



**SAINT MARK'S SCHOOL BOARD OF TRUSTEES (BoT) MINUTES**  
**Monday 20<sup>th</sup> February 2023 at 18:30pm**  
**Virtual on Microsoft Teams**

**Present:** Clare Pattison (Chair), Claire Bourne, Adrian Rennie (Acting Principal), Kavita Lallu, Rosa Bellolio Roth, Brad Flavall, Liz Coster (Staff representative).

**Apologies:** Averil Worner (Principal), Jake Walker

**Present:** Holly Timms (Secretary), Maree Bigelow (until 6:50pm)

**Opening prayer:** The Chair opened the meeting in prayer at 18:30pm.

**1. KAHUI AKO – WITH ACROSS-SCHOOL LEAD: MAREE BIGELOW**

Maree Bigelow attended the board meeting from 6:30pm until 6:50pm to present achievement data for comparison with schools from across the Kahui Ako. Maree presented a slideshow which will be made available for the board members to review after the meeting.

**2. PREVIOUS MINUTES**

**Motion:** *Chairperson moved that the Minutes of the St Mark's Board meeting held on 19<sup>th</sup> December 2022 is accepted as a true and accurate record.*

**Carried**

**3. ACTIONS CLOSED FROM THE LAST MEETING**

- Redirect finance reports to Board email address **Closed**
- Create new Board members St Mark's email addresses **Closed**
- Policy sub-committee to draft "sensitive expenditure" policy. **Closed**
- 2023 Budget to be approved at February 2023 meeting **Closed**
- Principal to send Board Teaching data out of sequence, before February 2023 meeting **Closed**
- Deputy Principal to talk to Teaching judgements in February 2023 meeting **Closed**
- Change December 2023 meeting to be on 11 December instead of 18 December **Closed**
- Add Board differentiation information to the website **Closed**
- Add Board fees and sensitive expenditures for Board to Budget **Closed**

**4. ACTING PRINCIPAL'S REPORT**

The Acting Principal's report was distributed prior to the meeting and taken as read by the Board.

- The Acting Principal stated that St Marks has made a good and calm start to 2023. There has been a lessened impact of COVID-19 as we start the year, to keep the cases low, St Marks will be increasing COVID measures including regularly ventilating classrooms.
- The Acting Principal said there has been an incident at the school, whereby, some aggressive teenagers entered the school and unfortunately this resulted in some teachers being abused. The Acting Principal notified the Chairperson and the Police.
- Last year the school had booked tickets to the North Island for the School Chess Team to attend a Chess competition, but this event was cancelled due to COVID. Therefore,

there are some Jetstar flights that are due to expire, and the Acting Principal asked for some advice on what to do regarding the flights with Jetstar. There was a discussion had around options, the Board preferred if the flights can be extended or whether they can be used for staff attending future events.

- There is a paid union meeting on Thursday 2<sup>nd</sup> March 2023. Union members are entitled to attend. The Deputy Principal sent a message through the app to advise the school community that the school will remain open with skeleton staff and supervision only.

**Motion:** *To approve for the school to remain open for supervision, when safely possible, during any paid union meetings in the future and communication to be provided by the Principal or Acting Principal.*

**Carried**

- **Achievement data:** the Acting Principal advised it was difficult to collect and collate the data due to a software error. 84% of students are functioning at or above the recommended level. Compared to other schools this is quite high. In comparison to other years, it is sitting slightly lower. The Acting Principal thanked the board for providing significant support to the staff at the school.

## **5. CHAIRPERSONS REPORT**

### **5.1 Strategic Planning**

From the summary of the strategic planning meeting in January 2023, the 6 common themes that were suggested were:

- 1) Anglican Character
- 2) Diversity & Inclusion
- 3) Technology
- 4) Excellence in teaching & learning
- 5) Communication
- 6) Environment

There was some discussion on the approach to strategic planning. The board has limited experience in school strategic planning, however the Chair has experience with strategic planning under the Local Government Act, which is the act under which the board operates. The Chair will liaise with ERO, as the ERO advisor had expressed some interest in understanding the strategic planning process, to ensure that the process the Chair is proposing to the board also meets EROs expectations. In the interim, board members are to review the current vision and provide feedback to the Chairperson on any changes. The Acting Principal has liaised with MoE about the need to submit a strategic plan by 31 March 2023. MoE has advised that we can provide the current plan this year. This means we can continue to work on developing the strategic planning process.

### **5.2 ERO**

The Chairperson and Acting Principal received communication from ERO advising that they're interested in meeting with them. It was unclear what the purpose of the meeting was, because the scheduled time to meet is in May. It may be related to the fact that the principal is on sabbatical. The meeting seems to be about strategic planning and attendances. The Chair is unavailable to meet with ERO during school hours because it

requires her to take leave from her usual work. However, she can take leave for the scheduled May meeting. In the interim she can easily be in contact with ERO via phone or email, due to the nature of her work, or outside of school hours. The Chairperson is to speak to Michelle from ERO to receive her feedback on how the Board is expected to develop a strategic plan. The Acting Principal will meet with ERO face to face to discuss the attendance data requested.

ERO would like to meet with the school on two days in May 2023, these dates are to be provided by the Chairperson to the Board.

## 6. FINANCIAL REPORT

The financial report and supporting documents for February 2023 were circulated prior to the meeting and were taken as read by the Board.

