0.00 | (3,901.00) |
| 88557.00 - Assistive Technology for Students (MOE funded) | 0.00 | 0.00 | 0.00 | 0.00 |
| 89999.00 - Suspense | 0.00 | 0.00 | 0.00 | 0.00 |
| 99997.00 - Rounding | 0.00 | 0.02 | 0.00 | (0.02) |
| Sub Total | (10,374.11) | 48,100.21 | 0.00 | (48,100.21) |

GST Payable**815 GST**

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|------------------|------------------|-----------------|---------------|-------------------|-----------|
| 88600.00 - GST | 16,832.05 | 1,689.44 | 0.00 | (1,689.44) | |
| Sub Total | 16,832.05 | 1,689.44 | 0.00 | (1,689.44) | |

Revenue Received in Advance**825 Revenue in Advance**

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|---|-------------------|-------------------|---------------|---------------------|-----------|
| 88540.00 - Hero Clearing Ledger | 0.00 | 0.00 | 0.00 | 0.00 | |
| 88550.00 - SM Income in Advance | 535.10 | 4,175.87 | 0.00 | (4,175.87) | |
| 88553.00 - Int Fees Received in Advance | 0.00 | 0.00 | 0.00 | 0.00 | |
| 88555.00 - MOE Grants in advance | 118,952.23 | 118,952.23 | 0.00 | (118,952.23) | |
| Sub Total | 119,487.33 | 123,128.10 | 0.00 | (123,128.10) | |

Finance Lease Liability - Current Portion**820 Finance Lease - Current**

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|---|----------------|------------------|---------------|--------------------|-----------|
| 89430.00 - TELA Current School | 0.00 | 7,492.23 | 0.00 | (7,492.23) | |
| 89431.00 - TELA Current MOE | 0.00 | 6,870.32 | 0.00 | (6,870.32) | |
| 89440.00 - TELA Current Prepaid Interest | 0.00 | (1,326.09) | 0.00 | 1,326.09 | |
| 89455.00 - CL Equico Lease | 0.00 | 10,113.48 | 0.00 | (10,113.48) | |
| 89456.00 - CL Equico Lease Prepaid Interest | 0.00 | (975.38) | 0.00 | 975.38 | |
| Sub Total | 0.00 | 22,174.56 | 0.00 | (22,174.56) | |

Funds Held for Capital Works Projects**830 MOE Property Projects**

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|---|--------------------|------------------|---------------|--------------------|-----------|
| 88620.00 - MOE Project Site Fence Installation Income | 0.00 | 32,694.30 | 0.00 | (32,694.30) | |
| 88621.00 - MOE Project Site Fence Installation Expense | 0.00 | (32,493.31) | 0.00 | 32,493.31 | |
| 88622.00 - MOE Project Water Line & Hot Water Cylinder Income | 0.00 | 0.00 | 0.00 | 0.00 | |
| 88623.00 - MOE Project Water Line & Hot Water Cylinder Expenses | 0.00 | (6,125.40) | 0.00 | 6,125.40 | |
| 88624.00 - MOE Project Cladding Damage Income | 0.00 | 0.00 | 0.00 | 0.00 | |
| 88625.00 - MOE Project Cladding Damage Expenses | 0.00 | (7,259.62) | 0.00 | 7,259.62 | |
| 88626.00 - MOE Project SIP Landscaping Project Income | 0.00 | 41,419.95 | 0.00 | (41,419.95) | |
| 88627.00 - MOE Project SIP Landscaping Project Expenses | 0.00 | (34,287.08) | 0.00 | 34,287.08 | |
| 88628.00 - MOE Project SIP Hall Redevelopment Income | 34,841.65 | 312,841.65 | 0.00 | (312,841.65) | |
| 88629.00 - MOE Project SIP Hall Redevelopment Expenses | (85,199.54) | (273,243.66) | 0.00 | 273,243.66 | |
| Sub Total | (50,357.89) | 33,546.83 | 0.00 | (33,546.83) | |

Other Current Liabilities**992 Archived Current Liability Codes**

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|------------------|----------------|-------------|---------------|------------------|-----------|
| Sub Total | 0.00 | 0.00 | 0.00 | 0.00 | |

Non-current Assets**Property, Plant and Equipment - Prev Year****840 Fixed Assets - Prior Years**

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|---------------------------|----------------|--------------|---------------|------------------|-----------|
| 89020.00 - Sch Furniture | 0.00 | 362,947.45 | 0.00 | (362,947.45) | |
| 89030.00 - AcDp Furniture | 0.00 | (213,895.00) | 0.00 | 213,895.00 | |
| 89060.00 - Elec equipmnt | 0.00 | 402,596.60 | 0.00 | (402,596.60) | |

| | | | | |
|-----------------------------------|-------------------|-------------------|-------------|---------------------|
| 89070.00 - AcDp Elec eqt | 0.00 | (314,637.21) | 0.00 | 314,637.21 |
| 89080.00 - Plant & Eqt | 0.00 | 102,392.29 | 0.00 | (102,392.29) |
| 89090.00 - AcDp Plant & Eqt | 0.00 | (60,411.72) | 0.00 | 60,411.72 |
| 89120.00 - Office F & E | 0.00 | 47,785.83 | 0.00 | (47,785.83) |
| 89130.00 - AcDp OfficeF&E | 0.00 | (23,703.72) | 0.00 | 23,703.72 |
| 89140.00 - Leasehold Impr | 0.00 | 111,223.56 | 0.00 | (111,223.56) |
| 89150.00 - AcDp Leasehold | 0.00 | (108,453.61) | 0.00 | 108,453.61 |
| 89160.00 - Library Books | 0.00 | 125,650.34 | 0.00 | (125,650.34) |
| 89165.00 - AcDp Library resources | 0.00 | (86,081.15) | 0.00 | 86,081.15 |
| 89170.00 - Leased Assets | 0.00 | 64,562.37 | 0.00 | (64,562.37) |
| 89175.00 - AcDp Leased Assets | 0.00 | (26,061.00) | 0.00 | 26,061.00 |
| 89180.00 - Musical Eqt | 0.00 | 18,589.58 | 0.00 | (18,589.58) |
| 89190.00 - AcDp Musical | 0.00 | (18,548.85) | 0.00 | 18,548.85 |
| 89410 - Depreciation Estimate | (6,666.67) | (66,666.70) | 0.00 | 66,666.70 |
| Sub Total | (6,666.67) | 317,289.06 | 0.00 | (317,289.06) |

Current Year Fixed Asset Additions**845 Current Year Asset Additions**

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|---|-----------------|------------------|------------------|------------------|-----------|
| 89200.00 - Addn: School Furniture & Equipment | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 0 |
| 89210.00 - Addn: Electronic Equipment | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0 |
| 89220.00 - Addn: Plant & Equipment | 0.00 | 5,369.57 | 5,000.00 | (369.57) | 107 |
| 89240.00 - Addn: Office Furniture & Equipment | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0 |
| 89250.00 - Addn: Leasehold Impr | 0.00 | 0.00 | 0.00 | 0.00 | |
| 89260.00 - Addn: Library Books | 0.00 | 0.00 | 4,000.00 | 4,000.00 | 0 |
| 89320.00 - Addn: Devices | 0.00 | 3,119.50 | 12,500.00 | 9,380.50 | 25 |
| 89330.00 - Addn: Laptops Classroom | 5,105.00 | 5,105.00 | 0.00 | (5,105.00) | |
| 89332.00 - Addn: Rebuild Curtains/Blinds | 0.00 | 0.00 | 10,000.00 | 10,000.00 | 0 |
| 89334.00 - Addn:Landscaping | 0.00 | 0.00 | 5,000.00 | 5,000.00 | 0 |
| 89402.00 - Addn: Leased Assets | 0.00 | 0.00 | 0.00 | 0.00 | |
| Sub Total | 5,105.00 | 13,594.07 | 56,500.00 | 42,905.93 | 24 |

Non-current Liabilities**Provision for Cyclical Maintenance - Term****855 Cyclical Maintenance Provision - Term**

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|------------------------------------|-----------------|------------------|---------------|--------------------|-----------|
| 89470.00 - TL Cyclical Maintenance | 1,083.33 | 10,833.30 | 0.00 | (10,833.30) | |
| Sub Total | 1,083.33 | 10,833.30 | 0.00 | (10,833.30) | |

Finance Lease Liability - Term**850 Finance Lease - Term**

| Account | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
|---|----------------|------------------|---------------|--------------------|-----------|
| 89445.00 - TELA Term School | 0.00 | 2,949.86 | 0.00 | (2,949.86) | |
| 89446.00 - TELA Term MOE | 0.00 | 2,985.16 | 0.00 | (2,985.16) | |
| 89450.00 - TELA Term Prepaid Interest | 0.00 | (219.57) | 0.00 | 219.57 | |
| 89457.00 - TL Equico Lease | 0.00 | 10,113.48 | 0.00 | (10,113.48) | |
| 89458.00 - TL Equico Lease Prepaid Interest | 0.00 | (385.99) | 0.00 | 385.99 | |
| Sub Total | 0.00 | 15,442.94 | 0.00 | (15,442.94) | |

Equity

| Equity | This Year To Date | Last Year to October | Last Year End |
|-------------------------------|-------------------|----------------------|---------------|
| Opening Equity | 653,929.09 | 646,650.31 | 654,620.98 |
| Additions to Equity | 19,500.00 | 0.00 | 0.00 |
| Operating surplus / (deficit) | 37,492.20 | 20,187.66 | (691.89) |

| | | | |
|---------------|------------|------------|------------|
| Public Equity | 710,921.29 | 666,837.97 | 653,929.09 |
|---------------|------------|------------|------------|

St Martins School

Monthly Management Summary report
 For the period ending: 31-October-2021
 Percentage of financial year to date: 83%



STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE

| Income | | | | | |
|---|------------------|-------------------|--------------------|-------------------|-----------|
| Header | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| Government Grants | 68,687.93 | 692,744.10 | 810,187.00 | 117,442.90 | 86 |
| Locally Raised Funds Income | 540.99 | 38,479.49 | 40,550.00 | 2,070.51 | 95 |
| Interest Earned | 68.83 | 627.17 | 5,000.00 | 4,372.83 | 13 |
| Total Income | 69,297.75 | 731,850.76 | 855,737.00 | 123,886.24 | 86 |
| Expenditure | | | | | |
| Header | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| Learning Resources | 17,314.20 | 296,424.18 | 391,753.00 | 95,328.82 | 76 |
| Administration | 6,861.22 | 137,916.73 | 189,696.00 | 51,779.27 | 73 |
| Property | 18,095.34 | 193,350.95 | 213,500.00 | 20,149.05 | 91 |
| Depreciation | 6,666.67 | 66,666.70 | 80,000.00 | 13,333.30 | 83 |
| Total Expenditure | 48,937.43 | 694,358.56 | 874,949.00 | 180,590.44 | 79 |
| Plus | | | | | |
| Header | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| MOE Teacher Salaries (Net) | 0.00 | 0.00 | 0.00 | 0.00 | |
| MOE Use of Land & Buildings (Net) | 0.00 | 0.00 | 0.00 | 0.00 | |
| Operating surplus / (deficit) year to date | 20,360.32 | 37,492.20 | (19,212.00) | | |

