



## SAINT MARK'S SCHOOL BOARD OF TRUSTEES (BoT) MINUTES

Monday 11<sup>th</sup> December 2023 17:30 pm

In person school staff room

**Present:** Claire Bourne (Chairperson), Adrian Rennie (Acting Principal), Liz Coster (Acting Deputy Principal), Kavita Lallu, Jake Walker, Rosa Bellolio Roth, Paul Daly & Clare Pattison

**Apologies:** Brad Flavall & Liz Coster

**Present:** Holly Timms (Secretary)

**Opening prayer:** The meeting was opened in school prayer by Clare Pattison at 17:37pm. The Chairperson thanked Adrian and Holly for their service throughout the year. It was highlighted there are several school events over the coming weeks and the board should attend these where possible. The carol service and Lorraine's farewell church service are on Friday at 11:45 am.

### 1. PREVIOUS MINUTES

**Motion:** *It was moved that the minutes of the St Mark's Board meeting held on 30<sup>th</sup> October 2023 be accepted as a true and accurate record.*

**Moved:** Clare Pattison

**Seconded:** Kavita Lallu

**Carried**

### 2. ACTIONS CLOSED FROM THE LAST MEETING

- Retable people sub-committee charter to include Health, Safety and Wellbeing → **Closed**
- Update people subcommittee charter to be in line with the policy & finance charter → **Closed**
- Copy of MoE Integrated stock map to be provided by Clare to property sub committee → **Closed**
- Chairperson to respond to Michelle to confirm there are no amendments to ERO report → **Closed**
- Chairperson to review and sign payroll reports by 10<sup>th</sup> November 2023 → **Closed**
- Chairperson to sign printed minutes → **Closed**

### 3. ACTING PRINCIPAL'S REPORT

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

- **Staffing:** The Acting Principal stated he is pleased with the staffing for 2024
- **Special character report:** The Acting Principal has created a draft special character report after meeting with Reverend Ben. His recommendation would be for someone within the staff to become qualified in Chaplaincy.
- **End of year achievement data:** The end-of-year achievement data report was distributed to the board for review and consideration. The Acting Principal discussed the school's excellent performance in the end-of-year achievement data, highlighting the positive impact of the board's support on student success. However, it was highlighted that writing is an area that always requires additional attention. The Acting Principal has requested Tom to report to the board on the dyslexia workshops, indicating a proactive approach to addressing specific challenges. It was noted that the data reports were derived from Overall Teacher Judgements (OTJ). The board engaged in discussions about sharing the

achievement data with the community, recognizing its importance for transparency and communication.

**4. HEALTH & SAFETY REPORT**

The principal's health & safety report was circulated prior to the meeting and taken as read.

**5. CHAIRPERSON'S REPORT**

- **Meeting Dates 2024:** The Chairperson distributed the proposed meeting dates for 2024 to the board, and the board has agreed to these dates. The chairperson noted that two of these meetings will have a strategic focus, and there will be no meeting in October.

**6. FINANCIAL SUB-COMMITTEE**

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

- **Playground – amendment to June 2023 minutes:**

**Motion:** *It was moved to redact the minute passed in the June 2023 meeting, stating that the board looks to allocate a maximum of \$40,000 towards stage 2 of the senior playground.*

**Moved:** Kavita Llau

**Seconded:** Paul Daly

**Carried**

- **Amended minute:**

**Motion:** *It was moved that the board looks to allocate a maximum of \$40,000 towards curriculum based learning equipment to complement the junior and senior playgrounds as required by the school. In order to secure the necessary funds if required the finance sub-committee is authorised to access the term deposit.*

**Moved:** Kavita Llau

**Seconded:** Paul Daly

**Carried**

- Averill was exploring the possibility of obtaining a quotation for modular playground equipment. Adrian will follow this up with Averill.
- **Principal Professional Coaching & Wellbeing support:** As part of the principal's collective agreement, the school has received a payment of \$6,000 earmarked for the Principal's professional development. Should this funding not be fully utilised in the year 2023, a motion will be required from the board to consider rolling over the remaining amount for use in the year 2024.

