



## Minutes of SAMS Board Meeting Tuesday 4 April 2023

**Time: 6pm to 7:32pm**

**Present: Karen Poole (KP), Murray Burton (MB), Hayley Parsons (HP), Wendy Greig (WG), Josefina Fuimaono-Sapolu (JFS) (online)**

**Absent: Raewyn Openshaw (secretary)**

### 1. Administration

- 1.1 Welcome & Karakia by MB
- 1.2 Attendance confirmed by all board members
- 1.3 Apologies from secretary, overseas
- 1.4 Minutes of previous meeting 21 February 2023 – KP accepted, JFS seconded subject to in-committee discussion
- 1.5 Action points arising from previous meeting 21 February 2023
  - a) Principal's report done
  - b) Tuesday 15 August 2023 matter done
  - c) Board profiling, requires RO to attend to **(action point)**
  - d) MB to report to the Board done
  - e) Policies and government-related documents done
  - f) Agenda at next meeting, require the agenda to be sent out within reasonable time prior to the meeting
  - g) Special character discussion done, at a Professional Development day on 24 April 2023
- 1.6 Correspondence – nil

### 2. Strategic Decisions

- 2.1 In committee

### 3. Strategic Discussions

- 3.1 Policies and Governance Document – KP went through 5 policies with Chairperson/Presiding Member, all appropriate – the physical restraint procedure needs to be updated and edited in **(action point)**

### 4. Monitoring

- 4.1 Principal's Dashboard – comments from the Board that the Principal's Report was very good, new staff member being a new teacher aide, Whanau Friday had a good turnout with ex-students attending too, parents generally liked the 3-way conferences, Villa Meet-and-Greet went well giving opportunity for parents to meet teachers.
  - (a) 2022 Achievement Report – addresses how to achieve in response to literacy and numeracy needs – working through strategies – achievement report gives teachers an idea about whether the pathway that's set is realistically assessing the students
  - (b) HERO Capabilities Report – information provided about literacy and numeracy skills of students alongside the standards generally expected for their age – WG working with other education professionals (Bruce Knox NCEA co-ordinator, MSWA staff, Dr Sue Dow) about how students can work towards benchmarks – also another assessment-tool being e-asTTle, which looks at progressions which staff discuss a lot, especially as part of professional development – measuring

not just achievement, but measuring progress – students get to sit standardised tests, preparing them, pitched as a formative assessment – note this is SAMS' second year using HERO – also included in HERO students setting their own independent learning goals

4.2 H and S Report – HP presented this report – broken arm incident due to PE, 2 internal stand downs (community service) – emphasise no vaping at school, it is illegal, newsletter reminders sent to whanau about vaping prohibition – fire door checked along with fire drill – HP to email MB about Site Wide Lock Down affecting SAMS and ELIM (action point)

4.3 HR report – KP presented report – discussed Wendy's Sabbatical, require to appoint a reliever for an Academic Manager, new Board member elected being Terry Pouono who KP needs to provide copy of Philosophy Document to him and PD on 24 April 2023 he's welcome to attend, Leavers report done by Matua Wills discussing how best to support Y10 and Y11 leavers

#### 5. Identify Agenda Items for Next Meeting

5.1 Q1 Financial Report and Budget Summary to be presented (action point)

5.2 Policies looked at in detail

#### 6. Meeting Closure

Closed at 7:32pm