



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

Monday 4th September at 18:30 pm

Virtual – Microsoft Teams

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

Apologies: Jake Walker

Present: Holly Timms (Secretary), Liz Coster (Assistant Principal)

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 19th June 2023 be accepted as a true and accurate record.*

Moved: Rosa Bellolio-Roth

Seconded: Kavita Lallu

Carried

2. ACTIONS CLOSED FROM THE LAST MEETING

- Identify one policy per term to request feedback from parents → **Closed.**
- Receive feedback from Michelle at ERO relating to Strategic Plan. Clare to provide document to Principal. → **Closed**
- Policy committee to review physical restraint school policies are in line with the legislation changes implemented by the Ministry of Education → **Closed**
- All subcommittees to send charters to Rosa → **Closed**
- Chairperson to add reminder to calendars for strategic planning session → **Closed**
- Finance committee to liaise with Louise in relation to how many invoices have been received for the year for R&M → **Closed**

3. PRINCIPAL'S REPORT

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

- **Playground:** The playground opening has been delayed until compliance is received. We expect the playground to open before the end of Term 3.
- **Chess Cup:** 88 Children at St Marks play chess and they are holding their first chess competition.
- **Survey:** Averil has written to request a demonstration of the survey. As it is a board survey, it was determined that the survey results should be sent to the board email address.
- **Liz Coster – Learning Support:** Liz Coster reported on her role in learning support, which involves being the Assistant Principal and serving as the SENCO leader. She attends meetings related to learning support initiatives within the school, particularly focusing on programs designed to address students' identified learning needs and provide additional support to help them achieve their learning goals. Liz provided an overview of the process for identifying students with learning needs and discussed the various types of support that can be implemented. Liz discussed that funding for these initiatives is reliant on the Ministry of Education, and there may be delays in receiving funding for learning assessments, which are crucial for understanding students' specific needs. Liz highlighted

that approximately 20-30 students are currently receiving support through the learning support team. The board also plays a role in funding teacher aide positions to further support students with learning needs. Averil expressed gratitude to Liz for her dedicated work at the school.

- **Adrian Rennie – Workshop summary:** Adrian provided an update on his recent attendance at a planning and reporting workshop, which was facilitated by Penny Abbey, currently on secondment to NZSTA. The workshop covered several topics, including the legislative framework, connections to the Treaty of Waitangi, links to NELPS, and the development of planning processes.

Adrian highlighted that the legislative framework now includes key elements such as the Bill of Rights, Human Rights Act, and the Treaty of Waitangi. This framework replaces the traditional annual plan. Within this framework, the primary objective of the board is to ensure that every student has the opportunity to achieve the highest possible standard of achievement while being physically and mentally safe. The board should also be committed to taking all reasonable steps to eliminate all forms of discrimination, including racism, and to create an inclusive environment for students with varying needs.

The changes in this framework aim to remove barriers to success for Akonga and reduce the compliance burden on schools, which will enhance the reporting process.

Adrian mentioned that he would share the presentation slides from the workshop with the board.

The board discussed what a successful strategy may look like. It was suggested that a successful strategy should result from genuine community consultation, present a clear plan for the future, and address the needs of those who have historically been underserved - Averil sought clarification on this.

Penny Abbey is available to provide additional training to the board if needed.

Adrian then discussed key dates in the planning and reporting cycle:

- The strategic plan will be effective from 1 January 2024, the plan must be published and submitted by 1 March 2024,
- The annual implementation plan must be submitted by 31 March 2024,
- The annual report along with the statement of variance, which is published to the school community and the Ministry, must be completed by 31 May 2024.

The conversation continued with a focus on the strategic planning process and ensuring that all community groups, including staff, former students, neurodiverse students, and various ethnic groups, have the opportunity to engage in and contribute to the planning process.

4. **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 July 2023 and is resolved.
- **Minor works completed:** Foyer door repaired, trees trimmed, minor repairs in toilets, broken window in classroom.

- **Major works completed:** Senior playground – compliance check by playsafe, sky light leaking in drama room, leak in foyer.

