



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

Monday 22nd May 2023 at 18:30 pm

School staff room

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

Apologies: Kavita Lallu

Present: Holly Timms (Secretary)

Opening prayer: The meeting was opened karakia school prayer at 18:45 pm.

1. NOMINATION FOR BOARD CHAIRPERSON & DEPUTY CHAIRPERSON

- **Resignation of existing Chairperson**

It was confirmed that Clare Pattison had resigned from her role as Chairperson of the Board of Trustees. The resignation was duly noted and acknowledged.

- **Election of new Board Chairperson**

Holly Timms (Secretary) called for nominations for the position of Board Chairperson.

Rosa Bellolio Roth nominated Claire Bourne for the position of Chairperson.

Holly Timms invited any further nominations and called for objections to the nomination of Claire Bourne for the role of Chairperson. No further nominations were received, and objections were raised.

As there were no objections, Claire Bourne was elected unopposed as the new Chairperson of the St Marks School Board of Trustees.

Carried

- **Election of new Board Deputy Chairperson**

Holly Timms (Secretary) called for nominations for the position of Deputy Chairperson.

Rosa Bellolio Roth nominated herself for the position of Deputy Chairperson.

Holly Timms invited any further nominations and called for objections to the nomination of Rosa Bellolio Roth for the role of Deputy Chairperson. No further nominations were received, and no objections were raised.

As there were no objections, Rosa Bellolio Roth was elected unopposed as the Deputy Chairperson of the St Marks School Board of Trustees.

Carried

2. PREVIOUS MINUTES

- Clare Pattison suggested an amendment to the wording in relation to the strike: *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.*

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

Moved: Clare Pattison

Seconded: Brad Flavall

Carried

3. ACTIONS CLOSED FROM THE LAST MEETING

- Policy sub-committee to circulate their charters for Board Review **Closed.**
- Create board profiles for the website – board to review **Closed.**
- Principal to send Board work plan to Board **Closed.**
- Strategic Plan to be submitted to the Ministry of Education by 31 March 2023 **Closed.**
- Chairperson to sign all previous minutes **Closed**
- Policy to be updated to reflect that there is now a defibrillator is onsite. **Closed.**

4. PRINCIPAL'S REPORT

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

- The Principal would like to extend a sincere thank you to the board for the opportunity to take a sabbatical. She expressed that the Conference was the best conference she has ever attended and gained a lot of value from the experience. She expressed her gratitude to the Deputy Principal and supporting staff for their support during her absence.
- The Principal and Deputy Principal have recognised a need for better digital communication policies and it is clear that a policy regarding the appropriate use of electronic devices within the school premises needs to be created. The Principal emphasised the importance of having a policy in place to guide decisions regarding students who misuse their devices during class. Currently, the school's policy states that students are not permitted to keep phones in their pockets but are allowed to have them in their bags. The Deputy Principal mentioned that in the senior school, there is a motto that devices are for learning.
- The Principal has asked if the Board would approve to use of funding in reserves towards the playground. The Board proposed for the Principal to prepare a recommendation for funding the playground and how it aligns with learning outcomes, adds value to the school and aligns with Te Tiriti. It also would be beneficial to outline the amount required to be funded.

5. CHAIRPERSONS REPORT

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

- **Term 2 Board Task Checklist:** This was included in the board pack and taken as read.
- **Board Strategic Planning:** It was discussed what the next steps regarding the strategic plan would be. It was agreed to schedule another planning date for the board to continue the strategic planning. The Principal suggested having a facilitator to assist in conducting the meeting. The Chairperson was assigned the task of contacting Jillian Simpson and Lynn Bird to arrange a session with the board. The desired outcome of this session would be to enable the board to engage in consultation with the community.

6. 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 April/May 2023 and is resolved.

- Term 2 has seen a small increase in the number of COVID-19 cases within the school.
- **Minor works completed:** A tree was removed outside Kamana. Landline phones were removed for wireless broadband and 5 sets of doors are to be repaired on 24 May 2023.
- **Major works completed:** Senior playground - ongoing.
- Clare Pattison raised a question about managing health and safety and whether the school has a way to reflect mental well-being health and safety checks and how this could be monitored and whether it could be something worth looking into.

The principal stated that bullying statistics could be reflected in the health and safety report if it is useful for the board to be aware of. It was discussed that if there is a significant incident that has occurred in relation to bullying or mental health issues, these should be raised in committee.

