



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 29th July 2020
Venue	St Benedict's School

COMMITTEE MEMBERS	
Present	Michael Hinds (Principal), Richard Uerata-Jennings (Chairperson), Ruth Burns, Anne Minto (Teacher Rep), Daniel Marks, Anna McDougall, Amanda Gardner, John Lawson, Shayne Nahu, Amy Christie (Secretary), Dr Tim Hanlon (see below).
Apologies	Chris Cakebread, Dr Tim Hanlon joined the meeting @7.20pm

ITEMS DISCUSSED		
No.	Item	Discussion/Action
1.	Welcome and Prayer	The St Benedict's School Board of Trustees meeting commenced at 7:00pm. Amanda opened the meeting with a prayer.
2.	Apologies	Chris Cakebread; Tim Hanlon joined the meeting @7.20pm
3.	Previous Meeting's Action Points and Minutes	<p>3.1 Confirmation of May Action Points Raised by: Richard, Seconded by: Michael. Motion: All in favour, Carried.</p> <p>3.2 Confirmation of May Minutes Raised by: Richard, Seconded by: Tim. Motion: All in favour, Carried.</p>
4.	Policies and Procedures	<p>4.1 SchoolDocs 2020 Review Schedule Overview Noted by the Board.</p> <p>4.2 SchoolDocs - 2020 Review Schedule Update Taken as read.</p> <p>4.3 SchoolDocs - Policies to Review and Attest To The website link to the documents has been updated for the Board's access.</p>

		<p>Three policies are up for reviewing this term. The Curriculum Policy was reviewed. Learning Support – currently with staff and parents for consultation. The next BoT meeting will ensure any requests or clarification are acted upon should it be deemed necessary for closure on this policy. The Physical Restraint Policy was reviewed and the Board are concerned the previously discussed updates have not been added. The Principal to update the policy as per the February Minutes. (All staff are authorised to apply restraint provided they have received the appropriate annual training). The Employer Responsibility Policy was reviewed and the Principal requested it to be carried with no changes, the Board agreed. The Health Safety and Welfare Policy (Child Protection) has been shared with staff for review. The Board expressed concerned around those volunteers and staff that are being Police Checked and those that are not. The Board suggested that people who are coaching children in sports should be Police Checked. The Board suggested that ad-hoc volunteers don't need to be checked. In the interim, the Board requests that the current sport coaches are Police Checked and that the Principal seeks further advice on recommendations for Police Checks going forward.</p>
5.	Strategic Discussions	<p>5.1 Character and 2020 Annual Goals Confirmation Taken as read. The Board noted that it was good to see progress being made in what is an unusual year.</p> <p>5.2 St Benedict's School - MoE letter Confirming Successful Centrally-Funded PLD Taken as read. The proposal for the 120 hours has been approved. This will enable the school to move forward with part 2 of the program. The same external provider will continue to lead our staff PLD moving forward. The BoT congratulated the Principal and Rebecca on the success of our application.</p>
6.	Catholic Character	<p>6.1 Prop Rep Updates Taken as read The Board noted the idea to consider how we might be able to provide some parent catechesis.</p> <p>6.2 July 1st 2020 ADW Roll Return Taken as read. The Board asked if the school was 'light' on the number of tagged positions? The Principal reminded the BoT that we had dispensation from the ADW this year, while it is anticipated that we are likely to revert back to our correct ratio next year.</p>
7.	Monitoring	<p>7.1 Principal's Report Taken as read. The school currently has three International students; there have been no further enquiries for now. The Principal paid credit to the mufti day fundraiser and the 'can' donation – a good cause (SVSP) while great for term-end morale. Coralie celebrated 15 years with the school this month. This was acknowledged by the BoT and staff. The Principal thanked Dominic for his extra cleaning work during Alert Level 2. The Alliance Fire and Safety compliance was received and signed off. The Board asked if the Principal had met with Hemi – Kapa Haka instructor. The Principal said he was working with Whaea Adrienne to try to help facilitate a meeting with Hemi. Securing Hemi will help achieve the school's goals around Powhiri and entering Kapa Haka festivals in years to come.</p> <p>7.2 May 2020 School Financial Management Overview Taken as read.</p> <p>7.3 June 2020 School Financial Management Report The guide tour of the school highlighted what capital projects (and small maintenance) have been completed. Spend this month shows in the form of an extra fortnightly pay run and teaching resources have had some one-off payments come out this month. The school is expecting a few more expenses in July and August but the spending will ease after that.</p>