- The annual accounts need to be finalised and thereafter audited. The audited accounts need to be sent to be signed off by the Board and then submitted to the Ministry of Education by the end of May.
- The Finance Committee asked going forward to be present at any meetings regarding the Budget.
- **Budget:** The budget was circulated to the Board prior to the meeting. Before the budget is approved, the finance committee had questions and some minor adjustments:
  - The Finance Committee wanted to check with the Acting Principal in relation to the swim safety budget. The Acting Principal advised that a review of the swimming programme is being conducted this week and for 2023 it has been removed from the budget. The Acting Principal advised that a Water Safety Programme is a requirement from the MoE, but the Water Safety Programme can be conducted any way the school wishes.
  - IT contract is sitting lower than normal. Acting Principal to research this and report back to Finance Committee.
  - CES Secretarial costs are sitting lower than expected. Acting Principal to review and report back to Finance Committee.
  - The Finance Committee advised there should be expenditure allocated for reimbursements for board meetings.
  - The Board of Proprietors use of land & buildings has increased, and requires some clarity.
  - \$13,000 for 2023 painting to be included in the budget

**Motion:** *Accept the draft 2023 budget, noting that there maybe minor amendments required, pending clarification with Principal.*

**Carried**

## 7. POLICY REVIEW

- Healthcare, Behaviour and State-integrated non-Catholic school policy to be reviewed  
**Open**
- Physical restraint policy Updated/Closed

- Legislation, Administrative, Privacy & OIA request policies are required to be reviewed by the board in Term 1 **New**
- Student attendance & enrolment **New Parents to review**
- Uniform Policy **New**

**Assurances that were discussed and considered:**

- Risk Management Assurance is to be completed this Term.
- School Planning and Reporting – this relates to the matters discussed this board meeting regarding strategic planning and achievement reporting
- EEO Assurance
- Healthcare policies & procedures

**8. PROPERTY**

- If the 2023 painting is not going to be completed, the Board needs to make a minute as to what date the painting will be deferred to and the reasoning. If the painting is going to take place in 2023, there will need to be an adjustment to the budget. \$13,000 will need to be moved to the P&L.
- Property Committee to follow up in regards to what needs to be completed at the school in 2023

**9. PUBLIC EXCLUDED SESSION**

**Motion:** *At 20:22 pm the meeting moved into Public Excluded Session for the reasons of legal and professional privilege and to protect the privacy of the natural persons. At that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.*

**Carried**

**10. MAIL-IN**

- **CESSL:** Board Meeting Dates for Secretary Support Paid Union Meeting decision **Actioned**
- **School Docs:** school supplied information **Read**
- **NZSTA:** Industrial Action **Actioned**
- **NZSTA:** Elections for NZSTA Regional Executive **Read**
- **School Docs:** Term 1 Review Open **Read**
- **NZEI:** Paid Union Meetings Notification **Read**
- **NZSTA:** Board Matters **Read**
- **NZSTA:** Membership Matters – Cyclone Gabrielle **Read**

**11. GENERAL BUSINESS**

None

**Closing prayer:** The meeting was closed in prayer at 20:45 pm.

**Next meeting date:** Monday 20<sup>th</sup> March 2023 at 18:30pm in person.

Confirmed

  
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CHAIRPERSON

Date

*12/3/23*  
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1. ACTIONS

| Action  | Person responsible        | Status |                                   |
|---|---------------------------|--------|-----------------------------------|
| Policy sub-committee to circulate their charters for Board Review   | Policy subcommittee       | Open   | Recirculate people charter        |
| Finance sub-committee to circulate their charters for Board review  | Finance subcommittee      | Open   |                                   |
| Finance sub-committee to email Lawyers for statement and recommend amount for legal retainer for Royal Commission                 | Finance subcommittee      | Open   | Paid \$10,325 in legal fees.      |
| Investigate someone to facilitate strategic planning  | Chairperson and Principal | Open   |                                   |
| Create board profiles for website   | Deputy Chairperson        | Open   |                                   |
| Liaise with Board of Proprietor Chairperson on representative board term  | People sub-committee      | Open   |                                   |
| Check in with Parents Association on Playground funding and provide Board of Proprietor with documentation of expenditure to date | Finance sub-committee     | Open   |                                   |
| Property committee to meet with Board of Proprietor to discuss maintenance  | Property sub-committee    | Open   |                                   |
| Review School Doc policies as specified in the minutes  | Policy subcommittee       | Open   |                                   |
| Review financial impacts of risk management levy increase (takes effect 1 Jan 2023)   | Finance sub-committee     | Open   |                                   |
| Finance sub-committee to provide list of financial policy gaps  | Finance subcommittee      | Open   |                                   |
| Create wording for the school website about the opportunity to review policies at any time.                                       | Policy subcommittee       | Open   |                                   |
| Principal to send Board workplan to Board   | Principal                 | Open   |                                   |
| Update People sub-committee charter to include Health, Safety and Wellbeing   | People subcommittee       | Open   |                                   |
| Organise meet and greet evening with Parents Association and Board of Proprietors   | Chairperson               | Open   | Chairperson has emailed PA & BOP. |
| Identify one policy per term to request feedback from parents   | Policy subcommittee       | Open   |                                   |
| Follow up with Tennis Invoice with Office Manager   | Chairperson               | Open   |                                   |

|   |                                |     |  |
|---|--------------------------------|-----|--|
| Email Reverend Ben to see whether he has any events to attend in the North Island that require flights. | Deputy Principal               | New |  |
| Strategic Plan to be submitted to the Ministry of Education by 31 March 2023                            | Chairperson & Deputy Principal | New |  |
| Board to provide feedback to Chairperson around draft vision  | Board                          | New |  |
| Receive feedback from Michelle at ERO relating to Strategic Plan  | Chairperson                    | New |  |
| Property committee complete walk around school  | Property Committee             | New |  |
| Secretary to send previous minutes to Chairperson to sign   | Secretary & Chairperson        | New |  |
|   |                                | New |  |