7. FINANCIAL SUB-COMMITTEE

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

Motion: *Board approves the budgeted Deficit as specified by the Finance sub-committee of \$20,712.00 for 2023.*

Carried

Motion: *For the board to adopt the Annual Financial Statements via email and delegate the new Chair to sign the Statement of Responsibility given the short time frame.*

Carried

8. POLICY SUB COMMITTEE

As Rosa Bellolio Roth has been appointed as the Deputy Chairperson, she will no longer be a member of the policy sub-committee.

Physical restraint policy changes:

- New legislation changes have been implemented by the Ministry of Education in relation to physical restraints. There are three new policies available on School Docs: (1) Minimising physical restraint, (2) reducing student distress and (3) acceptable physical contact.
- Policy committee to review that the school's policies are in line with the physical restraint legislation changes implemented by the Ministry of Education.

Term 2

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

9. PROPERTY SUB-COMMITTEE

- A list has been created by the property sub-committee that needs updating (without being aware of integrated areas). A walk-around is happening on Thursday to arrange a quote.

- There was a significant discussion held about the amount (\$16,700) allocated to Cyclical Maintenance in the draft budget and how this can be better managed with the Board of Proprietors.
- The property sub-committee is to continue to follow up with Nigel from BoP to arrange a meeting for property matters and will ask for Nigel to delegate authority to a representative to assist BoT in relation to property matters.
- A copy of the 10-year property plan (10YPP) from June 2022 was re-circulated by the Chairperson to the board to reconsider.
- Clare Pattison needs to send a copy of the Ministry of Education integrated stock map to the board to review.

10. PUBLIC EXCLUDED SESSION

Motion: *At 8:40 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

11. MAIL-IN

- NZSTA: Regional Executive Elections (24 Mar)
- NZSTA: Annual General Meeting (28 Mar)
- NZSTA: Annual General Meeting (29 Mar)
- NZSTA: Physical Restraint Rules (30 Mar) (enclosed)
- NZSTA: STANews Issue 326 (31 Mar)
- NZSTA: Regional Executive Elections (3 Apr)
- SchoolDocs: Internal Review Updates (4 Apr)
- NZSTA: Learning Events (6 Apr) (enclosed)
- NZSTA: Regional Executive Elections (14 Apr)
- NZEI: Primary Principals Strike Notification (21 Apr) (enclosed)
- NZSTA: Giving Effect to Tiriti (26 Apr)
- SchoolDocs: Term 2 Reviews (27 Apr)
- NZSTA: Annual General Meeting (1 May)
- NZSTA: STANews Issue 327 (2 May)
- NZSTA: Principal Matters (2 May)
- NZSTA: Board Matters (2 May)
- NZSTA: President and Board Elections (3 May)
- NZEI: Principal Partial Strike Action (5 May)
- NZEI: EREL Notification (8 May) (enclosed)
- NSTA: Community Education CA Settlement (17 May) (enclosed)
- NZSTA: President and Board Elections (18 May)
- ERO visit (multiple)

12. GENERAL BUSINESS

- The board are to meet out of the board meeting cycle to discuss strategic planning.

- The Principal was to give a presentation from her sabbatical to the board at this meeting. However, this will be presented at the next meeting.

Closing prayer: The meeting was closed in prayer at 9:00 pm.

Next meeting date: Monday 19th June 2023 at 18:30 pm in person.

Confirmed

CHAIRPERSON

Date

1. ACTION

Action	Person responsible	Status	
Investigate someone to facilitate strategic planning	Chairperson and Principal	Open	Chairperson to contact Lyn Bird & Jillian Simpson
Property committee to meet with Board of Proprietor to discuss maintenance	Property 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	
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	
Board to provide feedback to Chairperson around draft vision.	Board	Open	Claire & Adrian have provided feedback.
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.
Board to review draft accounts and to send any feedback to finance committee – to be received before 30 April 2023	Board	Open	Audited accounts to be sent to MoE by 31 May 2023.
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	
If the ministry communicates directive the	Principal	NEW	Put into H&S

principal will provide an update on actions taken.			
Policy in relation to device usage during class.	Policy committee`	NEW	
Principal to provide update in-committee updates around psychological safety or mental health issues that arise.	Principal	NEW	Ongoing
Office manager compilation of door expenditure. Policy committee to liaise with board of proprietors about funding	Office Manager	NEW	
Recommendation on how funding the playground aligns with learning outcomes and te tiriti.	Principal	NEW	
Policy committee to review that school policy is in line with the legislation changes implemented by the Ministry of Education.	Policy Committee	NEW	
Copy of MoE Integrated stock map to be provided by Clare	Clare Pattison	NEW	
Property committee to call Nigel to request meeting with BoP	Property committee	NEW	
Principal to present sabbatical presentation	Principal	NEW	Next meeting