



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

Monday 20th March 2023 at 18:30pm

School staff room

Present: Clare Pattison (Chair), Claire Bourne, Adrian Rennie (Acting Principal), Kavita Lallu, Brad Flavall, Paul Daly, Liz Coster (Staff representative) and Jake Walker

Apologies: Averil Worner (Principal) & Rosa Bellolio Roth

Present: Holly Timms (Secretary), Cristy Yonetani (6:30pm-7:10pm)

Opening prayer: The Deputy Chair opened the meeting with a karakia and the school prayer at 18:30pm.

1. PŪMANAWA GIFTED EDUCATION PROGRAMME PRESENTATION: CRISTY YONETANI

Cristy Yonetani attended the board meeting from 6:30 pm until 7:10pm to present the work she has been doing within the school for the Pumanawa Gifted Education Programme. Cristy presented a slideshow which will be made available for the board members to view after the meeting. Cristy would like to receive feedback from the board about the programme.

The acting principal described the programme as groundbreaking within the education sector. The nominations to be a part of this programme are from parents or teachers.

2. PREVIOUS MINUTES

Motion: *The Chairperson moved that the Minutes of the St Mark's Board meeting held on 20th February 2023 be accepted as a true and accurate record.*

Carried

3. ACTIONS CLOSED FROM THE LAST MEETING

- Finance sub-committee to circulate their charters for Board review **Closed**
- Finance sub-committee to email Lawyers for statement and recommend amount for legal retainer for Royal Commission **Closed**
- Liaise with Board of Proprietor Chairperson on representative board term **Closed**
- Check in with Parents Association on Playground funding and provide Board of Proprietor with documentation of expenditure to date **Closed**
- Review School Doc policies as specified in the minutes **Closed**
- Organise meet and greet evening with Parents Association and Board of Proprietors **Closed**
- Follow up with Tennis Invoice with Office Manager **Closed**
- Email Reverend Ben to see whether he has any events to attend in the North Island that require flights. **Closed**
- Property committee complete walk around school **Closed**

4. ACTING PRINCIPAL'S REPORT

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

- **Meeting with ERO:** The Acting Principal met with Michelle Irvine from ERO. She advised she will require a meeting with the board in relation to the school improvement framework document.
- **NFRL:** Clarity has been sort in relation to updates for the NFRL and IT infrastructure, which has been quoted at \$3,000. Property committee to progress this with the BOP.

5. CHAIRPERSONS REPORT

5.1 Strike process review

The Teacher's strike on 16th March 2023 was challenging. It was discussed that it has provided a learning opportunity on how these situations should be managed going forward and how communications should be managed. It was discussed that the board needs to make the decision and the communications to the community are to be delegated to the Principal. It was decided for any urgent decisions that need to be made by the board need to be communicated to the board members by email and by text message.

- **Motion:** *The board approves in future that if supervision is unavailable, to be able to close the school in the event of a strike and authority for school communications are approved to be delegated to the operations team.*

Carried

5.2 BOP & PA

The Chairperson has arranged a meeting with the BOP & PA at 6:30 pm on Monday 27th March 2023.

5.3 Roles & responsibilities

The Chairperson tendered her resignation from her role as Chairperson of the Board. The Chairperson expressed that she would be able to stay on the board as part of the policy committee, however, advised that her availability as a board member is going to be limited going forward.

Motion: *Nominations were called for via email and an out-of-cycle appointment will be made.*

Seconded: Adrian Rennie

Carried

6. FINANCIAL REPORT

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

- Draft annual accounts for 2022 were provided. Finance committee to work through this alongside Louise, to ensure there are no discrepancies.
- Reimbursement for meetings are to be in before 31st December.
- A defibrillator was gifted to the school and a cabinet has been purchased to contain the defibrillator. Policy to be updated to reflect that there is now a defibrillator is onsite.
- Currently operating in a deficit and this is largely due to a timing difference with one-off beginning of the year costs being incurred

Motion: *For the Board to accept the finance sub-committee charter as amended.*

Carried

7. POLICY REVIEW

Term 1

- Legislations and administration policy
- OIA requests
- Uniform & dress code

Term 4

- Student concerns and complaints
- Making a formal complaint or allegation
- Raising concerns and complaints

The policy sub-committee charter has been drafted for the board to review.

