



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

Monday 19<sup>th</sup> June 2023 at 18:30 pm

School staff room

**Present:** Averil Worner (Principal), Claire Bourne (Chairperson), Kavita Lallu, Adrian Rennie (Staff representative), Brad Flavall, Paul Daly, & Rosa Bellolio Roth and Jake Walker

**Apologies:** Clare Pattison

**Present:** Holly Timms (Secretary)

**Opening prayer:** The meeting was opened in school prayer at 18:35 pm.

### 1. PREVIOUS MINUTES

**Motion:** *It was moved that the minutes of the St Mark's Board meeting held on 22<sup>nd</sup> May 2023 be accepted as a true and accurate record.*

**Moved:** Rosa Bellolio Roth

**Seconded:** Jake Walker

**Carried**

### 2. ACTIONS CLOSED FROM THE LAST MEETING

- Property committee to meet with Board of Proprietor to discuss maintenance **Closed.**
- Create wording for the school website about the opportunity to review policies at any time **Closed.**
- Board to provide feedback to Chairperson around draft vision **Closed.**
- Board to review draft accounts and to send any feedback to finance committee – to be received before 30 April 2023 **Closed.**
- Investigate someone to facilitate strategic planning **Closed.**
- If ministry communicates directive the principal will provide an update on actions taken. Principal has updated SAP's form **Closed** *No changes are to be made to this plan without principal SLT member approval*
- Office manager compilation of door expenditure. Policy committee to liaise with the board of proprietors about funding **Closed.**
- Recommendation on how funding the playground aligns with learning outcomes and te tiriti **Closed.**
- Property committee to call Nigel to request meeting with BoP **Closed.**
- Principal to present sabbatical presentation **Closed.**

### 3. MID-YEAR 2023 DATA REPORT PRESENTATION

The Principal delivered a presentation to the board for the mid-year data. The presentation included an overview of the data, which indicated that 86% of students are performing at or above the expected level in mathematics, 85% in reading, and 83% in writing.

During the presentation, the Chairperson inquired about absenteeism rates. The Principal acknowledged that some students face personal challenges that affect their attendance, however, there are currently no alarming trends contributing to absenteeism. It was noted that St. Marks School boasts a higher attendance rate overall. For students with lower

attendance, the school collaborates closely with the whanau to provide necessary support to both the student and their whanau.

#### 4. PRINCIPAL'S REPORT

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

- **Annual Plan:** The Principal presented an interim Annual Plan to the board for approval. This plan outlines the objectives and actions that will guide the school's activities until the end of 2023. It is anticipated that a new plan will be implemented thereafter.

***Motion:** As per the principal's recommendation the board approves proceeding with the interim annual plan*

**Carried**

- **New senior playground proposal:** The Principal presented a detailed proposal to the board regarding the financial contribution required for the establishment of a new senior playground. A copy of the proposal was distributed to the board on 23 May 2023. The proposal highlighted several key aspects, including how the playground aligns with the special character of the school, its connection to Te Tiriti o Waitangi, its integration into the curriculum, its positive impact on social and emotional development, as well as its potential influence on social events. Following a thorough discussion, the board deliberated on the proposal. The Principal has requested that the board consider covering the remaining funding gap of \$30,000 - \$40,000 necessary for the implementation of the project.

***Motion:** The Board approves to allocate a maximum of \$40,000 towards stage 2 of the new senior playground. In order to secure the necessary funds, the finance sub-committee is authorised to access the term deposit.*

**Carried**

#### 5. HEALTH & SAFETY REPORT

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

- One serious injury was recorded in June 2023 and is resolved.
- **Minor works completed:** Tiles have been glued down outside the junior school, lights have been repaired in the library & WOF's have been completed on the school vans.
- **Major works completed:** Senior playground – the grass has been sprayed on and the area has been roped off until the grass takes.

#### 6. CHAIRPERSONS REPORT

The Chairperson's report and supporting documents were circulated prior to the meeting and taken as read.

- The board checklist will be a standing item going forward.
- The Chairperson successfully reached out to Lyn Bird and Gillian Simpson to arrange a strategic planning session. As part of the preparation for the meeting, Gillian will have a conversation with the Principal and subsequently meet with both the Principal and the

Chairperson. The strategic planning session is scheduled to take place on Monday, July 24th, from 5:30pm to 8:30pm. The board has agreed to engage Gillian for this purpose and has approved the cost of \$180.00 plus GST per hour for her services.

- A copy of the board panui was circulated for review with the board members descriptions and photos. The chairperson asked for feedback, before being posted on the school website.
- The Chairperson has been in communication with Nigel to discuss the terms of the BoP representatives. Nigel has confirmed that Rosa's term will conclude in March 2024, while Clare's term will end in May 2024. It was noted that Clare has already served 4 terms, prompting the Chairperson to enquire about any limitations on the maximum number of terms a representative can fulfill. In addition, the Chairperson expressed the need for a board member with financial acumen to fill a BoP representative position. The Chairperson has identified a candidate with a significant financial background who could be appointed to the board through BoP. However, it was highlighted by the Principal that the BoP representative should also embody the special character of the school.

#### **7. FINANCIAL SUB COMMITTEE**

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

- May's financial report indicates a current deficit of \$29,000; however, it is projected to balance out by the end of June.
- The maintenance budget has reached its capacity, prompting Nigel from the BoP to suggest consolidating similar expenses into lump sums for payment.
- The finance sub-committee proposed to amend the minimum spend required for the purchase of assets.