		<p>The school overall has a positive cash balance. The Board said any further large spends must be signed off by the Finance Committee. The Board agreed on the need to settle on a safe cash position for the school. The School Fair and some other fundraisers will not occur this year due to COVID-19; this needs to be kept in mind before committing to significant purchases. The Principal said the teachers are aware of their remaining budget line balances; regular updates from our Business Manager is helping them ensure they stick to the budget line spends.</p> <p>7.4 International Code Self-Review Attestation Taken as read.</p> <p>7.5 2021 Term Dates The Board noted and agreed to the proposed dates.</p> <p>7.6 Term 2 CoL Status Report There is a meeting in a few weeks' time; the CoL have asked the Leadership Team of each school to attend. 20.30pm (In committee). 20.34pm (Out of Committee).</p> <p>7.7 Koru Pamphlet Catholic Schools, Kahui Ako (Community of Learning) Taken as read.</p> <p>7.8 Matauranga Maori Kaupapa Update Maori Education Plan Document Taken as read.</p> <p>7.9 Matauranga Maori Kaupapa Update Taken as read.</p>
8.	Communication	<p>8.1 Parent Email Correspondence (Ruth) (Noting) Nothing to note.</p> <p>8.2 Student and Parent Survey Overview - Pandemic Plan, Communication and Distance Learning. Taken as read. The BoT, Leadership Team and Teachers reviewed and assessed the information from both surveys – new learnings will ensure we're in an even stronger position if there was to be a lockdown in the future. The Principal asked the Board to support the action of taking out the key information from the Parent Survey to report back to parents via the newsletter. The Board supports this action and thinks it will be useful to store this information in case future events occur.</p> <p>8.3 Staff Feedback from Lockdown Taken as read. A very positive feedback session on the whole from the staff.</p>
9.	Environment/Buildings/ Property	<p>9.1 Internal Building Works - Reading Recovery/ Meeting Room The Principal took the BoT on a guided tour of the school to point out capital projects and storage improvements made to the school recently.</p> <p>9.2 Sourcing External Funds Strategy The Principal went looking for an individual to assist with raising funds for the four agreed upon capital projects. The first person declined us that was approached but we now have had another person come forward who is likely to assist. This person will be contracted to the Friends of St Benedict's Trust Account Trust to secure funds for these capital projects. Further discussions will be had with the Principal and HoK to agree on the way the relationships will work. An undisclosed commission has been agreed on for the contractor. The timeframe for results will be March next year for accountability purposes, and reviewed should both parties be in agreement for an extension to the project.</p>

		<p>9.3 HoK Feedback and funding key projects Thank you to Anna for the report. HoK agreed to fund the new sink in Room 2. HoK has also reallocated funds to a sports equipment purchase, a reading recovery room and a non-slip surface area outside Rooms 6&10. The HoK wouldn't normally fund a project like the sink but agreed this year due to the COVID-19 pandemic.</p> <p>9.4 BoT to HOK presentation for financial funding of identified projects The BoT/HOK liaison rep noted that HOK supports the redevelopment of the playground above the other capital projects. HoK will support the project substantially and would love to see it come to life in 2021.</p>
10.	Health and Safety	<p>10.1 Injury and Incident Report (Michael) (Noting) Noted.</p>
11.	Personnel	<p>11.1 Aidan Hallett - ASC Supervisor Resignation Noted by the Board.</p>
12.	General Business	<p>12.1 Copyright License (2020-2021) Taken as read.</p>
13.	Correspondence	<p>13.1 Onslow Community Church in Ngatoto Street Cakes and Bakes- Letter of Appreciation Noted by the Board.</p>
14.	Staff Recognition	Charmaine McGowan (For her resolute faith, knowledge in teaching and learning, and outstanding classroom practice).
15.	Next Meeting	7:00pm on Wednesday 9th September 2020
16.	Closing	The meeting closed at 9.00pm with a prayer by Amanda.

NEXT MEETING		
Date:	7:00pm on Wednesday 9th September 2020.	

These minutes are accepted as a true and correct record:

_____ Date: _____

Chairperson: Richard Uerata-Jennings