



St Benedict's School Board of Trustees Meeting

MEETING DETAILS		
Meeting Title	St Benedict's School Board of Trustees Meeting	
Date and Time	7:00pm Wednesday 12 th February 2020	
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, Shayne Nahu, Amanda Gardner	
Apologies	John Lawson, Shayne Nahu left the meeting at 8.10pm.	
ITEMS DISCUSSED		
No.	Item	Discussion/Action
1.	Welcome and Prayer	The St Benedict's School Board of Trustees meeting commenced at 7:00pm.
2.	Apologies	John Lawson
3.		3.1 Elect Chair Daniel nominated Richard for Board Chair. Seconded by: Tim. Motion: All in favour, Carried. 3.2 Code of Conduct Taken as read. Board members signed the document as required. 3.3 Delegations of Authority Taken as read. No change to authorities. Due to Jane Wellik coming off the Board, and Amanda Gardner coming on to the BoT, the BoT Sub-Committees may need to be reviewed.

		<p>Action: BoT members to review their respective sub-committee(s) and advise via email to the BoT Chairperson, the committee(s) they would like to sit on if their position has changed.</p> <p>3.4 Guided Tour of Completed Building Works Completed. The BoT acknowledge the hard work and commitment that has gone in to completing these works in a short space of time.</p> <p>4.1 Confirmation of December Action Points Taken as read. All actions completed. On two occasions our limit of 50 students per day has been breached by last minute arrivals of teachers' children coming in to the ASC Programme. In order to prevent our ratios being breached again, the Principal has now put in place a system where the ASC Supervisor will call upon the Office Manager to join the programme until such time as the numbers reach the correct ratio for staff:students.</p> <p>4.2 Confirmation of December Minutes Taken as read. The Board confirmed the minutes. Raised: Richard Seconded: Chris</p>
4.	Previous Meeting's Action Points and Minutes	
5.	Policies and Procedures	<p>5.1 School Docs 2020 Review Schedule Overview Noted.</p> <p>5.2 School Docs 2020 review Schedule Update Taken as read.</p> <p>5.3 Physical Restraint Policy Taken as read. Staff training undertaken as directed by the Board. All staff who have undertaken training are authorised to enforce the physical restraint policy as required.</p> <p>5.4 Proposal to Amend our Physical Restraint Policy The Board agreed to the wording change to the Policy - "All staff are authorised to provide restraint after they have undergone the appropriate training annually." Action: The Principal to have this sentence amended in the Physical Restraint Policy by the SchoolDocs Team.</p> <p>5.5 Recognition of our Cultural Diversity Policy To be sent to the parents for review. Has been shared with the Board and Staff for review. Board supports the policy remaining as is.</p> <p>5.6 Staff Leave Policy Has been shared with the Board and Staff for review. The Board noted in the past we were reviewing staff leave requests over ten days. It has now been extended to six weeks or more. Board supports the policy.</p>

		<p>5.7 Separated Parents, Day-to-Day Care and Guardianship Policy Has been shared with the Board and Staff for review. Board supports the policy remaining as is.</p>
6.	Strategic Discussions	<p>6.1 Reflecting on the 2019 Annual Goals The BoT split in to four collaborative groups to reflect on the progress and completion of the 2019 Annual Goals. Action: The Principal will now add these reflections to the overview Charter which is housed on our school's website.</p> <p>6.2 Charter and Annual Goals; Setting our 2020 Annual Goals The BoT worked collaboratively in selecting the next set of priorities for 2020. Action: The Principal will now collate the BoT-selected 2020 priorities to form our 2020 Annual Goals.</p>
7.	Catholic Character	<p>7.1 2020 Direction Taken as read</p>
8.	Monitoring	<p>8.1 Principal's Report Taken as read.</p> <p>8.2 November 2020 School Finance Report Taken as read. All spending is in line with the year's budgeted predictions.</p> <p>8.3 December 2020 School Finance Report Taken as read. 33k deficit however this is accounted for within the report (year-end spends) and explainable e.g holiday-period pays. Cash position has reduced due to prepayments etc. of holiday works and resource purchasing for 2020 (furniture, IT) Capital additions were approved throughout the year.</p> <p>8.4 January 2020 School Finance Management Report Taken as read. For the Year 2019 there was a 122k surplus. Income from uniforms helped, along with International Student fees, HoK, shrewd budgeting and the Principal reducing contract costs across the school. Costs for the insurance came through – we are paid up for another year. Hillary outdoor pursuit costs were paid – an annual outlay.</p> <p>8.5 January 2020 School Finance Report Taken as read. One Board member questioned the cost of the donations towards the school. The Principal explained the reasons for the positive cash position are due to shrewd account practices, budgeting, significant roll number increases which in turn amount to more MoE funding, contract management and international student fees. School fees have not increased for over three years; in 2020 it was agreed that fees would increase by inflation each year. Pastoral care is openly available for families if needed; this budget line is often called up (discreetly and confidentially) and often takes the shape of Counselling, Christmas support, School Camp fees and uniform support.</p> <p>8.6 Matauranga Māori Kaupapa 2020 Taken as read.</p>