5. CHAIRPERSONS REPORT

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

- Term 3 board checklist and principal checklist is to be reviewed.
- The ERO school profile report was provided to the board for review.
- ERO Board Assurance with Regulatory and Legislative Requirements Report was provided to the board for review. There were no amendments suggested, and the board agreed to accept the report.

Carried

6. FINANCIAL SUB-COMMITTEE

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

- Kavita explained that finances have been good for the last two months.
- Bills for the playground: Kavita wants to make sure any contributions are reported on. Discussion was held around the funds contributed from BoP and BoT. Kavita will speak with Solutions and Services.

7. POLICY SUB COMMITTEE

Term 3 policies are to be reviewed and the selected policy has been communicated to the community for review. Term 4 policies have been selected to be put in the next newsletter.

- Inclusive education → Board review
- Māori educational success → Board review
- Learning support → Board review

8. PROPERTY SUB-COMMITTEE

- The quote was received from Carris, and the property committee is now waiting on a quote from Dominion for Ortex.
- The next step is to discuss the received quotes with Adrian and from there to meet with Nigel from BoP.

9. MAIL-IN

- NZSTA: President and Board Elections (19 Jun)
- NZSTA: Canterbury Newsletter (19 Jun)
- ERO: School Visit (20 Jun)
- NZSTA: Learning Events (22 Jun)
- ERO: School Visit (23 Jun)
- NZSTA: Annual General Meeting (26 Jun)
- ERO: Evaluation Approach Survey (26 Jun)
- School Docs: End Term 2 (27 Jun)
- NZSTA: President and Board Elections (28 Jun)
- NZSTA: Annual Report (28 Jun)

- k. NZSTA: Collective Agreements (30 Jun)
- l. NZSTA: President and Board Elections (4 Jul)
- m. NZSTA: President and Board Elections (10 Jul)
- n. NZSTA: June 2023 Issue 329 (10 Jul)
- o. NZSTA: President and Board Elections (17 Jul)
- p. School Docs: Term 3 Review Open (19 Jul)
- q. NZSTA: President and Board Elections (24 Jul)
- r. Solutions and Services: June Financials (23 Jul)
- s. NZSTA: Board Matters Term 3 (27 Jul)
- t. NZSTA: Principal Matters Term 3 (27 Jul)
- u. ERO: School Profile Report (30 Jul)
- v. NZSTA: President and Board Elections (4 Aug)
- w. NZSTA: July 2023 Issue 330 (4 Aug)
- x. ERO: School Profile Report (14 Aug)
- y. Solutions and Services: July Financials (15 Aug)
- z. School Docs: Mid Term Updates (15 Aug)
- aa. NZSTA: Learning Events (16 Aug)
- bb. NZSTA: Canterbury Newsletter (18 Aug)
- cc. NZSTA: Canterbury Networking (23 Aug)
- dd. NSTA: Collective Agreements (29 Aug)

10. MAIL OUT

- a) PA: Gift Request (7 Aug)

11. PUBLIC EXCLUDED SESSION

Motion: *At 19:04pm & 21:10pm 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

- Discussion around board meeting dates for the next few meetings. The next meeting is to take place on Monday 30th October 2023.

Closing prayer: The meeting was closed in prayer at 21:35 pm.

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

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	To be retabled
Policy committee – Review strike policy	Policy committee	Open	To include motion from March minutes → Ongoing awaiting details from schooldocs
Update people sub committee 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, Adrian & Averil	Open	Brad has investigated. With Schooldocs – Averil & Adrian to review
Office manager compilation of door expenditure. Property committee to liaise with board of proprietors about funding	Property committee	Open	Ongoing
Copy of MoE Integrated stock map to be provided by Clare to property sub committee	Clare Pattison	Open	
People committee to review Serious incident folder	People committee	Open	
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 will follow up Nigel
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	NEW	
Chairperson to respond to Michelle to confirm there are no amendments to ERO report	Chairperson	NEW	
Kavita to contact Solutions & Services	Finance Committee	NEW	