STATEMENT OF FINANCIAL POSITION

| Current Assets | | | |
|---------------------------------------|--------------------------|-----------------------------|----------------------|
| Group | This Year To Date | Last Year to October | Last Year End |
| Cash and Bank | 453,111.73 | 315,255.52 | 192,928.42 |
| Credit Card | (555.09) | (1,260.02) | (5,252.36) |
| Accounts Receivable | 9,233.52 | 7,472.96 | 170,763.70 |
| Prepayments | 6,638.27 | 8,594.76 | 24,050.89 |
| Inventories | 15,020.51 | 21,852.09 | 15,020.51 |
| Investments | 151,504.60 | 307,609.66 | 151,134.03 |
| Archived Current Asset Codes | 0.00 | 0.00 | 0.00 |
| Total Current Assets | 634,953.54 | 659,524.97 | 548,645.19 |
| less Current Liabilities | | | |
| Group | This Year To Date | Last Year to October | Last Year End |
| Accounts Payable | 48,100.21 | 52,527.87 | 235,919.85 |
| GST | 1,689.44 | 23,079.90 | (16,199.12) |
| Revenue in Advance | 123,128.10 | 200,540.14 | 4,643.40 |
| Finance Lease - Current | 22,174.56 | 17,455.38 | 22,174.56 |
| MOE Property Projects | 33,546.83 | 32,694.30 | 16,690.23 |
| Archived Current Liability Codes | 0.00 | 0.00 | 0.00 |
| Total Current Liabilities | 228,639.14 | 326,297.59 | 263,228.92 |
| Net Working Capital | 406,314.40 | 333,227.38 | 285,416.27 |
| add Non Current Assets | | | |
| Group | This Year To Date | Last Year to October | Last Year End |
| Fixed Assets - Prior Years | 317,289.06 | 307,693.30 | 383,955.76 |
| Current Year Asset Additions | 13,594.07 | 44,669.25 | 0.00 |
| Total Non Current Assets | 330,883.13 | 352,362.55 | 383,955.76 |
| less Non Current Liabilities | | | |
| Group | This Year To Date | Last Year to October | Last Year End |
| Cyclical Maintenance Provision - Term | 10,833.30 | 0.00 | 0.00 |
| Finance Lease - Term | 15,442.94 | 18,751.96 | 15,442.94 |
| Total Non Current Liabilities | 26,276.24 | 18,751.96 | 15,442.94 |
| Net Assets | 710,921.29 | 666,837.97 | 653,929.09 |
| Represented by | | | |
| | This Year To Date | Last Year to October | Last Year End |
| Opening Equity | 653,929.09 | 646,650.31 | 654,620.98 |
| Additions to Equity | 19,500.00 | 0.00 | 0.00 |
| Operating surplus / (deficit) | 37,492.20 | 20,187.66 | (691.89) |
| Public Equity | 710,921.29 | 666,837.97 | 653,929.09 |

STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE - DETAIL

| Income | | | | | |
|--------------------------------------|------------------|-------------------|-------------------|-------------------|-----------|
| Government Grants | | | | | |
| Group | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 010 MOE Funding | 68,687.93 | 692,744.10 | 810,187.00 | 117,442.90 | 86 |
| Sub Total | 68,687.93 | 692,744.10 | 810,187.00 | 117,442.90 | 86 |
| Locally Raised Funds Income | | | | | |
| Group | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 020 Other Funding | 540.99 | 38,479.49 | 40,550.00 | 2,070.51 | 95 |
| Sub Total | 540.99 | 38,479.49 | 40,550.00 | 2,070.51 | 95 |
| Interest Earned | | | | | |
| Group | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 040 Interest Earned | 68.83 | 627.17 | 5,000.00 | 4,372.83 | 13 |
| Sub Total | 68.83 | 627.17 | 5,000.00 | 4,372.83 | 13 |
| Total Income | 69,297.75 | 731,850.76 | 855,737.00 | 123,886.24 | 86 |
| Expenditure | | | | | |
| Learning Resources | | | | | |
| Group | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 100 Junior Syndicate | 209.08 | 2,654.42 | 5,000.00 | 2,345.58 | 53 |
| 105 Year 3/4 Syndicate | 335.32 | 2,928.86 | 7,000.00 | 4,071.14 | 42 |
| 110 Year 5/6 Syndicate | 1,997.51 | 4,029.82 | 7,000.00 | 2,970.18 | 58 |
| 115 Year 7/8 Syndicate | (90.07) | 3,868.94 | 8,750.00 | 4,881.06 | 44 |
| 120 General Learning Resources | (1,327.65) | (16,325.81) | (4,750.00) | 11,575.81 | 344 |
| 125 Library | 0.00 | 8,422.52 | 12,500.00 | 4,077.48 | 67 |
| 130 Computers | 1,391.00 | 30,405.63 | 44,250.00 | 13,844.37 | 69 |
| 135 Performing Arts | 0.00 | 469.78 | 2,000.00 | 1,530.22 | 23 |
| 140 Maori | 195.00 | 5,349.87 | 7,000.00 | 1,650.13 | 76 |
| 145 General Curriculum Support | 354.39 | 22,473.94 | 37,750.00 | 15,276.06 | 60 |
| 160 Sport | 150.00 | (585.64) | 9,087.00 | 9,672.64 | (6) |
| 170 Personnel | 14,099.62 | 232,731.85 | 256,166.00 | 23,434.15 | 91 |
| Sub Total | 17,314.20 | 296,424.18 | 391,753.00 | 95,328.82 | 76 |
| Administration | | | | | |
| Group | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 200 Administration Salaries | 4,624.83 | 90,172.32 | 121,446.00 | 31,273.68 | 74 |
| 205 Board of Trustees | 933.53 | 4,208.36 | 9,100.00 | 4,891.64 | 46 |
| 210 Administration - Communication | 138.57 | 1,405.43 | 3,650.00 | 2,244.57 | 39 |
| 220 Administration - School | 308.16 | 19,185.99 | 25,450.00 | 6,264.01 | 75 |
| 225 Administration - General | 856.13 | 22,944.63 | 30,050.00 | 7,105.37 | 76 |
| 994 Archived Revenue & Expense Codes | 0.00 | 0.00 | 0.00 | 0.00 | |
| Sub Total | 6,861.22 | 137,916.73 | 189,696.00 | 51,779.27 | 73 |
| Property | | | | | |
| Group | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 300 Equipment Repairs & Mtc | 0.00 | 0.00 | 1,000.00 | 1,000.00 | 0 |
| 305 Caretaking & Cleaning | 11,768.02 | 123,140.81 | 137,000.00 | 13,859.19 | 90 |
| 310 Grounds | 815.31 | 8,606.89 | 3,000.00 | (5,606.89) | 287 |
| 315 Energy | 2,013.61 | 25,899.34 | 35,300.00 | 9,400.66 | 73 |
| 320 Buildings | 3,498.40 | 35,703.91 | 37,200.00 | 1,496.09 | 96 |
| Sub Total | 18,095.34 | 193,350.95 | 213,500.00 | 20,149.05 | 91 |
| Depreciation | | | | | |
| Group | Net This Month | Actual YTD | Annual Budget | Ann Bgt Variance | % Ann Bgt |
| 335 Depreciation Expense | 6,666.67 | 66,666.70 | 80,000.00 | 13,333.30 | 83 |
| Sub Total | 6,666.67 | 66,666.70 | 80,000.00 | 13,333.30 | 83 |
| Total Expenditure | 48,937.43 | 694,358.56 | 874,949.00 | 180,590.44 | 79 |

STATEMENT OF FINANCIAL POSITION - DETAIL

| Cash and Bank | | | |
|--|-------------------|----------------------|--------------------|
| Account | This Year To Date | Last Year to October | Last Year End |
| ASB Current Acc 00 | 453,111.73 | 315,255.52 | 192,928.42 |
| Sub Total | 453,111.73 | 315,255.52 | 192,928.42 |
| Credit Card | | | |
| Account | This Year To Date | Last Year to October | Last Year End |
| ASB Visa M Stephens | 0.00 | (1,151.78) | (2,816.08) |
| ASB Visa A Mouat | (358.89) | (108.24) | (2,436.28) |
| ASB Visa Michele Stephens | (196.20) | 0.00 | 0.00 |
| Sub Total | (555.09) | (1,260.02) | (5,252.36) |
| Accounts Receivable | | | |
| Account | This Year To Date | Last Year to October | Last Year End |
| Accounts Receivable | 9,099.03 | 6,810.50 | 362.00 |
| Income Accrued | 134.49 | 662.46 | 65.09 |
| SalGrt Accrual | 0.00 | 0.00 | 170,336.61 |
| Sub Total | 9,233.52 | 7,472.96 | 170,763.70 |
| Prepayments | | | |
| Account | This Year To Date | Last Year to October | Last Year End |
| Prepayments | 6,638.27 | 8,594.76 | 24,050.89 |
| Sub Total | 6,638.27 | 8,594.76 | 24,050.89 |
| Inventories | | | |
| Account | This Year To Date | Last Year to October | Last Year End |
| Stock on hand - Uniform | 15,020.51 | 21,852.09 | 15,020.51 |
| Sub Total | 15,020.51 | 21,852.09 | 15,020.51 |
| Investments | | | |
| Account | This Year To Date | Last Year to October | Last Year End |
| ASB Term Deposit 72 | 0.00 | 53,390.93 | 0.00 |
| ASB Term Deposit 73 | 151,504.60 | 100,610.99 | 101,074.90 |
| ASB Term Deposit 74 | 0.00 | 103,569.52 | 0.00 |
| ASB Term Deposit 75 | 0.00 | 50,038.22 | 50,059.13 |
| Sub Total | 151,504.60 | 307,609.66 | 151,134.03 |
| Archived Current Asset Codes | | | |
| Account | This Year To Date | Last Year to October | Last Year End |
| Sub Total | 0.00 | 0.00 | 0.00 |
| Accounts Payable | | | |
| Account | This Year To Date | Last Year to October | Last Year End |
| Accounts Payable | 31,649.59 | 32,474.71 | 45,019.88 |
| Expenses Due | 3,333.30 | 3,750.00 | 8,052.06 |
| Payroll Due | 0.00 | 4,468.26 | 170,336.61 |
| Leave Liability | 9,216.30 | 9,112.69 | 9,216.30 |
| Banking Staffing Accrual | 3,901.00 | 2,722.00 | 3,295.00 |
| Assistive Technology for Students (MOE funded) | 0.00 | 0.00 | 0.00 |
| Suspense | 0.00 | 0.00 | 0.00 |
| Rounding | 0.02 | 0.21 | 0.00 |
| Sub Total | 48,100.21 | 52,527.87 | 235,919.85 |
| GST | | | |
| Account | This Year To Date | Last Year to October | Last Year End |
| GST | 1,689.44 | 23,079.90 | (16,199.12) |
| Sub Total | 1,689.44 | 23,079.90 | (16,199.12) |
| Revenue in Advance | | | |
| Account | This Year To Date | Last Year to October | Last Year End |
| Hero Clearing Ledger | 0.00 | 0.00 | 0.00 |

