



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

Monday 30th October 2023 18:30 pm

In person school staff room

Present: Claire Bourne (Chairperson), Adrian Rennie (Acting Principal), Liz Coster (Acting Deputy Principal) Kavita Lallu, Jake Walker & Clare Pattison

Apologies: Brad Flavall, Rosa Bellolio Roth & Paul Daly

Present: Holly Timms (Secretary)

Opening prayer: The meeting was opened in school prayer at 18:36 pm. The Chairperson welcomed Liz Coster to the board meeting as acting deputy principal.

1. PREVIOUS MINUTES

Motion: *It was moved that the minutes of the St Mark's Board meeting held on 4th September 2023 be accepted as a true and accurate record.*

Moved: Clare Pattison

Seconded: Kavita Lallu

Carried

2. ACTIONS CLOSED FROM THE LAST MEETING

- Office manager compilation of door expenditure. Property committee to liaise with board of proprietors about funding → **Closed** → Nigel advised to have this completed
- Kavita to contact Solutions & Services

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:** Adrian was pleased to announce the new appointments including the transition of several fixed-term staff to permanent positions within the school
- **Playground:** Adrian discussed that a PlaySafe report has been provided for the Junior Playground which has highlighted that the junior playground is very unsafe currently and needs repairs and replacing. Adrian recommended to the Board that immediate action be taken to address these issues.

4. HEALTH & SAFETY REPORT

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

- No serious injuries were recorded in September 2023.
- **Minor works completed:** Staff room water cooler serviced, broken window repaired, piano in hall repaired and junior playground compliance check.
- **Major works completed:** Senior playground received compliance and was opened.

5. CHAIRPERSON'S REPORT

- **Community survey:** Adrian and Averill proposed four additional questions to supplement the community survey. The Chairperson presented these questions for approval by the board, which was granted. The decision was made to circulate the updated survey accordingly.

- **Strategic planning meeting attendance:** On Tuesday 24th October 2023, a strategic planning session meeting was conducted with Penny Abbey, involving multiple schools within the Kahui Ako. Adrian attended this meeting and noted the presence of board members from other schools supporting their school leaders. Adrian advised that unfortunately, there were no board members from St. Marks accompanying him at this meeting and he expressed professional embarrassment regarding this. The Chairperson extended apologies on behalf of the board and highlighted the board's responsibility to uphold the school's strategic planning. It was advised that the board needs to improve its attendance at such events, accompanying the principal, to better support the school leadership.
- **Request for Student Attendance Data:** The Chairperson requested that student attendance data be provided at the next board meeting.

6. FINANCIAL SUB-COMMITTEE

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

- On the BDO Interim audit checklist it states, *"during the onsite visit they will review payroll reports as reviewed by the Principal and Board Chair"*. Kavita asked whether the chairperson has been reviewing this and is this something the board needs to be doing, as BDO will be onsite in two weeks' time reviewing these documents.
- **Playground funding:** Kavita will be in contact with Solutions and Services to explore funding opportunities and potential resources for the playground. Kavita is scheduled to discuss this matter with Louise. Additionally, there is a planned joint meeting involving the PA, BOP, and BOT to deliberate on playground priorities. The Property Committee will conduct preliminary research on the projected cost of a new playground.
- **Budget:** Adrian and Averil are scheduled to meet this Wednesday to start discussions concerning the budget formulation. Adrian has requested Kavita's involvement in shaping the draft budget. Kavita will compile and forward a list of identified requirements for the draft budget, which will also include budgeted costs for regular playground compliance audits.

7. POLICY SUB COMMITTEE

- No updates

8. PROPERTY SUB-COMMITTEE

- **Playsafe Report Review:** The board received and reviewed the Playsafe report.
- **Upcoming Meeting:** Jake and Paul are scheduled to meet with a new representative from Carris on Thursday.
- **Painting Work:** The commencement of the painting work, previously highlighted in board meetings, is about to commence across the school.
- **Art Competition Proposal:** A proposal has been put forth to organise an art competition for the Kiva. Winners from each year group will have their art showcased on the Kivas

with the assistance of a street artist from Lyttelton. Adrian proposed Term 1 of 2024 for the start of this competition.

- **Environmental Education Initiative:** Adrian expressed he would like to reintroduce the enviro section of the school for student engagement.

9. MAIL-IN

- a) ERO: Board Assurance Statement (13 Sep)
- b) NZSTA: Sector Update (18 Sep) (enclosed)
- c) School Docs: Term 3 Review Closing (19 Sep)
- d) NZSTA: Learning Events (21 Sep)
- e) NZSTA: September 2023 Issue 331 (29 Sep)
- f) School Docs: Term 4 Review Open (10 Oct)
- g) School Docs: Policy Clarification (17 Oct)
- h) NZSTA: Board Matters Term 4 (18 Oct)
- i) NZSTA: Principal Matters Term 4 (18 Oct)
- j) NZSTA: Membership Matters (25 Oct)

10. MAIL OUT

- a) ERO: Profile Report (multiple)
- b) School Community: BOT Announcement (18 Sep)
- c) PA: School Fair Support (multiple)

11. PUBLIC EXCLUDED SESSION

Motion: *At 18:57 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

- **Money Counting Machine for School Fair:** There was a discussion regarding sourcing a money counting machine for use at the next school fair.
- **Acknowledgment of PA's Effort:** The board acknowledged and recognised the significant efforts invested by the PA in organising the fair.
- **Uniform Concepts:** The BoP and the PA have collaborated to propose new concepts for the school uniform. Adrian has shared these concepts with the staff for their input and feedback.
- **Approval for Staff Christmas Dinner:** The board has approved the provision of a two-course meal for the staff Christmas dinner at a cost of \$60 per person (excluding alcohol.)

Closing prayer: The meeting was closed in prayer at 20:50 pm.

Next meeting date: Monday 20 November 2023 at 18:30 pm virtually. Clare put in her apologies for the November meeting.

Confirmed
CHAIRPERSON

Date

1. ACTION

Action	Person responsible	Status	Update
Finance sub-committee to provide list of financial policy gaps	Finance subcommittee	Open	Ongoing
Retable people sub-committee charter to include Health, Safety and Wellbeing	People subcommittee	Open	Ongoing
Policy committee – Review strike policy	Policy committee	Open	To include motion from March minutes Ongoing awaiting details from schooldocs
Update people subcommittee charter to be in line with the policy & finance charter	Board	Open	
Sensitive expenditure/discretionary spend for board members, policy to be circulated for review	Policy committee	Open	
Policy committee to create digital technology policies & procedures (including device usage during class)	Policy committee and Acting Principal	Open	Brad has investigated. With Schooldocs – awaiting feedback from staff. Forward to Adrian.
Copy of MoE Integrated stock map to be provided by Clare to property sub committee	Clare Pattison	Open	Clare cannot locate the map. Jake to email MoE to request.
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	
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	

Chairperson to respond to Michelle to confirm there are no amendments to ERO report	Chairperson	Open	This has been completed, but response was to the wrong email.
Principal to review next steps for community survey	Principal	NEW	
Chairperson to review and sign payroll reports by 10 th November 2023.	Chairperson	NEW	
Chairperson to sign printed minutes	Chairperson	NEW	
Principal to review how often playgrounds should be audited.	Principal	NEW	
Chairperson to call Nigel about property transactions	Chairperson	NEW	
Chairperson to follow up sector update – lump sum payments and principal wellbeing fund	Chairperson	NEW	
Chairperson to write a thank you letter to the PA for the efforts put in for the school fair	Chairperson	NEW	
Board members to submit board expenses for the year before the end of December 2023	Board	NEW	