



St Benedict's School Board of Trustees Meeting

| MEETING DETAILS | |
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| Meeting Title | St Benedict's School Board of Trustees Meeting |
| Date and Time | 7.00pm Wednesday 23rd October 2019 |
| Venue | St Benedict's School Staffroom |

| COMMITTEE MEMBERS | |
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| Present | Michael Hinds (Principal), Richard Uerata-Jennings (Chairperson), Ruth Burns, Anne Minto (Teacher Rep), Dr Tim Hanlon, Daniel Marks, Chris Cakebread, Anna McDougall, Jane Wellik, John Lawson. |
| Apologies | Shayne Nahu |

| ITEMS DISCUSSED | | |
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| No. | Item | Discussion/Action |
| 1. | Welcome and Prayer | The St Benedict's School Board of Trustees meeting commenced at 7:01pm. John opened the meeting with a prayer. |
| 2. | Apologies | Shayne Nahu |
| 3. | Previous Meeting's Action Point and Minutes | 3.2 Confirmation of September Action Points Taken as read. 3.3 Confirmation of September Minutes Taken as read. Raised: Michael, Seconded: Tim |
| 4. | Policies and Procedures | 4.1 School Docs 2019 Review Schedule Overview Taken as read. 4.2 School Docs 2019 Review Schedule Update Taken as read. All Policies are current. The Sun Protection policy, does not mention that we are a Sun Smart school, the Board requested this be added in. |

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| | | <p>It is recommended that we consult with parents on different policies as per our SchoolDocs Policy Overview. Now that we have embedded SchoolDocs, we will be asking for feedback on the Sun Protection policy from our parent community.</p> <p>The Principal noted the Evacuation Drill has not been trialled recently. The Board suggested testing the message system was more important than the evacuation itself. The Board asked if there is a legal requirement to conduct the drill? Answer, no.</p> <p>The Board requested a fire drill because of the current building works. Will happen next week.</p> <p>Actions: Add in being a Sunsmart School to our Sun Protection policy, request parent feedback on our Sun Protection policy and test the Text system via eTAP. (Principal to oversee all three actions before the next BoT meeting).</p> <p>4.3 School Docs Policies for Reading Taken as read.</p> |
| 5. | Strategic discussions | <p>5.1 2019 Annual Goals Update Taken as read. The Principal continues to update these and will upload them to the school's website once a term as requested by the Board. In short, we are moving towards accomplishing all of our 2019 set goals by year-end. This will leave us in a strong position to change gears for 2020 and focus on a new set of goals within our school's three-year Charter to keep moving forward.</p> <p>5.2 Confirmed ERO Report Taken as read. Our pleasing ERO report has been uploaded to the school's website; it is now a public document. The Board would like to recognise the staff's efforts to achieve our school's favourable ERO report. It was agreed to increase the cost contribution from the BoT to the Staff Christmas party. The Board will organise a catered morning tea as an extra thank you to the staff for their hard work, and success for our school and community.</p> <p>5.2.1 ERO Grading Framework Rubric Taken as read.</p> <p>5.3 Term 4 Summer Uniform update Taken as read. There is a recall on one batch of summer socks as they were the wrong size.</p> <p>5.4 BoT Staff Funding - Continuation of BoT Partial Funding for 3x TA's, 1x full TA position. Funding of One Classroom Teacher's Salary The BoT agreed to: continue topping up the salary funding of our three Teacher Aides, to pay the salary of one Teacher Aide and to fund the salary of one full-time teacher for 2020.</p> <p>5.5 2020 Draft Budget Taken as read. The Principal requested we open with 12 classrooms next year, building to a 13th from Term 2 (Room 1) and continue to employ the three Teacher Aides we currently have on staff. We may end up running a deficit that can be absorbed from the cash reserves if needed.</p> <p>7.40pm The Board went into committee. 7.43pm The Board came out of committee.</p> <p>The Finance Committee will now prepare the final budget for presenting and signing off at the December Board meeting.</p> <p>5.6 Proposal to BoT from the Environment Sub-Committee re: External Enhancements Review of the current renovations. Presentation from the Principal of options to add value to the school.</p> |