**Motion:** *To amend the minimum spend for the purchase of assets. The minimum spend is currently \$300.00 and it is to be increased to \$1,000 (excl GST) from 1 January 2023.*

**Carried**

#### **8. POLICY SUB COMMITTEE**

School Docs has updated the way policies are reviewed. The Policy committee has updated the office as to how policies are now reviewed on School Docs.

##### **Term 2**

- Education Outside the Classroom (EOTC) policies are currently up for review in Term 2.

##### **Term 3 – community policies for review**

- Learning support
- Communication
- Gifted learners

##### **Term 3 – Governance policies for review**

- Inclusive education
- Māori educational success

## 9. PROPERTY SUB-COMMITTEE

- The Property Committee met to conduct a review of the 10-Year Property Plan (10YPP) and undertook a walkthrough of the school premises with Carris to identify areas in need of attention.
- the Property Committee had a discussion with Nigel from the BoP. Nigel clarified that the integrated stock map is not a significant concern as the BoP will assume responsibility for managing the stock across the entire school.
- If the Property sub-committee identifies any staged priorities within the school, these priorities will be documented in writing along with corresponding quotes. This information will then be forwarded to Nigel for approval.
- Carris is currently in the process of preparing a quote for the following maintenance tasks: exterior painting of the middle school, painting of the top of the roof, repair of damage on the gables in the gymnasium, and an exterior wash. The aim is to complete these tasks during the October holiday period.

## 10. MAIL IN

- NZSTA: Annual General Meeting (23 May), Paid Union Meeting (28 May), Call for Nominations (9 Jun), Annual General Meeting (6 Jun), Call for Nominations (9 Jun), May 2023 Issue 328 (9 Jun), Annual General Meeting (14 Jun)
- School Docs: Upcoming Changes (23 May), Upcoming Changes (8 Jun)
- BDO Privacy Breach (1 Jun)
- ERO: Evaluation Approach Survey (7 Jun)
- NZSTA: Holidays Act Remediation (8 Jun) (**enclosed**)
- NZSTA: Code of Conduct for Board Members (14 Jun) (**enclosed**)

## 11. MAIL OUT

- Office: Paid Union Meeting Communications discussed before disseminated
- BDO: 2022 Financial Statements and Representation Letter signed and sent.
- PA: Mainland Uniform Supply Agreement BoT reviewed and is to be signed by Nigel at BoP. Profit shares to go into already established account.
- BoP: Representative Terms

## 12. GENERAL BUSINESS

- **Sabbatical presentation:** The Principal presented her sabbatical report to the board, focusing on the theme of "Reimagining the Future" and exploring the fundamental relationship between teachers and students. The report emphasised the need to shift the educational focus from "what we teach" to "how we learn."

During the discussion, it was recognized that there is a need to adapt to the challenges posed by a VUCA (Volatile, Uncertain, Complex, Ambiguous) world.

As the board works towards the new strategic plan, there is a recognition of the need to consider significant ideas and initiatives that will move the school towards the future while keeping the vision at the forefront. This entails thoughtful and forward-thinking

decision-making to ensure the school's continued progress and alignment with the evolving educational landscape.

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

**Next meeting date:** Monday 21<sup>st</sup> August 2023 at 18:30 pm virtually.

Confirmed .....  
**CHAIRPERSON**

Date .....

# 1. ACTION

Action	Person responsible	Status	Update
Finance sub-committee to provide list of financial policy gaps	Finance subcommittee	Open	Ongoing
Update People sub-committee charter to include Health, Safety and Wellbeing	People subcommittee	Open	
Identify one policy per term to request feedback from parents	Policy subcommittee	Open	Ongoing
Receive feedback from Michelle at ERO relating to Strategic Plan. Clare to provide document to Principal.	Chairperson	Open	
Policy committee – Review strike policy	Policy committee	Open	To include motion from March minutes.
Update people sub committee charter to be in line with the policy & finance charter	Board	Open	
Sensitive expenditure/discretionary spend policy to be circulated for review	Policy committee	Open	Clare drafted and was to be circulated
Policy committee to create digital technology policies & procedures (including device usage during class)	Policy committee`	Open	
Office manager compilation of door expenditure. Property committee to liaise with board of proprietors about funding	Office Manager	Open	
Policy committee to review physical restraint school policies are in line with the legislation changes implemented by the Ministry of Education.	Policy Committee	Open	<i>HST - Amend previous minutes</i>
Copy of MoE Integrated stock map to be provided by Clare	Clare Pattison	Open	
All subcommittees to send charters to Rosa	Board	NEW	
People committee to review Serious incident	People committee	NEW	

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Check domestic violence leave clauses in IEA's. Personal Grievance clauses to be updated	People committee	NEW	
Chairperson to add reminder to calendars for strategic planning session	Chairperson	NEW	
Chairperson to liaise with nigel to better understand the BoP representative and how they will ensure the special character is being upheld	Chairperson	NEW	
Finance committee to liaise with louise in relation to how many invoices have been received for the year	Finance Committee	NEW	
Roas to resend draft MOU including increasing the purchase threshold to \$5,0000	Rosa Bellio-Roth	NEW	
Policy sub committee to liaise with the office to communicate policies reviews in the next newsletter	Policy Committee	NEW	