



## Board Minutes

<b>Date</b>	<b>22 November 2022</b>	<b>Start time</b>	6.05pm	<b>Finish time</b>	7.53pm
<b>Present:</b>	Murray Burton (MB), Wendy Greig (WG), Karen Poole (KP – online), Josefina Fuimaono-Sapolu (JFS – online), Hayley Parsons (HP), Raewyn Openshaw (RO – Board minutes)				
<b>Apology:</b>	-				
<b>Absent:</b>	None				

1.	Admin and Standard approvals	Seconded	Agreement
1.1	Approval of agenda for this meeting.		All in favour
1.2	KP moved that the minutes of the BOT Meeting held on 31 October 2022, be approved as a true and accurate record of that meeting.	MB	All in favour
1.3	<b>Declaration of interests</b> – none declared at this meeting <b>Action Point: Board conflict of interest forms</b> -to be sent out to each SAMS Board member (RO)		
1.4	<b>Correspondence:</b> NA		

2.	Matters Arising from Previous Minutes: taken as read	Seconded	Action
2.1	Date for Induction for Board Members.		
2.2	Suggestions for Secretary.		
2.3	SAMS-Board Folder for new Board members.		
2.4	Dates suggested for Board Members to attend SAMS in person.		
2.5	Board Profiles. Monitoring reports to be available at the next SAMS. Board meeting.		

3.	Strategic Decisions – Board Matters	Action
3.1	<b>2023 Board dates:</b> Meeting to be held on a Tuesday evening 6pm 21 Feb / 4 April / 6 June / 17 October / 21 November <b>Action Point:</b> Send calendar invites for 2023 meetings	RO
3.2	<b>Board profiling:</b> Members reminded to forward profiles to HP – asap – profiles to be published in the newsletter and on the website	HP
3.3	<b>Self-Review cycle</b> <b>Action Point:</b> KP to send this through to MB – to be approved at the beginning of the year.	KP

<b>3.</b>	<b>Strategic Decisions – Board Matters</b>	<b>Action</b>
<b>3.4</b>	Board Dropbox for storage of documents and minutes discussion <b>Action Point:</b> RO to be given log in for share point.	<b>HP/KP</b>

<b>4.</b>	<b>Strategic Decision</b>	
<b>4.1</b>	<p><b>Strategic Plan Review – WG – taken as read</b>  colour coded: <b>GREEN (met outcomes) ORANGE (started but not there yet)</b></p> <p>As a staff we are very happy with what we have collectively achieved and where we are currently at. We have changed tack where and when necessary eg Manurewa Marae. This document was great to show the staff and gives clear visibility of where we as a school are going next.</p> <p>Staff have been fully engaged in this process.</p>	
<b>4.2</b>	<p>From the review and thinking forward we have consolidated to four areas.  Three main goals – initiatives form special character.</p> <ol style="list-style-type: none"> <li><b>1. Development of SAMS values</b> (currently too many) many cross over – important as we build the culture of the school to incorporate values that relate to our students but remain integral to the original values. We would like to propose bringing it down to 4 honour our students and their heritage. This is signalling a new work stream for next year.</li> <li><b>2. Action Point</b> – IP discussion needs to happen with the trust prior to any changes being made. KP to investigate this and bring it back to the trust to review on behalf of the board.  <b>KP notes</b> - - should be a long process to ensure it is done properly.</li> <li><b>3. Clear PD process</b> – developing a process for staff to understand the special character. Needs to be integrated into what we do.  MB – <i>Time in erodes awareness of</i> – you must retell the messages over and over  KP – procedure needs to be drafted.</li> <li><b>4. SAMS expansion to senior years.</b>  JFS – this would be great to explore – it is a sensible thing to do. Past students keep coming back because they want to still be part of the community here.  MB – The trust needs to indicate that they are happy for this to move forward.    <b>Action Point:</b> Trust meeting 14 December – can this matter be raised then. Feedback to SAMS board at the February meeting.</li> <li><b>5. AKO</b> – started filtering NZ histories – wanting to keep up to date and push forward with filtering into project-based curriculum.    <b>Action Point:</b> License from trust regarding project-based curriculum. KP to report back to the board at the February meeting regarding these options.</li> </ol>	<p><b>KP</b></p> <p><b>KP</b></p> <p><b>KP</b></p>