| | | | |
|--|--------------------------|-----------------------------|----------------------|
| SM Income in Advance | 4,175.87 | 8,618.88 | 4,643.40 |
| Int Fees Received in Advance | 0.00 | 0.00 | 0.00 |
| MOE Grants in advance | 118,952.23 | 191,921.26 | 0.00 |
| Sub Total | 123,128.10 | 200,540.14 | 4,643.40 |
| Finance Lease - Current | | | |
| Account | This Year To Date | Last Year to October | Last Year End |
| TELA Current School | 7,492.23 | 10,855.07 | 7,492.23 |
| TELA Current MOE | 6,870.32 | 9,430.32 | 6,870.32 |
| TELA Current Prepaid Interest | (1,326.09) | (2,830.01) | (1,326.09) |
| CL Equico Lease | 10,113.48 | 0.00 | 10,113.48 |
| CL Equico Lease Prepaid Interest | (975.38) | 0.00 | (975.38) |
| Sub Total | 22,174.56 | 17,455.38 | 22,174.56 |
| MOE Property Projects | | | |
| Account | This Year To Date | Last Year to October | Last Year End |
| MOE Project Site Fence Installation Income | 32,694.30 | 32,694.30 | 32,694.30 |
| MOE Project Site Fence Installation Expense | (32,493.31) | 0.00 | (32,327.00) |
| MOE Project Water Line & Hot Water Cylinder Income | 0.00 | 0.00 | 0.00 |
| MOE Project Water Line & Hot Water Cylinder Expenses | (6,125.40) | 0.00 | (6,125.40) |
| MOE Project Cladding Damage Income | 0.00 | 0.00 | 0.00 |
| MOE Project Cladding Damage Expenses | (7,259.62) | 0.00 | (7,259.62) |
| MOE Project SIP Landscaping Project Income | 41,419.95 | 0.00 | 41,419.95 |
| MOE Project SIP Landscaping Project Expenses | (34,287.08) | 0.00 | (10,407.00) |
| MOE Project SIP Hall Redevelopment Income | 312,841.65 | 0.00 | 0.00 |
| MOE Project SIP Hall Redevelopment Expenses | (273,243.66) | 0.00 | (1,305.00) |
| Sub Total | 33,546.83 | 32,694.30 | 16,690.23 |
| Archived Current Liability Codes | | | |
| Account | This Year To Date | Last Year to October | Last Year End |
| Sub Total | 0.00 | 0.00 | 0.00 |
| Fixed Assets - Prior Years | | | |
| Account | This Year To Date | Last Year to October | Last Year End |
| Sch Furniture | 362,947.45 | 349,870.82 | 362,947.45 |
| AcDp Furniture | (213,895.00) | (195,130.78) | (213,895.00) |
| Elec equipmnt | 402,596.60 | 396,082.87 | 402,596.60 |
| AcDp Elec eqt | (314,637.21) | (277,681.21) | (314,637.21) |
| Plant & Eqt | 102,392.29 | 71,249.05 | 102,392.29 |
| AcDp Plant & Eqt | (60,411.72) | (55,124.62) | (60,411.72) |
| Office F & E | 47,785.83 | 44,184.05 | 47,785.83 |
| AcDp OfficeF&E | (23,703.72) | (20,640.25) | (23,703.72) |
| Leasehold Impr | 111,223.56 | 111,223.56 | 111,223.56 |
| AcDp Leasehold | (108,453.61) | (107,674.06) | (108,453.61) |
| Library Books | 125,650.34 | 125,622.43 | 125,650.34 |
| AcDp Library resources | (86,081.15) | (80,428.41) | (86,081.15) |
| Leased Assets | 64,562.37 | 52,416.74 | 64,562.37 |
| AcDp Leased Assets | (26,061.00) | (15,083.78) | (26,061.00) |
| Musical Eqt | 18,589.58 | 18,589.58 | 18,589.58 |
| AcDp Musical | (18,548.85) | (18,115.99) | (18,548.85) |
| Depreciation Estimate | (66,666.70) | (91,666.70) | 0.00 |
| Sub Total | 317,289.06 | 307,693.30 | 383,955.76 |
| Current Year Asset Additions | | | |
| Account | This Year To Date | Last Year to October | Last Year End |
| Addn: School Furniture & Equipment | 0.00 | 10,354.89 | 0.00 |
| Addn: Electronic Equipment | 0.00 | 1,760.00 | 0.00 |
| Addn: Plant & Equipment | 5,369.57 | 26,499.76 | 0.00 |
| Addn: Office Furniture & Equipment | 0.00 | 3,304.95 | 0.00 |
| Addn: Leasehold Impr | 0.00 | 0.00 | 0.00 |

| | | | |
|--|--------------------------|-----------------------------|----------------------|
| Addn: Library Books | 0.00 | 27.91 | 0.00 |
| Addn: Devices | 3,119.50 | 0.00 | 0.00 |
| Addn: Laptops Classroom | 5,105.00 | 0.00 | 0.00 |
| Addn: Rebuild Curtains/Blinds | 0.00 | 2,721.74 | 0.00 |
| Addn:Landscaping | 0.00 | 0.00 | 0.00 |
| Addn: Leased Assets | 0.00 | 0.00 | 0.00 |
| Sub Total | 13,594.07 | 44,669.25 | 0.00 |
| Cyclical Maintenance Provision - Term | | | |
| Account | This Year To Date | Last Year to October | Last Year End |
| TL Cyclical Maintenance | 10,833.30 | 0.00 | 0.00 |
| Sub Total | 10,833.30 | 0.00 | 0.00 |
| Finance Lease - Term | | | |
| Account | This Year To Date | Last Year to October | Last Year End |
| TELA Term School | 2,949.86 | 10,442.14 | 2,949.86 |
| TELA Term MOE | 2,985.16 | 9,855.48 | 2,985.16 |
| TELA Term Prepaid Interest | (219.57) | (1,545.66) | (219.57) |
| TL Equico Lease | 10,113.48 | 0.00 | 10,113.48 |
| TL Equico Lease Prepaid Interest | (385.99) | 0.00 | (385.99) |
| Sub Total | 15,442.94 | 18,751.96 | 15,442.94 |



St Martins School

Monthly Financial Reports
October 2021

Prepared by Rachel Harrison
Financial Services Division

Solutions & Services
Collaborative School Administration

Disclaimer of Liability

The analysis and opinions contained in this report are based upon the School's financial records as supplied to Solutions & Services Ltd. The financial records have not been audited and while we have applied our best endeavours, the information should be viewed in this light.

Aged Receivables
St Martins School
October 2021

| | Current | September | Older | Total |
|-----------------------------------|-------------------|---------------|----------------|-------------------|
| Receivables | | | | |
| Accident Compensation Corporation | \$8,884.03 | \$0.00 | \$0.00 | \$8,884.03 |
| Canterbury District Health Board | \$200.00 | \$0.00 | \$0.00 | \$200.00 |
| Variety Children's Charity | \$0.00 | \$0.00 | \$15.00 | \$15.00 |
| Total Receivables | \$9,084.03 | \$0.00 | \$15.00 | \$9,099.03 |

Aged Payables
St Martins School
October 2021

| | Current | September | Older | Total |
|-----------------------------------|--------------------|---------------|---------------|--------------------|
| Payables | | | | |
| Alsco Canterbury | \$499.45 | \$0.00 | \$0.00 | \$499.45 |
| Argyle Schoolwear Ltd | \$495.50 | \$0.00 | \$0.00 | \$495.50 |
| Business Distributors Ltd BDL | \$1,146.31 | \$0.00 | \$0.00 | \$1,146.31 |
| First Security Guard Services Ltd | \$557.82 | \$0.00 | \$0.00 | \$557.82 |
| Geek Free Ltd | \$44.85 | \$0.00 | \$0.00 | \$44.85 |
| Linc Technologies Ltd | \$11.41 | \$0.00 | \$0.00 | \$11.41 |
| Mobil St Martins | \$21.04 | \$0.00 | \$0.00 | \$21.04 |
| NZ Safety Blackwoods | \$181.00 | \$0.00 | \$0.00 | \$181.00 |
| NZCER | \$225.00 | \$0.00 | \$0.00 | \$225.00 |
| NZSTA Copyright Assn | \$927.18 | \$0.00 | \$0.00 | \$927.18 |
| OCS Ltd | \$6,943.96 | \$0.00 | \$0.00 | \$6,943.96 |
| Pump Services | \$1,035.77 | \$0.00 | \$0.00 | \$1,035.77 |
| Revolutionise IT NZ Ltd | \$9,095.58 | \$0.00 | \$0.00 | \$9,095.58 |
| Royalwolf NZ | \$164.17 | \$0.00 | \$0.00 | \$164.17 |
| Smiths Mitre 10 Beckenham | \$135.60 | \$0.00 | \$0.00 | \$135.60 |
| St Martins New World | \$163.71 | \$0.00 | \$0.00 | \$163.71 |
| The Book Box | \$28.75 | \$0.00 | \$0.00 | \$28.75 |
| The Information Management Group | \$13.85 | \$0.00 | \$0.00 | \$13.85 |
| The Service Company Ltd | \$431.49 | \$0.00 | \$0.00 | \$431.49 |
| The William Pike Challenge | \$1,150.00 | \$0.00 | \$0.00 | \$1,150.00 |
| Three Sixty Architecture | \$7,892.74 | \$0.00 | \$0.00 | \$7,892.74 |
| Triton Security | \$148.25 | \$0.00 | \$0.00 | \$148.25 |
| Ungu Capoeira School NZ | \$120.00 | \$0.00 | \$0.00 | \$120.00 |
| Waste Management NZ Ltd | \$236.53 | \$0.00 | \$0.00 | \$236.53 |
| Wormald NZ | \$554.63 | \$0.00 | \$0.00 | \$554.63 |
| Total Payables | \$32,224.59 | \$0.00 | \$0.00 | \$32,224.59 |

