



St Benedict's School Board of Trustees Meeting

MEETING DETAILS		
Meeting Title	St Benedict's School Board of Trustees Meeting	
Date and Time	5.30pm Wednesday 4th December 2019	
Venue	St Benedict's School Staffroom	
COMMITTEE MEMBERS		
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, Shayne Nahu	
Apologies	John Lawson	
ITEMS DISCUSSED		
No.	Item	Discussion/Action
1.	Welcome and Prayer	The St Benedict's School Board of Trustees meeting commenced at 5:30pm.
2.	Apologies	John Lawson
3.	Previous Meeting's Action Point and Minutes	3.2 Confirmation of October Action Points Taken as read. Additional action: Principal to hear back from After School Care Co-ordinator clarifying attendance numbers. 3.3 Confirmation of October Minutes Taken as read. The Board confirmed the minutes Raised: Richard, Seconded: Jane
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. The Sun Protection Policy was reviewed; parents were asked to provide feedback. Correspondence received asked the Board to approve that students are required to wear long sleeve shirts during sport mufi days. The Board recommends we update the wording to 'recommend' rather than 'require'.

		As a SunSmart School we encourage families to make good sun choices around sunscreen application, seeking shade, wearing hats and safe clothing choices. Action: Ruth will respond to the correspondence that was received.
5.	Strategic discussions	<p>5.1 2019 Annual Goals Update</p> <p>Taken as read.</p> <p>The Principal continues to update these and will upload them to the school's website once a term as requested by the Board. We are 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 2020 Budget</p> <p>Taken as read.</p> <p>The Principal requested we open with 12 classrooms next year, building to a 13th from Term 2 onwards (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. The Board supported this and the 2020 budget.</p> <p>One international student is no longer classed as an international student. He is now a non-preference student. This now puts our school over our non-preference quota. We will remain over the quota for 2020 until our Year 8 students move to on the secondary school. Action: The Principal will write to the ADW to seek dispensation for this unavoidable situation. The Board support this unforeseen non-preference situation.</p> <p>6.1 NZCEO 2019 Attestations</p> <p>Taken as read.</p> <p>These have been completed and submitted.</p> <p>6.2 Proprietors Appointees Annual Report 2019</p> <p>Taken as read, completed and sent to the ADW.</p> <p>6.3 2020 Direction</p> <p>The LTC advised in 2020 that on Wednesdays we will not have access to Fr Pete, so we will need to move our Masses and Liturgies to Tuesdays. Terms 1 and 4 we talk about reconciliation which are usually conducted 1-1 with the Priest but it will now be group reconciliations. The Principal is working with Sio for the Sacramental Programme as they are wanting the school to fund this. The Board feel nothing should be implemented unless a unanimous agreement is reached on any Challenge 2000 decisions.</p> <p>7.1 Principal's Report</p> <p>Taken as read. The Board preferred the shorter Principal's Report version.</p> <p>7.2 October 2019 School Finance Overview</p> <p>Taken as read.</p> <p>7.3 October 2019 Financial Management report</p> <p>Taken as read. The schools overall cash position has increased.</p> <p>The Astro Turf is in the process of being transferred to the ADW as an asset.</p> <p>The annual audit will commence in April 2020.</p> <p>The Principal has asked for a prompt response from our school's auditors this year. This has been well received by them.</p> <p>7.4 Wellington Catholic Schools' Kāhui Ako Newsletter Term 3 2019 Status Report</p> <p>Taken as read.</p>
6.	Catholic Character	
7.	Monitoring	

	<p>7.5 Wellington Catholic Schools Kahui Ako 2019 Taken as read.</p> <p>7.6 Digital Technology Annual Board Report Taken as read.</p> <p>7.7 Te Reo Maori Annual Board Report Taken as read.</p> <p>7.8 Library Annual Board Report Taken as read. A number of books are listed as outstanding. Return will be sought. The Board noted a thank you to Julie for her help in the library. The Board asked if there are any plans to update the furniture in the Library in the future. The Principal noted yes – new stools have been ordered this year for a 2020 arrival. The Board asked if technology was considered as an option for children to have access to in the library. The Principal is on board with the notion, and has already spoken to the Librarian about fixed iPads being available for student research. The main stumbling block is our available space which is limiting us. In 2020 our library will be the only available shared space (Library lessons, research, Learning Through Play, After School Care, Assemblies, Meetings). The Library Committee will review to see if purchasing fixed iPads are a viable option, or if bringing them to the library for research is a better use of space/funds. The Board asked if there was succession planning for the library if needed. The Principal notes as it stands we have staff on the team already that can fill the role.</p> <p>7.9 Physical Education Annual Board Report Taken as read.</p> <p>7.10 Reading Recovery Annual Board Report Taken as read.</p> <p>7.11 Reading Recovery Year-End Monitoring Taken as read.</p> <p>7.12 Student Well-Being Survey Evaluation Taken as read.</p> <p>7.13 Crombie Lockwood Insurance. Taken as read. All confirmed and in place. Will look to start the process again in April to try to reduce costs further.</p> <p>Thank you to Lata, Rachel, Rebecca, Janine, Anne and Jared for their reports</p>
8.	<p>8.2 Communications Email Addresses Nothing to add.</p> <p>8.1 Parent email correspondence The Board remain confident they are updating parents effectively.</p>

9.	Environment / Buildings / Property	<p>9.1 Toilet areas and offices Taken as read. The build project is currently on target.</p> <p>9.2 Proposal to BoT from Environ Sub-Committee. Taken as read. It was noted at the previous meeting that we might have access to some funding and a decision was needed on what we could use it for. The Environment Committee was presented with a list of projects and rated the projects based on criteria. The Principal noted the Archdiocese will fund the fixing of the rock wall. The Board agreed with the sub-committees' research and approved the committee to investigate funding options for the proposals. The Finance Sub-Committee will assess the ways to manage ongoing costs for future maintenance and repairs.</p>
10.	Health and Safety	10.1 Injury and Incident Report Taken as read.
11.	Personnel	<p>11.1 Staffing Update Taken as read. There were a number of staffing changes noted. Lata will be replaced in terms of who will now be the Col. representative. We are in the process of recruiting a Year 7/8 teacher on a fixed-term position for 2020.</p> <p>11.2 Jacqui Miranda 2020 Teaching Request Taken as read. Jacqui will remain in the DRS role but move to a 0.8 role for 2020 – and back to a 1.0 FTTE in 2021. The Board support the decision.</p>
12.	General Business	<p>12.1 2020 Teacher Only Days Noted. There are eight teacher-only days over the next three-year period.</p> <p>The Board offered their sincere thanks to Jane for her loyal and professional service to the Board. Jane has now resigned. This resignation will create a Proprietors' Rep vacancy on the Board which will filled in time for the first BoT meeting of 2020.</p> <p>12.2 St Benedict's School - Turfed Field Signed Over to ADW Noted.</p>
13.	Correspondence	<p>All correspondence was noted by the Board.</p> <p>NZCBC- 2020 Curriculum Resource contribution Resignation form the Board- Jane Weillik Other staff changes: Lucy Bamby, Kim Howard and Fiona Bolger</p>
14.	Staff Recognition	Staff Recognition – Nicole Simpson for completing her first year of teaching.
15.	Next meeting	7.00pm, 12th February 2020.
16.	Closing	The meeting closed at 7.08pm.

NEXT MEETING

Date: 7.00pm on Wednesday 12th February 2020

These minutes are accepted as a true and correct record:



Date:

12/2/20

Chairperson: Richard Uerata-Jennings