		<p>There is a meeting occurring tomorrow with Whānau. The Principal, Deputy Principal, in-school Col. lead, Te Reo Māori Coordinator will all be in attendance.</p>
9.	Communication	<p>8.6.1 Matauranga Māori Kaupapa 2020 Māori Education Plan Update Big ticket items - wanting to complete a second Powhiri, visit a Marae and get Kapa Haka group going.</p> <p>9.1 Communications Email Address re: ADW Build Project Nothing to report.</p> <p>9.2 Parent Email Correspondence Nothing to report.</p>
10.	Environment / Buildings / Property	<p>10.1 ADW project Build Closure Build completed. The Board thanked The Board Chairperson, the Environment Sub-Committee and the Principal for his thought and attention to detail. It was good to have it completed in a short space of time.</p> <p>10.2 Trees Around School Property Maintenance Quote The Board advised further quotes would be required due to the costs involved. The Board requested a new budget line be added for outside maintenance; this will happen from 2021.</p> <p>10.3 BOT Decisions to Instruct Arborist Works to be Carried Out Action: The Principal is to acquire a second quote as a price comparison.</p>
11.	Health and Safety	<p>11.1 Injury and Incident report Taken as read.</p>
12.	Personnel	<p>12.1 Staffing update 2020 Taken as read. Action: Website to be updated with new staff details.</p>
13.	General Business	<p>Pleasingly, the Ministry of Education has instructed schools to pay all non-teaching staff at least the minimum of a Living Wage. Going forward there will be an additional lump sum paid to us to cover this cost, and then going for a 1.8% increase in our operational grant to cover these wages increased.</p>
14.	Correspondence	<p>Parents approached one Board member about a programme called Kiwa – an anti-bullying prevention programme from Finland. Parents are requesting the school to take a look at it. It will cost \$3,200 to establish. The Principal and Board to review at the next meeting.</p> <p>14.1 MoE Letter - Te Reo Māori Integration by 2025 Taken as read. The Board asked if the Māori History is being incorporated as yet? At this stage it is not included.</p> <p>14.2 Julie Hartwich – Parent Letter of Appreciation Taken as read.</p> <p>14.3 Mission Expo Viard College Invitation Taken as read.</p> <p>14.4 Non-Preference Role temporary exemption ADW Letter of Acceptance Taken as read.</p>

		14.5 Amanda Gardner Prop Rep - ADW Letter of Acceptance Taken as read.
15.	Staff Recognition	14.6 Jacqui Miranda - ADW Letter of Acceptance Taken as read.
16	Next Meeting	Emma Milne for a positive start in Kauri Syndicate at St Benedict's School. 7.00pm, 12th February 2020.
17	Closing	The meeting closed at 9.23pm.

NEXT MEETING	
Date:	7.00pm on Wednesday 25th March 2020 (Daniel Marks, Apologies).

These minutes are accepted as a true and correct record:



Chairperson: Richard Uerata-Jennings

Date: 25/3/20