Account Transactions

St Martins School

For the period 1 October 2021 to 31 October 2021

| Date | Description | Reference | Debit | Credit |
|---------------------------|--|--|-------|-----------|
| ASB Current Acc 00 | | | | |
| 20 Oct 2021 | Payment: Waghorn Builders | StMartinsSch Inv 3 Inv 3 | 0.00 | 89,922.56 |
| 05 Oct 2021 | Payroll | PP142021 | 0.00 | 16,758.66 |
| 19 Oct 2021 | Payroll | PP152022 | 0.00 | 8,776.99 |
| 20 Oct 2021 | Payment: OCS Ltd | StMartinsSch Cust 23515 Inv 91087552 | 0.00 | 6,943.96 |
| 21 Oct 2021 | Payment: Bentley Transport | StMartinsSch Camp Inv 3437 | 0.00 | 4,265.00 |
| 14 Oct 2021 | Payment: Rusty Carrot Catering | StMartinsSch Inv 9037 Inv 9037 | 0.00 | 3,604.19 |
| 18 Oct 2021 | Payment: Pump Services | StMartinsSch Inv 47702 Inv 47702 | 0.00 | 3,129.44 |
| 18 Oct 2021 | Payment: Contact Energy | StMartinsSch 501304869 Inv106586144 | 0.00 | 2,315.65 |
| 29 Oct 2021 | Payment: Hanmer Springs Forest Camp | StMartinsSch Inv 12946 Inv 12946 | 0.00 | 2,216.00 |
| 20 Oct 2021 | Payment: Liz Kane Literacy | StMartinsSch Inv 11255 Inv 11255 | 0.00 | 2,185.00 |
| 20 Oct 2021 | Payment: Hanmer Springs Thermal Pools and Spa | StMartinsSch Inv 11127 Inv 11127 | 0.00 | 2,130.00 |
| 20 Oct 2021 | Payment: Christchurch Electrical (1999) Ltd | StMartinsSch ST228 Inv 406533 | 0.00 | 2,113.68 |
| 14 Oct 2021 | Payment: Kore Limited | StMartinsSch Inv 0841 Inv 0841 | 0.00 | 1,653.00 |
| 20 Oct 2021 | Payment: Revolutionise IT NZ Ltd | StMartinsSch Inv 19093 Inv 19093 | 0.00 | 1,527.43 |
| 20 Oct 2021 | Payment: Dave Vile Building Services | StMartinsSch Inv 7285068 Inv 7285068 | 0.00 | 1,465.27 |
| 18 Oct 2021 | Payment: Tam Edensor | StMartinsSch ACC Payments | 0.00 | 1,386.45 |
| 06 Oct 2021 | Bank Transfer from ASB Current Acc 00 to ASB Visa A Mout | | 0.00 | 1,268.58 |
| 20 Oct 2021 | Payment: Hanmer Springs Forest Camp | StMartinsSch Inv 12968 Inv 12968 | 0.00 | 1,248.00 |
| 20 Oct 2021 | Payment: Business Distributors Ltd BDL | StMartinsSch Acc 3326121 In172215 | 0.00 | 1,087.28 |
| 06 Oct 2021 | Bank Transfer from ASB Current Acc 00 to ASB Visa Michele Stephens | | 0.00 | 1,030.92 |
| 20 Oct 2021 | Payment: The Service Company Ltd | StMartinsSch Acc 36947 Inv 747345 | 0.00 | 821.26 |
| 18 Oct 2021 | Payment: Callum McLean | StMartinsSch Camp Reimbursemen | 0.00 | 656.16 |
| 20 Oct 2021 | Payment: brandHQ | StMartinsSch Inv 21300 Inv 21300 | 0.00 | 646.90 |
| 20 Oct 2021 | Payment: First Security Guard Services Ltd | StMartinsSch Cust 500270 Inv 820843 | 0.00 | 557.82 |
| 20 Oct 2021 | Payment: The Service Company Ltd | StMartinsSch Acc 36947 Inv 749553 | 0.00 | 516.63 |
| 20 Oct 2021 | Payment: Argyle Schoolwear Ltd | StMartinsSch 4787 0 Inv 502544 | 0.00 | 497.27 |
| 20 Oct 2021 | Solutions and Services Ltd | | 0.00 | 474.38 |
| 20 Oct 2021 | Payment: Officemax | StMartinsSch Acc 94029800 Inv 21110441 | 0.00 | 470.36 |
| 20 Oct 2021 | Payment: The Service Company Ltd | StMartinsSch Acc 36947 Inv 748206 | 0.00 | 461.97 |
| 20 Oct 2021 | Payment: Workplace Safety Ltd T/A Safe T | StMartinsSch Acct 2211 Inv 5025542 | 0.00 | 379.70 |
| 20 Oct 2021 | Payment: AlSCO Canterbury | StMartinsSch Cust 004008 CCHR754868 | 0.00 | 365.83 |
| 20 Oct 2021 | Payment: Travlon Coachlines (2005) Ltd | StMartinsSch Inv00021113 Inv00021113 | 0.00 | 335.00 |
| 20 Oct 2021 | Payment: Ross Galt Lock & Key Service | StMartinsSch STMAS Inv 974165 | 0.00 | 315.00 |
| 20 Oct 2021 | Payment: Gravel and Tar Ltd | StMartinsSch Inv 2682 Inv 2682 | 0.00 | 287.50 |
| 29 Oct 2021 | Payment: Pioneer Basketball Club Inc | StMartinsSch Inv 9871 Inv 9871 | 0.00 | 265.00 |
| 18 Oct 2021 | Payment: Hire King | StMartinsSch Hire ON 015974 | 0.00 | 255.24 |
| 20 Oct 2021 | Payment: Waste Management NZ Ltd | StMartinsSch WM1043819 IAC3733972 | 0.00 | 236.53 |
| 20 Oct 2021 | Payment: Smiths Mitre 10 Beckenham | StMartinsSch A 934917 STMARTPR | 0.00 | 235.95 |
| 29 Oct 2021 | Payment: Michelle Parsons | StMartinsSch Twinkl Reimbursemen | 0.00 | 229.04 |
| 20 Oct 2021 | Payment: Smiths Mitre 10 Beckenham | StMartinsSch A 923343 STMARTPR | 0.00 | 197.52 |
| 18 Oct 2021 | Payment: Alice Denley | StMartinsSch Travel Reimbursemen | 0.00 | 182.28 |
| 22 Oct 2021 | Payment: Dyspraxia Support Group of NZ Inc | StMartinsSch LeanneParham StMartinsSch | 0.00 | 180.00 |
| 29 Oct 2021 | Payment: Korfbal Canterbury | StMartinsSch Inv 0963 Inv 0963 | 0.00 | 172.50 |
| 20 Oct 2021 | Payment: Essential Resources | StMartinsSch Inv 931199 3534 | 0.00 | 168.99 |
| 21 Oct 2021 | Payment: Royalwolf NZ | StMartinsSch NZINV0363086 RC030012 | 0.00 | 164.17 |
| 20 Oct 2021 | Payment: Lawnworx | StMartinsSch Inv 0741 Inv 0741 | 0.00 | 161.00 |
| 18 Oct 2021 | Payment: Leanne Parnham | StMartinsSch Travel Reimbursemen | 0.00 | 155.00 |
| 20 Oct 2021 | Payment: Workplace Safety Ltd T/A Safe T | StMartinsSch Acct 2211 Inv 5026008 | 0.00 | 151.23 |
| 21 Oct 2021 | Payment: Learning Logic Pty Ltd | D11753 | 0.00 | 150.00 |
| 20 Oct 2021 | Payment: Revolutionise IT NZ Ltd | StMartinsSch Inv 19061 Inv 19061 | 0.00 | 142.60 |
| 20 Oct 2021 | Payment: Oji Fibre Solutions (NZ) Ltd | StMartinsSch ac 181447 Inv 660628 | 0.00 | 134.55 |
| 20 Oct 2021 | Payment: AlSCO Canterbury | StMartinsSch Cust 004008 CCHR752763 | 0.00 | 114.00 |
| 21 Oct 2021 | Payment: Oji Fibre Solutions (NZ) Ltd | StMartinsSch ac 181447 Inv 667492 | 0.00 | 112.13 |
| 20 Oct 2021 | Payment: Musical Instrument Repairs Co | StMartinsSch Inv 230229 Inv 320229 | 0.00 | 109.25 |
| 22 Oct 2021 | Payment: Musical Instrument Repairs Co | StMartinsSch Inv 230229 Inv 230229 | 0.00 | 109.25 |
| 20 Oct 2021 | Payment: Creative Classrooms Ltd | StMartinsSch Inv 00063283 00048843 | 0.00 | 103.96 |
| 06 Oct 2021 | Philippa Curtis | | 0.00 | 100.00 |
| 13 Oct 2021 | Philippa Curtis | | 0.00 | 100.00 |
| 20 Oct 2021 | Philippa Curtis | | 0.00 | 100.00 |
| 27 Oct 2021 | Philippa Curtis | | 0.00 | 100.00 |
| 18 Oct 2021 | Payment: Tania Nathan | StMartinsSch Kapahaka 18 Oct 2021 | 0.00 | 97.50 |
| 18 Oct 2021 | Payment: William Wiparata | StMartinsSch Kapahaka 18 Oct 2021 | 0.00 | 97.50 |
| 18 Oct 2021 | Payment: Suzy O'Hara | StMartinsSch SynResources Reimbursemen | 0.00 | 91.90 |
| 29 Oct 2021 | Payment: Kate Hodgins | StMartinsSch Food Reimbursemen | 0.00 | 90.35 |
| 20 Oct 2021 | Payment: Officemax | StMartinsSch Acc 94029800 Inv 21112071 | 0.00 | 87.09 |
| 20 Oct 2021 | Payment: Officemax | StMartinsSch Acc 94029800 Inv 21161226 | 0.00 | 82.41 |
| 18 Oct 2021 | Payment: Hamish Lancaster-Whills | StMartinsSch WaterSlide Reimbursemen | 0.00 | 75.00 |

