

# St Benedict's School Board of Trustees meeting

Developing our Children's Minds  
Enriching our Children's Hearts

MEETING DETAILS	
Meeting title	St Benedict's School Board of Trustees Meeting
Date and time	Wednesday 1st August, 2019 - Start 7:00pm
Venue	St Benedict's School Staffroom

COMMITTEE MEMBERS	
Present	Richard Uerata-Jennings (Chair), Michael Hinds (Principal), Jane Wellik, Claire Venn, Camilla Peet, Shayne Nahu, Steve Lucas, Father Doug, Angela Houston, Fiona Bolger, Ruth Burns.
Apologies	

ITEMS DISCUSSED				
No.	Item	Discussion/Action	Action date	Responsibility
1.	Welcome and Prayer	The St Benedict's School Board of Trustees meeting commenced at 7:00pm, Wednesday 1st August 2019, Angela opened the meeting with a prayer.		
2.	Apologies	Shayne Nahu arrived at 7:20pm		

3.	Monitoring	<p><b>3.1 Principal's Report</b>          Taken as read. The Board agreed it was a great report. The Principal welcomed feedback and noted a "highlights paragraph" was not supplied as requested by a Board Member as time did not permit. The Board suggested that the role in Room 1 could be offered as two part-time positions to encourage more applicants to apply. The Board agree that the After School Care initiative is great idea. The After School Care numbers will be capped at 60 children. The After School Care Policy ensures that younger siblings attending the school have After School Care acceptance have priority over those not already in the programme. Our MoE Staffing Allowance for 2018 is for 272 students. With every three extra students over this number, we are funded 0.1; international students are not included in this ratio. As numbers increase for 2019 the school will need to look at adding a potential teacher/class next year. This is to be discussed in more detail at the next Board Meeting. Some students continue with lateness and further letters have been sent home. The overall numbers of day-to-day lateness are reducing.</p> <p><b>3.2 June 2018 Management Accounts</b>          Nothing further to report at this stage - costs are being managed well and reviews are ongoing to reduce costs. International student numbers are a welcome revenue source. The Board identified that the Working Capital less Term Cyclical Maintenance budgeted amount is very different to the actual. This is due to the fact that anticipated spending is being calculated on a different profile. Lease and Loan Payments – Money spent is higher than budget due to the Equitable Lease amortization, which was missed in the budget. The school does operate at a zero budget overall.</p> <p><b>3.3 June 2018 Management report</b>          As above.</p> <p><b>3.4 2018 Annual Goals Update</b>          Further progress has been achieved since the last Board Meeting. The progress has been slower this time around due to the end of Term holidays falling either side of a BoT Meeting. IT management aspects are progressing nicely.</p>	
4.	Curriculum	<p><b>4.1 The Arts</b>          Taken as read. The School production is progressing well, the budget is being tracked but the production budget will be supported to be of a high standard as it is a public forum. It is likely that we will spend over this budget line due to the high standards and costs associated with putting on a professional performance.</p> <p><b>4.2 Catholic Character Review BoT Questionnaire</b>          The questionnaire was sent to the Board. The Board conducted an activity to complete the questionnaire. The ideas will be collated and added to the document by the Principal.</p>	

5.	Communications	<p>A lot of work is going on behind the scenes collating information. The Proprietors' reps are available at 8:30am on Wednesday 15th August and again on Friday from 2pm to hear about the report first hand.</p> <p><b>5.1 Uniform survey data</b></p> <p>153 people answered the survey, 62% want a review and 38% do not. Discussion occurred around next steps for the review. The Board agreed to form a sub-committee who will coordinate the review and set terms of reference. The community will be consulted as needed throughout the process. It was noted that we currently have a contract with PE Uniforms and Moana Uniforms however this review should not affect those. The Board asked the sub-committee to consider the costs of the change to any uniform as part of the review process.</p> <p>Going forward, A statement has been added to the enrolment form asking families to commit to the school uniform.</p> <p>The Board will write a response updating the community about the survey. The response should inform families of any next steps and that further information will follow.</p>
6.	Environment	<p><b>6.1 School Seismic Strengthening</b></p> <p>¾ way through the renovation, any money saved in this project will be put towards the next maintenance projects of the toilet blocks. A tour of the school was conducted.</p> <p><b>6.2 Fundraising</b></p> <p>The fence by the pedestrian gate is made up of new timber panels. At St Teresa's School, families bought a panel and decorated it. It was a very lucrative fundraiser. As a Board, we could begin the process. HoK can run the process, the Board support the idea. The Principal and BoT Chairperson in conjunction with the Old Boys and Alumni are working towards holding a significant fundraising black tie event at the stadium in Sept/Oct 2019. The event will include auctions and raffles. Tickets will need to be pre-purchased. HoK will be consulted about this and the money will be allocated to agreed projects at BoT, HoK and school levels.</p>
7.	Health and Safety	<p><b>7.1 Health and Safety Update</b></p> <p>Report is received, an addition to the report is one broken arm that occurred within this reporting period.</p>
8.	General Business	<p><b>8.1 Ka Hui Ako Update</b></p> <p>There is a meeting with the team tomorrow. The Principal will be looking for an update from the team.</p> <p><b>8.2 Xacta (Telecommunications)</b></p> <p>The Principal is looking for ways to make improvements in the Telco services and to save some money in the process.</p> <p><b>8.3 AISCORP IT</b></p> <p>The school signed the deal with AISCORP. The website updates are not included in this in terms of updating Wordpress. The Principal will talk with the team and try to make that addition.</p>

		<p><b>Union Strike</b> Teachers Rep and Principal left the room for the discussion.</p> <p>A full-day strike will occur on the 15th August, non-teaching staff will still be paid. As there will not be enough staff to run the school safely, the Board agreed the school will need to close for the day.</p> <p>After School Care will also be cancelled, parents will be credited for that day. Due to the logistics of repayments the Board suggested a day in lieu instead. The Principal will ensure that the ASC Supervisor oversees this process in the Term 4 invoicing period.</p> <p><b>MOTION:</b> The minutes from the previous meeting (Dated June 20th 2018) <b>(Moved: Richard / Seconded: Camilla). CARRIED.</b></p>	
9.	Confirmation of minutes	Card from Tracey thanking the Board for the letter.	
10.	Correspondence	Uniform survey advised people to comment further via an email address. One person did this and information was included in survey feedback.	
11.	Staff Recognition	Rachel Bolger for her unwavering and unconditional support during Fiona Bolger's absence.	
12.	Closing Prayer	The meeting closed at 9:32pm. Angela concluded the meeting with a prayer.	

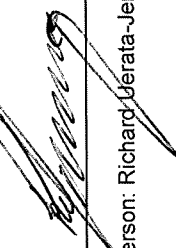
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**NEXT MEETING**

Date:

7.00pm Wednesday 12th September 2018

These minutes are accepted as a true and correct record:



Chairperson: Richard Uerata-Jennings

Date:

12/9/18