

ST MARTINS SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING HELD 19 March 2024

Unless either the Presiding Member or Principal are notified of any concerns regarding these minutes by the next Board meeting they will be distributed to staff and committees, and be available for the school community to read in the school office and school website.

PRESENT AND APOLOGIES

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

APOLOGIES: Aaron Prince

6.30pm Board meeting began - opened with a karakia by Ranui

MATTERS ARISING FROM PREVIOUS MINUTES:

[February Board Minutes](#)

1. Andrew has added a 'school enhancement' line to the budget ledger
2. Tracy has reviewed the wording for point 1:F of the Delegation of Responsibility
3. Corrections to the amounts on the cover letter of the February Financial report form Solutions and Services been made and the correct digital version saved

RECEIVE & APPROVE MINUTES OF THE PREVIOUS MEETING

Received: Joseph Hampton

Approved: Helen Norcliffe

[CONFLICT OF INTEREST REGISTER](#)

none

CORRESPONDENCE:

none

ACTIONED BY:

STRATEGIC PLAN - 2024 / 2025 Strategic Plan

1. Board discussed dates that have been added and the structure of the plan
2. Waiting on some detail from the MOE regarding curriculum refreshes for 2024

PRESIDING MEMBER REPORT

[Board work plan](#)

Community consultation

1. Board discussed topics and time frame ideas for consultation
2. The Structured literacy evening could be a good opportunity for consultation on the school values refresh
3. Andrew to put together a list of upcoming events for the board to look at to help plan consultation opportunities for the year

AM

<p>4. Suggest 3 areas of focus; values refresh, academic/extra curricular, Formatting the questioning/survey</p> <ol style="list-style-type: none"> 1. Board to decide what is the goal/outcome of this consultation 2. Open questioning ideas; <ul style="list-style-type: none"> ● <i>Do you think anything is missing from the school values?</i> ● <i>What is the most important value / characteristic you'd like your year 8 child to leave Primary school with?</i> 3. Add to hero as a survey question following up the questioning at an event 4. Refer to November 2023 minutes pg 3, as a reminder of previous discussion on this topic <p><u>Delegation of Responsibility 2024</u></p> <ol style="list-style-type: none"> 1. Board discussed with Tracy the wording of point 1:F of the Delegation of responsibility - it is Tracy's recommendation that the wording is to stay as it is. Board agrees with this recommendation. 	
<p><u>BOARD TRAINING UPDATE</u></p> <p>Ombudsman office information evening attended by Dan</p> <ol style="list-style-type: none"> 1. Discussed privacy issues and the legalities around sharing of information within a school setting. Very interesting information. <p>NZSTA meeting for Principals attended by Andrew</p> <ol style="list-style-type: none"> 1. Run by Angela Voice discussed employment issues and how to manage them. Very informative 	
<p><u>PRINCIPAL REPORT</u></p> <p>Professional learning</p> <ol style="list-style-type: none"> 1. lots happening across the school <p>Staffing</p> <ol style="list-style-type: none"> 1. \$800 above at the moment 2. 3rd year teaching students are being hosted by our associate teachers (staff) <p>Health and Safety</p> <ol style="list-style-type: none"> 1. Some injuries reported in the playground - listed for board information <p>Property</p> <ol style="list-style-type: none"> 1. Fort repairs are in limbo at the moment. The builders walk-around has shown that we might need to make more in-depth upgrades, but this could mean we have to meet compliance. Waiting for a decision to be made. 2. Whare kukuwai sound improvements - looking into the sound report from a few years ago to see where things are at for a retrofit 	
<p><u>FINANCE</u></p> <p><u>February Financial reports</u></p> <ol style="list-style-type: none"> 1. Corrections have been made to the February report cover letter (numbers shown were the 2023 numbers) The digital version on board folder has been updated. 	