| | | | | |
|-------------|---|--|------------|-------|
| 18 Oct 2021 | Payment: Alice Denley | StMartinsSch Camp Reimbursemen | 0.00 | 75.00 |
| 18 Oct 2021 | Payment: Sarah Williams | StMartinsSch Camp Reimbursemen | 0.00 | 75.00 |
| 18 Oct 2021 | Payment: Amy Kenel | StMartinsSch Camp Reimbursemen | 0.00 | 75.00 |
| 18 Oct 2021 | Payment: Jane Williams | StMartinsSch Camp Reimbursemen | 0.00 | 75.00 |
| 18 Oct 2021 | Payment: Tamara Saxon | StMartinsSch Camp Reimbursemen | 0.00 | 75.00 |
| 20 Oct 2021 | Payment: Active Electrical Christchurch Ltd | StMartinsSch Cust Num 13 Inv 4188 | 0.00 | 72.45 |
| 20 Oct 2021 | Payment: Alsco Canterbury | StMartinsSch Cust 004008 CCHR754319 | 0.00 | 71.16 |
| 20 Oct 2021 | Payment: Officemax | StMartinsSch Acc 94029800 Inv 21114470 | 0.00 | 71.05 |
| 20 Oct 2021 | Gold Fern Ltd | | 0.00 | 70.00 |
| 18 Oct 2021 | Payment: Nicky Pateman | StMartinsSch SynResources Reimbursemen | 0.00 | 65.00 |
| 20 Oct 2021 | Payment: Smiths Mitre 10 Beckenham | StMartinsSch A 949890 STMARKTPR | 0.00 | 64.48 |
| 12 Oct 2021 | VisTab Ltd | | 0.00 | 63.25 |
| 20 Oct 2021 | Payment: Maths Buddy | StMartinsSch Inv 21093027 Inv 21093027 | 0.00 | 62.50 |
| 20 Oct 2021 | Payment: St Martins New World | StMartinsSch 540259 540259 | 0.00 | 53.67 |
| 20 Oct 2021 | Payment: St Martins New World | StMartinsSch 540259 540259 | 0.00 | 47.35 |
| 20 Oct 2021 | Payment: St Martins New World | StMartinsSch 540259 540259 | 0.00 | 46.34 |
| 20 Oct 2021 | Payment: Musical Instrument Repairs Co | StMartinsSch Inv 230229 Inv 230229 | 0.00 | 46.00 |
| 22 Oct 2021 | Payment: Musical Instrument Repairs Co | StMartinsSch Inv 230229 Inv 230229 | 0.00 | 46.00 |
| 29 Oct 2021 | S'Mart Community | | 0.00 | 45.00 |
| 20 Oct 2021 | Payment: Geek Free Ltd | StMartinsSch Website Inv 24851 | 0.00 | 44.85 |
| 20 Oct 2021 | Just Water NZ Ltd | | 0.00 | 42.35 |
| 20 Oct 2021 | Payment: St Martins New World | StMartinsSch 540259 540259 | 0.00 | 41.45 |
| 20 Oct 2021 | Payment: St Martins New World | StMartinsSch 540259 540259 | 0.00 | 41.44 |
| 12 Oct 2021 | Smartpay NZ | | 0.00 | 40.25 |
| 18 Oct 2021 | Payment: Tamara Saxon | StMartinsSch CampResource Reimbursemen | 0.00 | 36.00 |
| 20 Oct 2021 | Payment: St Martins New World | StMartinsSch 540259 540259 | 0.00 | 21.25 |
| 20 Oct 2021 | Paymark Ltd | | 0.00 | 20.70 |
| 18 Oct 2021 | Payment: Nicky Pateman | StMartinsSch SynResources Reimbursemen | 0.00 | 18.00 |
| 20 Oct 2021 | Payment: The Information Management Group | StMartinsSch D 03 10854 D10819637 | 0.00 | 17.31 |
| 11 Oct 2021 | Spark NZ Trading Ltd | | 0.00 | 16.76 |
| 20 Oct 2021 | Payment: Linc Technologies Ltd | StMartinsSch SiteCustom Inv 6528 | 0.00 | 12.14 |
| 20 Oct 2021 | Payment: Officemax | StMartinsSch Acc 94029800 Inv21110441A | 0.00 | 6.11 |
| 20 Oct 2021 | Payment: Ross Galt Lock & Key Service | StMartinsSch STMAS Inv 974597 | 0.00 | 6.00 |
| 21 Oct 2021 | ASB | | 0.00 | 5.00 |
| 01 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 01 Oct 2021 | Ministry of Education | | 208,138.62 | 0.00 |
| 01 Oct 2021 | The Homework Club | RENT | 200.00 | 0.00 |
| 01 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 04 Oct 2021 | School Parents | | 89.50 | 0.00 |
| 04 Oct 2021 | School Parents | | 39.00 | 0.00 |
| 04 Oct 2021 | School Parents | | 6.50 | 0.00 |
| 05 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 05 Oct 2021 | School Parents | | 5.00 | 0.00 |
| 05 Oct 2021 | School Parents | | 50.00 | 0.00 |
| 05 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 05 Oct 2021 | Payment: School Parents | Banking Batch - 5 Oct 2021 | 812.10 | 0.00 |
| 06 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 06 Oct 2021 | Payment: Accident Compensation Corporation | INV-0222 | 403.38 | 0.00 |
| 06 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 06 Oct 2021 | School Parents | | 35.00 | 0.00 |
| 06 Oct 2021 | Payment: Accident Compensation Corporation | INV-0221 | 656.16 | 0.00 |
| 06 Oct 2021 | School Parents | | 5.00 | 0.00 |
| 06 Oct 2021 | Payment: Accident Compensation Corporation | INV-0216 | 983.07 | 0.00 |
| 06 Oct 2021 | School Parents | | 20.00 | 0.00 |
| 07 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 07 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 07 Oct 2021 | School Parents | | 20.00 | 0.00 |
| 07 Oct 2021 | School Parents | | 8.00 | 0.00 |
| 07 Oct 2021 | School Parents | | 35.00 | 0.00 |
| 08 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 08 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 11 Oct 2021 | Ministry of Education | | 40,067.90 | 0.00 |
| 12 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 12 Oct 2021 | School Parents | | 5.00 | 0.00 |
| 12 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 13 Oct 2021 | School Parents | | 5.00 | 0.00 |
| 13 Oct 2021 | School Parents | | 20.00 | 0.00 |
| 13 Oct 2021 | School Parents | | 50.00 | 0.00 |
| 13 Oct 2021 | School Parents | | 10.00 | 0.00 |

| | | | | |
|---------------------------------|-------------------------|--------------------------------------|-------------------|-------------------|
| 13 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 13 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 14 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 14 Oct 2021 | School Parents | | 25.00 | 0.00 |
| 14 Oct 2021 | Payment: OCS Ltd | INV-0223 | 500.00 | 0.00 |
| 14 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 14 Oct 2021 | School Parents | | 8.00 | 0.00 |
| 14 Oct 2021 | School Parents | | 20.00 | 0.00 |
| 15 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 15 Oct 2021 | School Parents | | 50.00 | 0.00 |
| 15 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 18 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 18 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 18 Oct 2021 | Payment: School Parents | EFTPOS Batch - 18 Oct to 24 Oct 2021 | 219.00 | 0.00 |
| 18 Oct 2021 | School Parents | | 189.00 | 0.00 |
| 19 Oct 2021 | School Parents | | 5.00 | 0.00 |
| 19 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 19 Oct 2021 | School Parents | | 11.50 | 0.00 |
| 19 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 19 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 19 Oct 2021 | School Parents | | 25.00 | 0.00 |
| 19 Oct 2021 | Payment: School Parents | EFTPOS Batch - 18 Oct to 24 Oct 2021 | 146.00 | 0.00 |
| 19 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 20 Oct 2021 | School Parents | | 5.00 | 0.00 |
| 20 Oct 2021 | School Parents | | 60.00 | 0.00 |
| 20 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 20 Oct 2021 | Payment: School Parents | EFTPOS Batch - 18 Oct to 24 Oct 2021 | 360.00 | 0.00 |
| 21 Oct 2021 | ASB | | 155.25 | 0.00 |
| 21 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 21 Oct 2021 | School Parents | | 35.00 | 0.00 |
| 21 Oct 2021 | School Parents | | 20.00 | 0.00 |
| 21 Oct 2021 | School Parents | | 25.00 | 0.00 |
| 21 Oct 2021 | School Parents | | 8.00 | 0.00 |
| 21 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 21 Oct 2021 | Payment: School Parents | EFTPOS Batch - 18 Oct to 24 Oct 2021 | 153.00 | 0.00 |
| 22 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 22 Oct 2021 | The Homework Club | RENT | 200.00 | 0.00 |
| 22 Oct 2021 | Ashlil Archibald | | 45.00 | 0.00 |
| 22 Oct 2021 | Mairehau Primary School | | 150.00 | 0.00 |
| 22 Oct 2021 | Payment: School Parents | EFTPOS Batch - 18 Oct to 24 Oct 2021 | 60.00 | 0.00 |
| 22 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 22 Oct 2021 | ASB | | 791.92 | 0.00 |
| 26 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 26 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 26 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 26 Oct 2021 | School Parents | | 48.50 | 0.00 |
| 26 Oct 2021 | Payment: School Parents | EFTPOS Batch - 25 Oct to 31 Oct 2021 | 30.00 | 0.00 |
| 27 Oct 2021 | School Parents | | 13.50 | 0.00 |
| 27 Oct 2021 | School Parents | | 5.00 | 0.00 |
| 27 Oct 2021 | School Parents | | 5.00 | 0.00 |
| 27 Oct 2021 | School Parents | | 20.00 | 0.00 |
| 27 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 27 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 27 Oct 2021 | Payment: School Parents | EFTPOS Batch - 25 Oct to 31 Oct 2021 | 10.00 | 0.00 |
| 28 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 28 Oct 2021 | School Parents | | 25.00 | 0.00 |
| 28 Oct 2021 | School Parents | | 235.00 | 0.00 |
| 28 Oct 2021 | School Parents | | 29.00 | 0.00 |
| 28 Oct 2021 | School Parents | | 29.00 | 0.00 |
| 28 Oct 2021 | School Parents | | 10.00 | 0.00 |
| 28 Oct 2021 | School Parents | | 20.00 | 0.00 |
| 28 Oct 2021 | School Parents | | 8.00 | 0.00 |
| 28 Oct 2021 | School Parents | | 29.00 | 0.00 |
| 29 Oct 2021 | Payment: School Parents | EFTPOS Batch - 25 Oct to 31 Oct 2021 | 10.00 | 0.00 |
| 29 Oct 2021 | The Homework Club | RENT | 160.00 | 0.00 |
| 29 Oct 2021 | School Parents | | 70.00 | 0.00 |
| 29 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 29 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 29 Oct 2021 | School Parents | | 15.00 | 0.00 |
| 29 Oct 2021 | School Parents | | 29.00 | 0.00 |
| 29 Oct 2021 | School Parents | | 35.50 | 0.00 |
| 31 Oct 2021 | ASB | CR.INT TO 31/10/2021 | 22.50 | 0.00 |
| Total ASB Current Acc 00 | | | 256,254.90 | 168,134.64 |
| Total | | | 256,254.90 | 168,134.64 |

Principals Report to the St Martins BoT:

December 2021

School Roll: 509

Staffing Roll: 505



| Y0 | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Y7 | Y8 |
|----|----|----|----|----|----|----|----|----|
| 29 | 47 | 58 | 61 | 62 | 67 | 56 | 58 | 71 |

NAG 1

Curriculum Delivery and Achievement

Refer to unit holder reviews.