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| | | <p>The Board were asked to consider all options and decide which are viable, and if we have the available cash reserves and/or strategies to fundraise in order to achieve any of the proposed value-added options.</p> <p>Actions: In time for the next BoT meeting, the Environment Committee were tasked with developing a criterion in order for the BoT to be guided and therefore in a position to agree a priority order and way forward for future projects that would enhance the school's environment.</p> <p>The Board are keen to understand the level of donations we might have access to. Giving the Environment Sub-Committee backing to move forward with future projects will soon show us what these might be.</p> <p>It was agreed that any future projects taken on would be accessible to all members of the school's community to be able to donate to - however big or small the contribution, it would all be valued and celebrated.</p> |
| 6. | Catholic Character | <p>6.1 Catholic Character - 2020 Taken as read.</p> <p>The Principal has a meeting with the LFT, and is requesting feedback from the Board to report back to the LFT. The Board suggested asking: How do we make sure the children attending are engaged in Catholic learning regularly instead of one-off? How do we bring the Church to the school? How do we make sure all feel welcome all the time? The Proprietors Reps are all invited to this meeting.</p> <p>6.2 Health Curriculum & Sexuality Education Programmes. Taken as read. Raised: Michael, Seconded: Tim</p> |
| 7. | Monitoring | <p>7.1 Principal's Report Taken as read.</p> <p>7.2 September 2019 School Finance Overview Taken as read. The newly installed Turf has been signed over to the Archdiocese as an asset. As such, this will appear on their asset register and will come under their insurance. The annual audit for year end is due to take place on Thursday 14th November 2019. The Principal and Business Manager are currently preparing for this audit.</p> <p>7.3 September 2019 Financial Management report As Above.</p> <p>7.4 Wellington Catholic Schools Kāhui Ako Newsletter Term 3 2019 Status Report Taken as read.</p> <p>7.4.1 CoL Update September 2019 Taken as read.</p> <p>Religious Education Annual Review</p> |

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| | | <p>Taken as read. The Board acknowledge the hard work of the school's DRS (Jacqui Miranda). Her annual report is comprehensive.</p> <p>7.5 2019 Term 3 PAT Report and Data Taken as read</p> <p>9:18pm The Board went into committee. 9:19pm The Board came out of committee.</p> <p>7.6 Insurance-Crombie Lockwood The liability insurance renews at the end of the month and the amount will increase due to higher student numbers. Currently we have no cyber cover so that will be a recommended addition. Contents insurance will go up also when renewed in November. We will have until December to evaluate the true contents' value.</p> <p>7.7 2019 International Student Attestation to NZQA by Principal Taken as read.</p> <p>2019 International Student Self- Review Attestation by Principal The Principal noted in this annual self-reflection that an exit interview for international students is an area the school can implement going forward.</p> |
| 8. | Communication | <p>8.1 2019 BoT Annual Newsletter Taken as read. Almost completed just waiting on the photos to be added. Will be sent out shortly; likely at the same time as the ERO report.</p> <p>8.2 Communications Email Address re: Build Project Nothing to add. At the time of the BoT meeting, we'd not had a single email. The weekly updates in the school's newsletter will keep the community informed.</p> |
| 9. | Environment / Buildings / Property | <p>9.1 Top Field Turfing – Project Closure Taken as read.</p> <p>9.2 Project Build Update Taken as read. The build project is currently on target.</p> <p>The Board recommended running a Fire Drill because the exits have changed during the build. A broken staff toilet is making the teachers lives a little difficult at the moment but repairs are in process. The phone lines have been damaged and are being repaired. The Board appreciates the staff's acceptance of the disruptions being caused. It was noted we are fully compliant with school building facility requirements. The Board is wanting to organise a morning tea appreciation next week for the teachers.</p> |
| 10. | Health and Safety | <p>10.1 Injury and Incident Report Taken as read.</p> |
| 11. | General Business | <p>Access from Top Driveway Taken as read.</p> <p>Eight Teacher Only Days Over 3 years</p> |

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| | | <p>Taken as read.</p> <p>The Principal will explore aligning our school's Teacher Only Days to see if it is viable to line them up with St Pats and St Mary's Colleges. The Board supports this approach. The next BoT meeting the Principal will feed back his findings.</p> <p>The Donations Scheme information was presented to the Board. Taken as read.</p> |
| 12. | Correspondence | <p>12.1 HOK letter of invitation Noted.</p> <p>12.2 St Benedict's School - Turfed Field signed over to ADW October 2019 Noted.</p> |
| 13. | Staff Recognition | Staff Recognition – Sarah Woods for her continued professional efforts with all matters “Learning Through Play”. |
| 14. | Next Meeting | 5.30pm on Wednesday 4th December 2019. |
| 15. | Closing Prayer | <p>The meeting closed at 9:43pm.</p> <p>John concluded the meeting with a prayer.</p> |

NEXT MEETING

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| Date: | 5.30pm on Wednesday 4th December 2019. | |
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These minutes are accepted as a true and correct record:

_____ Date: _____

Chairperson: Richard Uerata-Jennings