<p>2. Tracy reported the months numbers to the board and discussed details of Febraury report.</p> <ul style="list-style-type: none"> - Camp question: why was the camp donation so low? \$8k paid as of the end of February. Answer: We are only a few weeks into the year. Most of this amount will be paid by the end of year. Payment of fees (donations and compulsory) is regularly monitored and reminders sent out to the community. We do still receive some grant funds to cover some costs of camp. <p>3. Tracy clarified with Megan the process the school uses to manage the term deposit accounts</p> <p><u>Draft Annual Accounts</u></p> <p><u>2024 (Draft) Budget</u></p> <ul style="list-style-type: none"> - Finalise budget for 2024 1. 100k added to new ledger line - 'school enhancement' <p>Action: board accepted the budget for 2024</p> <p>Add a date to the board member section under Kate H</p> <p><u>Interim Audit Report 2023</u></p> <ol style="list-style-type: none"> 1. Tracy has checked the net income against the equity to make sure it's correct. Numbers are good 2. Tracy queried A&E 3. Note 17: SIPS; \$4602 showing as receivable (owed by MOE) for landscaping - is this still coming to us? Andrew to check this with Tracy from MOE 	AM
<p><u>COMPLIANCE REPORT</u></p> <ol style="list-style-type: none"> 1. Point 31: Move (and minute) that we use Teacher Salaries for teachers pay inclusive of relievers and offset a full time teacher(s) at some point through the year to Bulk Grant, allowing the Principal to move teachers / relievers as appropriate 2. Support staff spotlight and Teachers PGCs - Helen and Kate discussed 3. IT training leadership 	
<p><u>OTHER REPORTS</u></p> <p>Whānau Group</p> <ol style="list-style-type: none"> 1. Good meeting after school on a Thursday - better turnout than usual. The time was better for some families. Aim was to gauge what the community wanted for the group. Susie and Oscar attended, with great support. 2. Feedback is that they would like it to be community based, interactive ie activity for the kids during the meeting. Brainstormed ideas 3. Aim for 2024: Increase membership and being more visible 4. First initiative = game of kaurwaki at the start of April to raise awareness 5. Can add to newsletter about the whānau group 	KT

<p>6. Ruth R from the playground committee attended. Discussed how to weave the cultural narrative. Discussed next step in the values discussion</p> <p>Junior Playground Meeting</p> <ol style="list-style-type: none"> 1. Walk-around with the designers/ playground group. 2. Discussed keeping the soft style / easy to remove structure. 3. Will be Aimed at 0-3 year groups 4. Maybe a scooter track. Gathering some other ideas 5. Discussed moving gaga pit - could go in front of fort, monkey bars moved 6. Discussed costings and phases of build 7. Final plans to come soon 	
<p><u>SCHOOL POLICY REVIEW - TERM 1 2024</u></p> <p>Board review</p> <ul style="list-style-type: none"> ● <u>Documentation and Self-Review Policy</u> <ul style="list-style-type: none"> - Rated 4 - Comments: edit - change charter to strategic plan ● <u>Te Tiriti o Waitangi</u> <ul style="list-style-type: none"> - Rated 3 - Comments: governance responsibilities should be further discussed as part of the board work plan for May discussion - Ranui to join May meeting - Discussed the Partnership section: 'aims' or 'does' ● <u>Board Responsibility</u> <ul style="list-style-type: none"> - Rated: 5 - No comments <p>Community review</p> <ul style="list-style-type: none"> ● <u>Parent Involvement</u> <ul style="list-style-type: none"> - Rated 4 - Comments: edit to 'not appropriate for younger siblings to come along to.... - Edit: Alice D to draft wording for parent guidelines/EOTC for H&S on trips - Off phone - full attention - Photo taking rules 	<p style="text-align: center;">KT</p> <p style="text-align: center;">KT / AD</p>
<p><u>NEWSLETTER/COMMUNITY COMMUNICATION</u></p> <p>Newsletter:</p> <ol style="list-style-type: none"> 1. Kate to share newsletter template with Alexis - add a Whānau group section 2. Dan to add board update, include farewell to Kate and Ranui 	
<p><u>MOTIONS PASSED</u></p> <ol style="list-style-type: none"> 1. <i>Delegation of responsibility point 1:F wording to stay as it is.</i> 2. <i>2024 Budget - board has passed the Budget for the 2024 school year</i> 	
<p><u>IN COMMITTEE</u> none</p>	

There being no further items the meeting ended at 8pm Meeting closed by Ranui Calman

_____ Approved _____ Date