NAG 2

Self Review

Policies and Procedures under review this term are;

Review

- Harassment - board and staff
- Māori Educational Success - board, staff and parents
- Please access these through the school website
 - <https://www.stmartins.school.nz/about-st-martins/policies-procedures/>

Reporting

Reports have been completed by classroom teachers. These are having final checks to be ready to send home on Monday 13th Dec. This year we will be trialling sending class placements via HERO. We will be scheduling this for between 4 - 4.30pm on Monday 13th Dec. This allows some space between getting a child's report, being at home and then getting the class placement.

NAG 3

Personnel

Learning Support

Two ORS funded children have transitioned away from school, reducing the Learning Support funding by 24 hours and the 2022 budget has decreased. Hours have been adjusted with most Learning Assistants being offered 12 contract hours per week.

Staffing

| SUE Report | Pay Period 16 | Pay Period 17 | Pay Period 18 |
|-----------------|---------------|---------------|---------------|
| Staffing Usage | 25.64 | 27.52 | 27.64 |
| Entitlement | 25.2 | 25.2 | 25.2 |
| Over / Underuse | -\$5 263 | -\$12 447 | -\$20 001 |

We have applied for 12 CRT days to be repaid by the MoE. These were lost during at home learning periods and are a double up in the budget.

NAG 4

Finance

Refer to the solutions and services overview.

2022 Budgeting

Refer to the draft budget.

Hall

The inside of the hall is nearing completion, we continue to have a limited number of builders onsite. However, good progress has been made on both the interior and exterior. We are waiting for autex and some drainage. Waghorns are going to look into taking back the floor sanding to be able coordinate timing with the understanding that we will be paying for this in the new year.

Refer to meeting notes.

Roll Growth Classrooms

The four classrooms have been demolished with ground work now underway. Further work is planned for the rest of the year. We have been able to take two areas of carpet from the rooms to be repurposed for the hall.

NAG 5

Health and Safety

Covid-19

Although the motu moves to the traffic light system on 3 Dec 2021, schools move to this system 1 Jan 2022 and remain under the Alert L2 guidelines. The Education sector also needs to meet the requirements of the PHO. One of the aspects of conversation in the community will be around final assemblies and graduations. The following was shared in the latest newsletter;

The Ministry of Education has shared in their bulletin to schools on 13 October and 29 November 2021, the following;

*Please treat the running of any large programmes with strong caution. Especially if there are large numbers of students, parents and caregivers involved at the same time / indoor space. We'd recommend that these types of events are **deferred** until your school returns to Alert Level 1.*

Schools will retain their existing COVID-19 settings until the end of the 2021 calendar year. The COVID-19 Protection Framework settings will come into effect for all schools from 1 January 2022.

And as the MoE would ask, *does your school want to be the super spreader?*

| St Martins School - Budget 2021 | | Actual Nov 21 | Budget 2022 |
|---------------------------------|--------------------------------------|-------------------|-------------------|
| | MOE Funding | | |
| 11000.00 | MOE Operations | 447,373.00 | 405,371.00 |
| 11010.00 | MOE Elections | 1,333.91 | |
| 11025.10 | MOE ORS Grant | 23,979.00 | 25,000.00 |
| 11025.20 | MOE Learning Support | 18,775.00 | 25,000.00 |
| 11025.30 | MOE Targeted Funding / SEG / AT Risk | 35,642.00 | 35,907.00 |
| 11025.40 | MOE: High Health Funding | 0.00 | |
| 11025.50 | MOE: IWF | 0.00 | |
| 11026.00 | MOE ESOL Grant | 8,710.00 | 9,000.00 |
| 11030.00 | MOE Other Grts | 2,874.00 | 15,000.00 |
| 11032.00 | MOE Kiwisport Income | 7,087.00 | 6,659.00 |
| 11034.00 | MOE Use of Land and Buildings Income | | |
| 11035.00 | MOE ICT Funding | 21,430.00 | 22,376.00 |
| 15330.10 | MOE: Vandalism Grant | 1,752.00 | 1,644.00 |
| 15340.00 | MOE: Property Maintenance | 34,555.00 | 38,316.00 |
| 15345.00 | MOE: Heat, Light, Water | 50,655.00 | 55,261.00 |
| 11035.40 | MOE: CoL Allowance | 1,827.00 | 1,500.00 |
| 11060.00 | MOE Teacher Salaries Income | | |
| 11070.00 | ACC Teacher Aide Income | 28,574.00 | 35,000.00 |
| 12900.00 | MOE: Relieving Teachers | 75,951.00 | 78,305.00 |
| 11820.00 | Rebuild Funding Income | | |
| TOTAL | | 760,517.91 | 754,339.00 |
| | Other Funding | | |
| 11150.00 | Hall hire | 8,717.00 | 12,000.00 |
| 11170.00 | Instrument Hire | 1,070.00 | 1,000.00 |
| 11200.00 | Interest | 492.00 | 1,000.00 |
| 11250.00 | Grants Comm Trust/Pub Charity | 0.00 | 10,000.00 |
| 11250.10 | Donations/Grants Expenditure | 0.00 | -10,000.00 |
| 11251.00 | Grants Funding Costs | 0.00 | 0.00 |
| 11260.00 | Parent Donations | 27,889.00 | 30,000.00 |
| 11270.00 | International Students | 0.00 | 0.00 |
| 11271.00 | International Commission Expense | 0.00 | 0.00 |
| 11275.00 | MOE Levy Expense | 0.00 | -450.00 |
| 11280.00 | Misc donations | 1,998.00 | 1,500.00 |
| 11400.00 | S'Mart Community Income | 360.00 | 7,000.00 |
| 11410.00 | S'Mart Community Expense | 0.00 | 0.00 |
| TOTAL | | 40,526.00 | 52,050.00 |
| GRAND TOTAL | | 801,043.91 | 806,389.00 |
| LEARNING AND RESOURCES | | | |
| JUNIOR SYNDICATE | | | |
| 11700.00 | Junior Syndicate Activity Income | 0.00 | 500.00 |
| 11700.10 | Junior Syndicate Donation | 4,044.00 | 3,000.00 |
| 11710.00 | Junior Syndicate Activity Expense | -21.00 | -500.00 |
| 11710.10 | Junior Syndicate Donation Expense | -3,356.00 | -3,000.00 |
| 12060.00 | Junior Resources | -1,171.00 | -2,000.00 |
| 12200.00 | Art and Craft - Juniors | -1,109.00 | -3,000.00 |

| | | | |
|--------------|-----------------------------------|------------------|------------------|
| TOTAL | | -1,613.00 | -5,000.00 |
| | YEAR 3/4 SYNDICATE | | |
| 11720.00 | Y3/4 Syndicate Activity Income | 0.00 | 500.00 |
| 11720.10 | Y3/4 Syndicate Donation | 3,040.00 | 2,000.00 |
| 11725.00 | Y3/4 Syndicate Activity Expense | -478.00 | -500.00 |
| 11725.10 | Y3/4 Syndicate Donation Expense | -3,219.00 | -2,500.00 |
| 12070.00 | Y3/4 Syndicate Resources | -1,218.00 | -1,500.00 |
| 12201.00 | Art and Craft Y3/4 | -1,048.00 | -3,000.00 |
| 12280.30 | Garden to Table Inc. | 2,000.00 | 2,000.00 |
| 12280.40 | Garden to Table Exp. | -2,046.00 | -2,000.00 |
| TOTAL | | -2,969.00 | -5,000.00 |
| | YEAR 5/6 SYNDICATE | | |
| 11730.00 | Y5/6 Syndicate Activity Income | 23.00 | 500.00 |
| 11730.10 | Y5/6 Syndicate Donation | 10,222.00 | 7,500.00 |
| 11735.00 | Y5/6 Syndicate Activity Expense | -401.00 | -500.00 |
| 11735.10 | Y5/6 Syndicate Donation Expense | -5,935.00 | -6,000.00 |
| 12080.00 | Y5/6 Syndicate Resources | -387.00 | -2,000.00 |
| 12202.00 | Art and Craft Y5/6 | -81.00 | -3,000.00 |
| 11770.00 | Y5/6 Camp Donation | 20,301.00 | 23,000.00 |
| 11775.00 | Y5/6 Camp Expense | -24,602.00 | -23,000.00 |
| 12280.50 | Eco Action Income | 0.00 | 1,500.00 |
| 12280.60 | Eco Action Expense | -121.00 | -1,500.00 |
| TOTAL | | -981.00 | -3,500.00 |
| | YEAR 7/8 SYNDICATE | | |
| 11740.00 | Y7/8 Syndicate Activity Income | 5,111.00 | 5,500.00 |
| 11740.10 | Y7/8 Syndicate Donation | 9,713.00 | 11,000.00 |
| 11750.00 | Y7/8 Syndicate Activity Expense | -7,498.00 | -8,000.00 |
| 11750.10 | Y7/8 Syndicate Donation Expense | -10,256.00 | -7,000.00 |
| 12090.00 | Y7/8 Syndicate Resources | -2,171.00 | -2,000.00 |
| 12203.00 | Art and Craft Y7/8 | -894.00 | -2,500.00 |
| 12095.00 | Y7/8 Leadership | -747.00 | -500.00 |
| 11780.00 | Y7/8 Camp Donation | 27,665.00 | 25,000.00 |
| 11785.00 | Y7/8 Camp Expense | -26,976.00 | -25,000.00 |
| 11788.00 | Graduation - Year 8 | -600.00 | -750.00 |
| 11789.00 | Senior Interchange Programme | 0.00 | 0.00 |
| 11790.00 | William Pike Challenge Income | 4,489.00 | 4,500.00 |
| 11795.00 | William Pike Challenge Expense | -5,061.00 | -5,000.00 |
| | TOTAL | -7,225.00 | -4,750.00 |
| | GENERAL LEARNING RESOURCES | | |
| 11800.00 | Misc Income | 2,640.00 | 1,750.00 |
| 11810.00 | Misc Expense | -1,331.00 | -1,500.00 |
| 11815.00 | Jubilee Trust Inc | 1,500.00 | 1,500.00 |
| 11900.00 | Stationery Income (new entrants) | 889.00 | 1,000.00 |
| 11910.00 | Stationery Expense (new entrants) | -1,256.00 | -1,500.00 |
| 11930.00 | Uniform Income | 28,609.00 | 30,000.00 |
| 11940.00 | Uniform Expense | -13,313.00 | -25,000.00 |
| 12110.00 | Laminating | -885.00 | -1,500.00 |
| | TOTAL | 16,853.00 | 4,750.00 |