8. PROPERTY

- The property committee spoke with the maintenance person in regards to the birds.
- A walk around the school was completed by the property committee.
- It was found middle school had the most degradation – doors were chipped, walls are more weathered and the area could do with being painted.
- Dutch gables in the gymnasium were extremely weathered including loose nails in the roof.
- An itemised list of work to be done with quotes for work that has been identified.

9. PUBLIC EXCLUDED SESSION

Motion: *At 19:47 pm & 20:20 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

- NZSTA: New Dates for Regional Elections (20 Feb)
- NZSTA: Membership Matters (23 Feb)
- NZSTA: General Election Guide (24 Feb)
- NZSTA: Call for Remits to the NZSTA AGM (27 Feb)
- NZSTA: STA News Issue 325 (1 Mar)
- Ministry of Education: Te Mana Rauo Kāhui Ako Eligibility Reappointment (1 Mar)
- NZSTA: Guidance for PPTA Strike 16 Mar (1 Mar)
- Ministry of Education: Chatham Islands (3 Mar)
- NZSTA: Last Call for Nominations (6 Mar)
- Information Security Classification - INTERNAL
- NZSTA: Canterbury Regional Newsletter (6 Mar)
- St Martins School: NZSTA Hui (8 Mar)
- NZEI: Primary Principals Vote to Strike (10 Mar)
- NZEI: Formal Notification of Strike (13 Mar)
- NZSTA: Guidance for Strike (13 Mar)
- Cristy Yonetani: AST Application Endorsement Request (14 Mar)
- School Docs: Internal Review Updates (14 Mar)
- NZTA: Call for Remits to the NZSTA AGM (15 Mar)
- NZSTA: Pay Equity Claims Update (16 Mar)
- NZSTA: Consultation on Proposed Changes to how
- Teacher Aides are funded (16 Mar)
- NZSTA: Regional Executive Elections Voting form (17 Mar)

11. GENERAL BUSINESS

It was proposed to draft a submission for the NZSTA consultation for teacher aides, it was agreed. The chairperson is to complete the survey.

Closing prayer: The meeting was closed in prayer at 20:55 pm.

Next meeting date: Monday 22nd May 2023 at 18:30 pm in person.

Confirmed
CHAIRPERSON

Date

1. ACTION

Action	Person responsible	Status	
Policy sub-committee to circulate their charters for Board Review	Policy subcommittee	Open	
Investigate someone to facilitate strategic planning	Chairperson and Principal	Open	
Create board profiles for website – board to review	Deputy Chairperson	Open	
Property committee to meet with Board of Proprietor to discuss maintenance	Property sub-committee	Open	
Review financial impacts of risk management levy increase (takes effect 1 Jan 2023)	Finance sub-committee	Open	Covered by ops grant, no risk to BOT.
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	
Identify one policy per term to request feedback from parents	Policy subcommittee	Open	
Strategic Plan to be submitted to the Ministry of Education by 31 March 2023	Chairperson & Deputy Principal	Open	
Board to provide feedback to Chairperson around draft vision	Board	Open	
Receive feedback from Michelle at ERO relating to Strategic Plan	Chairperson	Open	
Chairperson to sign all previous minutes t	Secretary & Chairperson	Open	
Policy committee – Review strike policy	Policy committee	NEW	
Policy to be updated to reflect that there is now a defibrillator is onsite.	Policy Committee	NEW	
Board to review draft accounts and to send any	Board	NEW	

feedback to finance committee – to be received before 30 April 2023			
The policy sub-committee charter has been drafted for the to review.	Board	NEW	
Update people sub committee charter to reflect the policy & finance charter	Board	NEW	
Sensitive expenditure policy to be circulated for review	Policy committee	NEW	

Stop And Think