**Motion:** *It was moved that any residual funds left over from the principals well being fund from 2023, should be rolled over to 2024.*

**Moved:** Claire Bourne

**Carried**

**7. POLICY SUB COMMITTEE**

- No updates

**8. PROPERTY SUB-COMMITTEE**

- **Painting:** The painting project across the school is currently in progress and is expected to be completed by Christmas.

- **Rubber matting:** The property committee highlighted that rubber matting for the playground incurs half the cost of the playground itself. One suggestion put forward is to transition to bark as a more cost-effective alternative, considering the current rubber matting is deemed unfit for purpose. Additionally, there are proposals to mitigate expenses, such as listing the old playground and rubber matting on TradeMe and organising a working bee to remove tree stumps.
- The Property Committee has obtained quotes for music equipment. The Board will review and consider these quotes.
- The Property Committee advised that Nigel has been extremely helpful with the property matters.
- The art project with the Kevers is moving forward early next year.

#### 9. MAIL-IN

- a) NZSTA: October 2023 Issue 333 (1 Nov)
- b) NZSTA: Become a member (6 Nov)
- c) School Docs: Term 4 Upcoming Changes (7 Nov)
- d) NZSTA: Canterbury Newsletter (9 Nov)
- e) NZSTA: New Government Changes (1 Dec)
- f) BoP: Reverend Farewell (multiple)

#### 10. MAIL OUT

- a) BoP: Reverend Farewell (multiple)

#### 11. PUBLIC EXCLUDED SESSION

**Motion:** *At 17:59 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**

#### 12. GENERAL BUSINESS

**Closing prayer:** The meeting was closed in prayer at 19:10 pm.

**Next meeting date:** Monday January 29<sup>th</sup> 2023 at 18:30 pm with the focus on planning.

Confirmed .....  
**CHAIRPERSON**

Date .....

## 1. ACTION

Action	Person responsible	Status	Update
Finance sub-committee to provide list of financial policy gaps	Finance subcommittee	Open	Kavita has started and updated in her report
Policy committee – Review strike policy	Policy committee	Open	To include motion from March minutes ☐ Ongoing awaiting details from schooldocs
Sensitive expenditure/discretionary spend for board members, policy to be circulated for review	Policy committee	Open	Kavita has circulated previous doc and will use this to create a guidance document
Policy committee to create digital technology policies & procedures (including device usage during class)	Policy committee and Acting Principal	Open	Hold off due to changes from new government.
People committee to review Serious incident folder	People committee	Open	Ongoing for each meeting.
Check domestic violence leave clauses in IEA's. Personal Grievance clauses to be updated	People committee	Open	
Chairperson to liaise with Nigel to better understand the BoP representative and how they will ensure the special character is being upheld	Chairperson	Open	Chairperson has emailed Nigel and no response has been received.
Rosa to resend draft MOU including increasing the purchase threshold to \$5,000	Rosa Bellio-Roth	Open	Rosa has emailed BoP lawyer
Policy subcommittee to liaise with the office to communicate policies reviews in the next newsletter	Policy Committee	Open	Ongoing each meeting
Policy committee to follow up school docs regarding feedback from parents	Policy Committee	Open	
Principal to review next steps for community survey	Principal	Open	Aiming to get running for first day of school
Principal to review how often playgrounds should be audited	Principal	Open	Adrian to get advice from PlaySafe. Jake suggested to do inhouse with caretaker.

Chairperson to call Nigel about property transactions 7 difference from operating grant compared with R&M.	Chairperson	Open	
Chairperson to follow up sector update – lump sum payments and principal wellbeing fund.	Chairperson	Open	
Chairperson to write a thank you letter to the PA for the efforts put in for the school fair	Chairperson	Open	Thanked in person, but need to write letter
Board members to submit board expenses for the year before the end of December 2023.	Board	Open	
Adrian to send out end of year achievement data to school community	Acting principal	NEW	
Chairperson to send invite links to Louise	Chairperson	NEW	