| | | | |
|----------|-------------------------------------|-------------------|-------------------|
| | LIBRARY | | |
| 12000.00 | Library Consumables/Licences/Subs | -4,072.00 | -2,500.00 |
| 12010.00 | Library donations | 0.00 | 0.00 |
| 12020.00 | Library Book Maintenance | 0.00 | 0.00 |
| 12050.00 | Library Staff | -6,129.00 | -10,000.00 |
| | TOTAL | -10,201.00 | -12,500.00 |
| | COMPUTERS | | |
| 12210.00 | ICT Repairs/Maintenance/Consumables | -2,948.00 | -5,000.00 |
| 12220.00 | Website Costs | -390.00 | -650.00 |
| 13160.00 | Laptop Lease (TELA) | -9,209.00 | -11,000.00 |
| 13110.00 | Chromebook Lease | -7,585.00 | -10,000.00 |
| 12230.10 | Computer Contract | -14,610.00 | -17,500.00 |
| | TOTAL | -34,742.00 | -44,150.00 |
| | CURRICULUM SUPPORT | | |
| | PERFORMING ARTS | | |
| 11880.00 | Music Expense | -352.00 | -1,000.00 |
| 12279.00 | Performing Arts Income | 0.00 | 0.00 |
| 12280.00 | Performing Arts Expense | -117.00 | -1,000.00 |
| 12280.10 | Production Expense | 0.00 | -5,000.00 |
| 12280.20 | Production Income | 0.00 | 5,000.00 |
| 12270.00 | Percussion Inc | 0.00 | 500.00 |
| 12270.10 | Percussion Exp | 0.00 | -500.00 |
| 12290.10 | Concert Band Inc | 0.00 | 500.00 |
| 12290.20 | Concert Band Exp | 0.00 | -500.00 |
| | TOTAL | -469.00 | -2,000.00 |
| | MAORI | | |
| 12340.00 | Maori Resources | -670.00 | -1,000.00 |
| 12345.00 | Kapa Haka Tutors | -5,459.00 | -6,500.00 |
| | TOTAL | -6,129.00 | -7,500.00 |
| | GENERAL CURRICULUM SUPPORT | | |
| 11845.00 | Activities clearing ledger | 0.00 | 0.00 |
| 12320.00 | Literacy Resources | -6,198.00 | -10,000.00 |
| 12325.00 | Reading Recovery Expenses | -266.00 | -500.00 |
| 12350.00 | Curriculum Resources | -564.00 | -6,000.00 |
| 12360.00 | Numeracy Resources | -147.00 | -4,000.00 |
| 12370.00 | ICAS Income | 178.00 | 500.00 |
| 12375.00 | ICAS Expense | -163.00 | -500.00 |
| 12730.00 | CMM Social Worker | -7,500.00 | -15,000.00 |
| 12422.00 | Student Wellbeing | -1,167.00 | -1,000.00 |
| 12030.00 | Assessment Materials | -1,065.00 | -1,100.00 |
| 12530.00 | Gate Programme Income | 234.00 | 500.00 |
| 12540.00 | Gate Programme Expense | -834.00 | -750.00 |
| 12545.00 | Learning Support Resources | -1,374.00 | -2,000.00 |
| 12545.10 | Future Problem Solving Expense | 0.00 | -750.00 |
| 12545.20 | ORS/ESOL Resources | 0.00 | 0.00 |
| 1245.30 | IWF resources | 0.00 | 0.00 |
| 12600.00 | Whole School Activities Income | 2,337.00 | 15,000.00 |
| 12605.00 | Whole School Activities Expense | -3,455.00 | -10,000.00 |

| | | | |
|----------|--|--------------------|--------------------|
| 12600.10 | Whole School Activities Donation | 10,510.00 | 12,500.00 |
| 12600.10 | Whole School Activities Donation Expense | -8,560.00 | -12,500.00 |
| 12720.00 | Manual Training Expense | -11,723.00 | -12,000.00 |
| 12725.00 | Manual Training Income | 6,432.00 | 8,000.00 |
| | TOTAL | -23,325.00 | -39,600.00 |
| | SPORT | | |
| 12419.00 | Phys Ed Income | 5,992.00 | 1,500.00 |
| 12420.00 | Phys Ed Expense | -3,562.00 | -5,500.00 |
| 11033.00 | Kiwisport Expense (MOE Grant) | -2,245.00 | -6,659.00 |
| 12425.00 | Hagley Sports Transport Inc | 343.00 | 11,500.00 |
| 12426.00 | Hagley Transport Exp. | 0.00 | -11,500.00 |
| 12430.00 | Sports Uniform Hire | 126.00 | 2,500.00 |
| 12431.00 | Sports Uniform Exp. | -743.00 | -500.00 |
| 12435.00 | Netball Income | 774.00 | 750.00 |
| 12436.00 | Netball Expenditure | -728.00 | -750.00 |
| 12440.00 | Basketball Income | 1,767.00 | 1,750.00 |
| 12445.00 | Basketball Exp. | -1,721.00 | -1,750.00 |
| | TOTAL | 3.00 | -8,659.00 |
| | PERSONNEL | | |
| 12810.01 | Learning Assistant 1 | -28,884.00 | -104,250.00 |
| 12810.02 | Learning Assistant 2 | -17,466.00 | 0.00 |
| 12810.03 | Learning Assistant 3 | -2,255.00 | 0.00 |
| 12810.04 | Learning Assistant 4 | -9,543.00 | 0.00 |
| 12810.05 | Learning Assistant 5 | -4,430.00 | 0.00 |
| 12810.06 | Learning Assistant 6 | -16,638.00 | 0.00 |
| 12810.07 | Learning Assistant 7 | -1,044.00 | 0.00 |
| 12810.08 | Learning Assistant 8 | -11,884.00 | 0.00 |
| 12810.09 | Learning Assistant 9 | -5,358.00 | 0.00 |
| 12810.10 | Learning Assistant 10 | -17,526.00 | 0.00 |
| 12810.11 | Learning Assistant 11 | -18,185.00 | 0.00 |
| 12820.10 | Garden to Table Teachers | -9,480.00 | -11,500.00 |
| 12830.20 | Relievers | -85,053.00 | -72,000.00 |
| 12850.00 | Quick Help / Staff Sync | 0.00 | -1,700.00 |
| 12875.00 | Road Patrols | 0.00 | 0.00 |
| 12885.00 | MOE Teacher Salary Expense | | |
| 12920.00 | Principal Professional Development | 0.00 | 0.00 |
| 12942.00 | Principals Discretionary Fund Exp | -546.00 | -1,500.00 |
| 12942.50 | DPs Discretionary Fund Exp - 1 | -168.00 | -750.00 |
| 12942.60 | DPs Discretionary Fund Exp - 2 | -186.00 | -750.00 |
| 12945.00 | Professional Development | -8,518.00 | -10,000.00 |
| 12950.00 | Professional Publications | 0.00 | 0.00 |
| 12960.00 | Subscriptions | -15,079.00 | -15,250.00 |
| | TOTAL | -252,243.00 | -217,700.00 |
| | ADMINISTRATION SALARY | | |
| 13060.00 | Office 1 | -19,558.00 | -101,000.00 |
| 13500.00 | Office 2 | -31,224.00 | 0.00 |
| 13065.00 | Office 3 | -45,912.00 | 0.00 |
| 13505.00 | Office 4 | -2,932.00 | 0.00 |

| | | | |
|----------|--|-------------------|--------------------|
| | TOTAL | -99,626.00 | -101,000.00 |
| | BOT | | |
| 13000.00 | BOT Attendance Fees | -1,345.00 | -3,000.00 |
| 13005.00 | BOT Other Expenses | -1,786.00 | -1,000.00 |
| 13008.00 | BOT Recruitment | 0.00 | -500.00 |
| 13009.00 | BOT Strategic Plan | 0.00 | -750.00 |
| 13010.00 | BOT Training | 0.00 | -750.00 |
| 13020.00 | BOT Communication | 0.00 | 0.00 |
| 13030.00 | BOT STA Subscription | -1,304.00 | -1,400.00 |
| 13040.00 | Principal's Assessment | -869.00 | -1,250.00 |
| 13050.00 | BOT Elections | 0.00 | 0.00 |
| | TOTAL | -5,304.00 | -8,650.00 |
| | OFFICE ADMINISTRATION / PROPERTY EXPENSES | | |
| 13070.00 | SchoolDocs - Policies | -1,566.00 | -1,750.00 |
| 13100.00 | Audit Fee | -3,333.00 | -3,750.00 |
| 13150.00 | Phones | -1,417.00 | -1,750.00 |
| 13155.00 | Eftpos Lease | -583.00 | -600.00 |
| 13170.00 | Post/Freight | -6.00 | -100.00 |
| 13200.00 | Advertising | 0.00 | -100.00 |
| 13220.00 | Photocopying and Paper | -11,562.00 | -12,500.00 |
| 13230.00 | Photocopying Donation | 0.00 | 0.00 |
| 13250.00 | Photocopier lease | 0.00 | -5,500.00 |
| 13260.00 | Stationery/Class Consumables | -4,228.00 | -4,750.00 |
| 13270.00 | Presentations | 0.00 | -750.00 |
| 13280.00 | Prizegiving | 0.00 | -1,000.00 |
| 13300.00 | Staff Expenses | -3,770.00 | -3,750.00 |
| 13400.00 | Accountancy | -4,537.00 | -5,000.00 |
| 13410.00 | Insurance | -10,153.00 | -10,500.00 |
| 13420.00 | Copyright | -1,238.00 | -1,500.00 |
| 13425.00 | Legal Expenses | 0.00 | -400.00 |
| 13430.00 | First Aid | -1,207.00 | -1,750.00 |
| 13440.00 | Bank Fees | 0.00 | -50.00 |
| 13510.00 | Admin Professional Development | 0.00 | -750.00 |
| 13520.00 | ACC Levies | -1,557.00 | -1,500.00 |
| 13550.00 | Staff Cafe | -1,684.00 | -1,750.00 |
| 79999.00 | Asset Disposal | -2,190.00 | 0.00 |
| 14000.00 | Repair Furniture and Equipment | 0.00 | 0.00 |
| 14020.00 | Repair Admin Equipment | 0.00 | 0.00 |
| 15000.00 | Cleaning Materials | -5,303.00 | -6,000.00 |
| 15010.00 | Rubbish Disposal | -4,691.00 | -4,750.00 |
| 15020.00 | Carpet Cleaning | -2,660.00 | -1,500.00 |
| 15030.00 | Property Salaries | -41,947.00 | -52,000.00 |
| 15040.00 | Cleaning Contract | -66,452.00 | -70,000.00 |
| 15050.00 | AlSCO/PRS | -5,159.00 | -6,000.00 |
| 15060.00 | Security | -8,272.00 | -8,500.00 |
| 15100.00 | Grasscutting | -910.00 | -1,500.00 |
| 15110.00 | Grounds Equipment | -3,516.00 | -1,500.00 |
| 15140.00 | Gardener | -4,720.00 | |