4.	Strategic Decision	
	<p>Cognition working with us on Learning Progressions Framework. Free work by Cognition funded by the Government for the whole of 2023. Working hard on E-Asstle progress – bringing in a new reading system for year 7.</p> <p>6. <b>Community</b> – the team is working on changing the reporting system – we want to continue to work with whanau to help them understand our model. Too many students leaving at the end of year 8 – “we want our children to be ready for high school” comments. We have a communication problem – we need to let parents know what we are doing and how it does more than prepare them – looking at using our parent champions to help us communicate this. Engagement is high but understanding is next. Hauora programme – cohesive across all year levels. Tangatu whenua – continue to work to connect to Manurewa Marae and other local Maraes. MB – Māori achievement collaborative – Elim has been accepted to this programme – MB will feedback to SAMS regarding this. Te Manawa – Counties Manukau funding – active recreation – includes kapa haka.</p> <p>Board feedback – fully supportive / love the big aspirations / very clear what you are working towards</p> <p>MB moves the Board accepts the Strategic overview for 2023</p>	
4.3	<p><b>Budget – KP</b> - taken as read</p> <p>Still requiring more information – by February KP should have a better indication of actuals. 2023 will be a tight year – funding is being applied for International enrolments – could help the income stream. SAMS is a signatory to the Code of Practice (has been since 2020). Attestation has been completed. A couple of international groups have expressed interest for 2023 – their enrolment would financially benefit the school.</p> <p>MB – The Board accepts the budget as presented.</p> <p>KP – Another signatory for the bank. Request that another member of the Board become a bank authoriser – this would be a third person.</p> <p>It is good practice to have extra visibility over reports and finances.</p> <p><b>Action Point:</b> MB to support KP with reporting as another pair of eyes.  <b>Action Point:</b> HP to become third signatory</p>	<p>HP 2<sup>nd</sup>  All approved</p>
4.4	<p><b>MOE for Literacy and Numeracy</b></p> <p>MOU to offer standards for NZQA to come under the umbrella of Mt Hobson. Mt Hobson will take responsibility for examinations / SAMS responsibility for teaching.</p>	<p>KP</p>

<b>4.</b>	<b>Strategic Decision</b>	
	<p><b>Policies</b></p> <p>When SAMS became an integrated school a full set of policies were drafted. This was done by a MOE advisor.</p> <p>Policies need to be reviewed by the Board; procedures can be managed by school leadership.</p> <p>MB – policies are to be brought to the Board across the year for review and sign off.</p> <p><b>Action Point:</b> Divide the policies across the meetings of the year</p>	<p>KP</p> <p>All agreed All agreed</p>

<b>5.</b>	<b>Monitoring /Reporting</b>	<b>Action</b>
<b>5.1</b>	<p><b>Principals report</b> – taken as read</p> <p>Great to see a profile of Josie in her capacity as a teacher-aide</p> <p>Attendance data is good. School leadership and community liaison working closely together along with Manurewa attendance services.</p> <p>HP makes referrals – 3 days unnotified or unjustified actions a referral.</p> <p>A google sheet is kept ensuring the most up to date info regarding parents’ responses is working well.</p> <p>1 student has been unenrolled due to nonattendance – parents at a loss – a referral to blue light has been actioned in this case.</p> <p>Section 19 and how it works – the school can use this as a tool. The 6 page application is intensive – under certain circumstances you can do a section 19 which gets OT involved.</p> <p><b>Action point:</b> OTJs reported at the beginning of next year for the board – February meeting.</p>	<b>WG</b>
<b>5.2</b>	<b>CLM Report</b> – will be sent out when received – not tables at this meeting.	
<b>5.3</b>	<p><b>H &amp; S Report</b> – taken as read</p> <p>Dogs – South View place – a danger to students – critical complaint raised with Auckland Council. Owners to be fined.</p> <p>Illness – there has been notable illness this term.</p> <p>Discipline meetings - HP –should read 12 not 16 since 22 August 2022.</p>	

5.4	<p>Physical altercations and vaping (vaping is especially prolific at the moment) Whanau have been responsive in meetings. Vaping brings a swift and immediate stand down. We are hoping this sends a message to all students.</p> <p>WG – Vaping is a new issue for SAMS and we need to see where this tracks into next year. We are sending strong messages that the school is smoke and vape free.</p> <p>EOTC trips – many trips taking place this term.</p>	
5.5	<p><b>HR Report</b> – taken as read</p> <p>A staff resignation received today – looking into a replacement</p>	
5.6	<p><b>Budget Q3</b></p> <p>KP – verbal report given. No concerns noted.</p> <p><b>Special Character Reviews AM's and Staff</b> – taken as read</p> <p>Strap plan has addressed this. Staff will get a report of this review</p> <p>Sue will be invited to speak with staff about this</p> <p>Some of the wording was a little negative – written survey responses could have caused this – in the future a collaborative approach may be better.</p> <p>There was some misunderstanding of the questions.</p> <p>This is a two-year cycle of reporting.</p> <p>MB – recommends a face to face approach in the future.</p>	

6.	Agenda for next meeting	Action
	Finance: 2022 financial summary / 2023 budget HR updated Strategic Plan Report on project-based curriculum options VETS response to SAMS expansion 2022 financial summary Principal's dashboard – how the year has started to include roll numbers – this can be a verbal report	
	<b>Next meeting date:</b> 21 February 2023	