| | | | |
|----------|--|--------------------|--------------------|
| 15300.00 | Building and Grounds Maintenance | -24,949.00 | -23,250.00 |
| 15200.00 | Electricity | -19,458.00 | -25,000.00 |
| 15210.00 | Fuel | 0.00 | -50.00 |
| 15220.00 | Water | 0.00 | 0.00 |
| 15250.00 | Rates | -10,606.00 | -12,500.00 |
| 15330.00 | Vandalism | 0.00 | -1,000.00 |
| 15362.00 | Cyclical Maintenance | -10,833.00 | -13,000.00 |
| 16000.00 | Depreciation Expense | -66,666.00 | -70,000.00 |
| | TOTAL | -325,173.00 | -356,050.00 |
| | | | |
| | TOTAL EXPENDITURE | -753,144.00 | -811,309.00 |
| | Difference between total income and expenditure | 47,899.91 | -4,920.00 |
| | | | |
| | Asset Purchases | | |
| 89915.00 | Addn. Devices | | 25,000.00 |
| 89200.00 | Addn: School Furniture and Equipment | | 5,000.00 |
| 89210.00 | Addn: Electronic equipment | | |
| 89220.00 | Addn: Plant and Equipment | | 20,000.00 |
| 89240.00 | Addn: Office Furniture and Equipment | | 5,000.00 |
| 89250.00 | Addn: Leasehold Improvements | | |
| 89260.00 | Addn. Library Books | | |
| | Rebuild - curtains/blinds/furniture/shades | | 10,000.00 |
| | Landscaping | | |
| | TOTAL | 0.00 | 65,000.00 |



Site Meeting Minutes

No.10

| | |
|---------------------|---|
| Date: | 01.12.2021 |
| School Name: | St Martins School |
| Project: | SIP: 13: Hall Extension and Refurbishment |
| SSL Project Number: | 3534-20-02 |

Attendees

| Name | Organisation | Email | Phone |
|-----------------|--------------------------|--------------------------------|--------------|
| Justin Houghton | Waghorn Builders | qs@waghornbuilders.co.nz | 022 048 9404 |
| Andrew Mouat | St Martins School | andrew@stmartins.school.nz | 03 3326121 |
| Tom Norman | Three Sixty Architecture | tn@threesixtyarch.co.nz | 021 889 727 |
| Tracey Saunders | SSL Consulting | tracey.saunders@ssl.consulting | 027 216 3990 |
| Dave | Waghorn Builders | | 022 129 4342 |

Apologies

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

Programme/Schedule

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| <p>Waiting on drainage grill to progress new fire exit - other carpentry work complete. External painting nearing completion, spouting due this week. School finishes 17 Dec, restart 3 Feb. Waghorn Builders Xmas shutdown 23 Dec - 10 Jan.</p> |
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Health & Safety

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| <p>COVID-19 school site vaccination log was not available onsite but verbal confirmation of statuses was accepted for today & Justin will get the form to Dave onsite today to use.</p> |
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Discussion

| Discussion | Action To |
|---|-----------|
| <p>Mike to mark all misc. wires that are ok to be removed. Also clarify if power points in toilet/hot water in kitchen functioned prior to works/are required now. Confirmed old heater on kitchen wall can be removed.</p> | Andrew |
| <p>Code Compliance to be sought as soon as practical to avoid CCC Xmas shutdown processing delay.</p> | Justin |
| <p>CCC approved minor amendment to drainage.</p> | |

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| Confirm detail/opening for new fire escape doors. | Tom |
| Existing external doors next to storeroom aren't safety glass - Tom ok'd to stay as-is. | |
| Check floor refinisher availability for Jan. | Justin |
| Remove old curtain rails when tidying up wires etc. | Dave |
| Projector/screen position to stay as-is. | |
| Pricing for options for stage end damaged linings. | Justin |

Variations

| VO no. | Variation Title | VO Status | Additions | Deductions |
|--------|---|-----------|-------------|------------|
| 1.00 | Relocate data cabling | Approved | \$4,317.10 | |
| | Minor floor patching (est) | | \$500.00 | |
| 9.00 | Additional timber for Heradesign ceiling panel fixing requirement | Approved | \$1,890.60 | |
| | Kick panels to toilet doors x 2 (holes in doors) (est) | | \$500.00 | |
| 4.00 | Storeroom subfloor rot + asbestos panel removal | Approved | \$2,294.43 | |
| 3.00 | GeoTech Instruction 01 | Approved | \$7,268.00 | |
| 8.00 | New toilets + floor wastes | Approved | \$1,357.00 | |
| 7.00 | Stormwater drain design change | Approved | \$1,886.00 | |
| 6.00 | NIB Wall | Approved | \$2,142.61 | |
| 10.00 | Electrical VO | Approved | \$2,172.35 | |
| | Additional consultants costs (GeoTech as required by council + Engineering for unexpected storeroom floor design and foundatin changes) | Pending | \$8,000.00 | |
| | Additional ceiling packing timber (est) | | \$800.00 | |
| | Pack floor piles near new fire exit (est) | | \$1,500.00 | |
| | External lights (BoT cost) (est) | | \$2,000.00 | |
| 5.00 | External painting (BoT cost)\$12,869.51 external cladding (approved) | Approved | \$12,869.51 | |
| 5.00 | External painting (BoT cost) \$16,245.13 roof (on hold) | On Hold | | |
| 12.00 | Replace existing Auex (BoT cost) | Approved | \$5,750.00 | |
| | Floor Sanding (BoT cost)(est) | On Hold | | |
| 2.00 | Internal Painting (BoT cost) (excl Steel Portals) | Approved | \$4,300.77 | |
| 11.00 | Ridge capping | Approved | \$978.65 | |
| 15.00 | Paint stage end apex | Approved | \$597.54 | |
| 16.00 | Renail asbestos exterior cladding for painting | Approved | \$1,884.06 | |
| 19.00 | Portal Cleats | Approved | \$1,001.42 | |
| 14.00 | Spouting replacement (BoT cost) | Approved | \$9,136.75 | |
| 17.00 | Lead Paint Prep | Approved | \$1,541.00 | |

Materials/Colours Selection

Supplied.

Building Inspections

Date of Next Meeting

8.30am Wed 15 Dec

Financial

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Public Health Measures are applied across all CPF settings



Basic hygiene

Basic hygiene measures include good hand hygiene, cough, and sneeze etiquette, avoid touching your face, and regularly clean and disinfect surfaces.



Contact tracing

Schools are required to display QR Code posters for the NZ COVID Tracer App. They must also have other contact tracing systems in place, including an attendance register and visitor register.



Vaccination

Getting vaccinated is a key step to gain more protection against the virus. From 2 January 2022, only fully vaccinated staff and support people can have contact with children and students.



If you are sick - stay home and get tested

If you have cold, flu or COVID-19 symptoms, stay home. Call your doctor or Healthline on **0800 358 5453** for advice about getting tested. Staff are to observe children on arrival, checking for symptoms. Those presenting as unwell will be asked to go home or arrange for parents or caregivers to come and pick up.



Ventilation

Indoor spaces should be well ventilated, for example by opening windows, doors, and any vents. If mechanical ventilation is used, make sure the ventilation system is regularly maintained.



Case management across all CPF settings



Cases of COVID-19 in a school will continue to be managed across the framework. Schools will work with the Ministry of Education, following public health guidance, to identify who else may need to self-isolate and get tested. Contact tracing systems will support this process. Letter templates and other supports will be provided, to assist with communications to the community.



Closing schools on site is an unlikely option at all colours of the framework. However, it may be considered where there is a high volume of cases in a school.



Cases in school hostels will be managed directly by public health, as there is a greater risk of spread in a hostel, than there is in a school setting.

Additional mitigations at each CPF setting

GREEN

Schools and kura are OPEN for on site learning for all students.



Face coverings are encouraged but not required.



Children with complex medical needs are encouraged to take additional precautions when leaving home. Parents, caregivers and students will need to work with the school to develop a plan to support attendance on site.

ORANGE

Schools and kura are OPEN for on site learning for all students.



Face coverings are required on school transport for ākonga aged 12 and up.



Face coverings are encouraged but not required indoors at school. **Children with complex medical needs** are encouraged to take additional precautions when leaving home. Parents, caregivers and students will need to work with the school to develop a plan to support attendance on site.



Staff are able to work across more than one group/class of students within the school. Staff such as **itinerant music teachers and relief teachers** will be able to work across different schools.



Curriculum related activities - Large activities with students, if they are to go ahead, should take place in well-ventilated areas or outdoors.



Non-curriculum related events may only go ahead if a vaccination certificate is required. If bringing others on site, including parents and caregivers, any general rules for events applicable at the time will apply.

RED

Schools and kura are OPEN for on site learning for all students.



Face coverings are required:

- for all ākonga Years 4 and up when indoors or in close contact with others
- for staff working to provide or support the provisions of education for Years 4 and up
- on school transport for all ākonga aged 12 and up.



Curriculum related activities - Large activities with students should not go ahead unless held outdoors.



Non-curriculum related events should be limited and may only go ahead if a vaccination certificate is required.



No external students on site for non-curriculum related inter-school activities.



Essential support services and agencies such as **Learning support service may be on site**. Minimise attendance on site for non-essential services as much as possible.



No non-essential visitors on site.



Children with complex medical needs, can seek advice from their health professional about whether it is appropriate to come to school. Parents, caregivers and students will need to work with the school to develop a plan to support attendance on site.



Support for off site learning will be provided for those who are advised to remain at home.