



Developing our Children's Minds
Guiding our Children's Hearts

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 30th June 2021
Venue	St Benedict's School - Staffroom

COMMITTEE MEMBERS	
Present	Daniel Marks (Chairperson), Ruth Burns, John Lawson, Dr Tim Hanlon, Chris Cakebread, Michael Hinds (Principal), Anna McDougall, Anne Minto (Teacher Rep), Lucy Woollaston, Amanda Gardner, Molly Kelly – first hour (Year 8 Camp presentation), Amy Christie (Secretary).
Apologies	Myles Gazley

ITEMS DISCUSSED		
No.	Item	Discussion/Action
1.	Welcome and Prayer	The St Benedict's School Board of Trustees meeting commenced at 7:00pm. Michael Hinds opened the meeting with a prayer.
2.	Apologies	Myles Gazley
3.	Previous meeting minutes and actions.	<p>3.1 Board of Trustees Actions Items Taken as read. Raised: Lucy, Seconded: Chris, Carried.</p> <p>3.2 Confirmation of May Minutes Taken as read. Raised: Lucy, Seconded: Chris, Carried.</p> <p>3.3 Confirmation of 'In-Committee' Minutes Taken as read. Raised: Lucy, Seconded: Chris, Carried.</p>

4.	Policies and Procedures.	<p>4.1 SchoolDocs 2021 Review Schedule Overview Noted by the Board.</p> <p>4.2 SchoolDocs 2021 Review Schedule Update Noted by the Board.</p> <p>4.3 Sponsorship Staff PE Jackets – Essential Agreements Noted by the Board.</p>
5.	Strategic Discussions	<p>5.1 Charter and Strategic Plan Noted by the Board.</p> <p>5.2 2021 Annual Breakdown of Goals Update Noted by the Board.</p> <p>5.3 HOK's 2021 Strategy/Foci Noted by the Board.</p> <p>5.4 Friends of St Benedict's Trust Information Noted by the Board.</p> <p>5.5 AISCORP Device replacement Plan Information Noted by the Board.</p> <p>5.6 For Board Consideration – Principal's Budget Approval – The Hiring of a Teacher Aide Taken as read. The Principal demonstrated through a proposal that further student support is required and that the hiring of a Teacher Aide would support all students' learning. The proposal is to use the international student income to fund this extra Teacher Aide. The Board wants to make sure the international student is receiving the support they need. The Principal noted the Aide will support the international students' needs as well, as well as them having ESOL lessons too. The Board supports using the funds to hire a new Teacher Aide, with the action being for the Principal to hire a new teacher aide. Raised: Lucy, Seconded: Amanda, Carried.</p> <p>5.7 EAP Services Proposal Support for Staff The Board were asked to consider. The Company to use and who the policy should cover. The recommendation is for VITEA. EAP has a lot of schools on board but they are perhaps not the right fit for our school's staff. VITEA appear in-line with the EAP price, are local and provide a great service. With regards to who the policy should cover, the Principal is recommending starting conservatively with paid staff only, (not family at this stage) and make additions/changes in the future, if needed – once we have a record to track and base the overall VITEA service from. Management referrals are available if requested by staff for extended family. The company will do a presentation and advise the Principal on how to introduce the service to staff. Ruth will facilitate the sign up with VITEA. The Board supports the recommendation of using VITEA. The Board supports the programme covering St Benedict's staff only to begin, with up to three sessions in the strictest of confidence. The Board supports The Principal and the Personnel Committee approving extended use of the VITEA service.</p> <p>5.8 2022 Year 8 Camp Strategy and Update – No Upload – PP Shared at Board Meeting The Goal of the Year 8 camp is:</p>

- Team Building
- Taking students out of their comfort zones
- Confidence building
- Risk taking
- Self-management
- Aligns with the school curriculum
- Independence
- Interactive play outside the classroom
- Recognising leaders
- Problem solving
- Staff getting to know their students.

The purpose and rationale of the EOTC programme for Year 7's is mainly a space filler (while the Year 8's are away on camp) and needs to be given more meaning and purpose.

- Items the Board were asked to consider:
- Potential options for alternative camp locations.
 - Cost comparison and scope of costs.
 - Combining to a Year 7 and 8 camp.

Molly provided a detailed presentation. The school has been using Hillary Outdoors in Tongariro National Park since 2009. The consideration would be to change the venue to Camp Raukawa in Whanganui. The price has risen significantly at Hillary Outdoors because of the school needing to negotiate a new contract after our two-year locked in contract has ended. Due to COVID-19, and in order to off-set their costs, the price per student has risen significantly with no extra activities provided. A comparison of activities was reviewed by the Board and it was established that the activities list was comparable. Camp Raukawa is near half the price with the ability to complete more activities per day. Camp Raukawa is closer to the school allowing for easier accessibility.

Decision: Before deciding on a change of venue, The Board would like to make sure that the Camp Raukawa experience is authentic and up to the same standard as Hillary Outdoors. As long as the purpose of the camp is maintained the Board will likely consider supporting the change. The Board's consensus feeling is that Camp should be for Year 8, but noted this is operational, and therefore will fall for the Principal to decide. The Board supports EOTC being more purposeful for the Year 7's, while continuing to support financially the staff who go one camp through a range of strategies.

Next Steps: A school holiday trip to recon the site is planned by the Principal, Rebecca Blackwood and Molly Kelly. Then a further extra Board Meeting will be held to consider a change of camp pending a favourable and comparable recon. It was noted that a meeting with the current Year 7&6 parents needs to occur to report any such change of camp venue.

5.9 2021 Student and Staff Well-Being Results and Report

Noted by the Board.

5.10 2022-2024 Strategic Plan

The Charter and Annual Goals are reported against by the Principal.

The Board needs to put in the detail behind these.

The four categories to be detailed are:

- Excellence in Education
- Catholic Character
- Communication

6.	Catholic Character	<ul style="list-style-type: none"> School Environment <p>A brainstorming session was held with Board Members to ascertain the first steps of our school's strategic direction.</p> <p>6.1 Prop Rep Updates Taken as read. No further comments.</p> <p>6.2 Jenny Gordon - Vicar for Education Resignation Taken as read.</p> <p>6.3 Parish Feast Days Plan Taken as read.</p>
7.	Monitoring	<p>7.1 Principal's Report May 2021 Taken as read. The school is currently funded for 317 students and with some students leaving unexpectedly, it will likely mean that the final Operation Grant will be recalculated to deposit less funds than expected. The Board asked if we need to gain more children. The Principal advised this was not necessary at this stage as our cash position remains strong. The Board supports the hours and hourly rate increase for Emma and Coralie considering their heavier workload. The AIMS games were missed by the netball team which was unfortunate but the Board agreed it falls to the parents to organise the teams. The Board thought it was brilliant the athletes with disabilities were able to run in the recent Cross-Country Competitions.</p> <p>7.2 May 2021 School Finance Management Overview Taken as read. No further comments.</p> <p>7.3 March 2021 School Financial Management Report Taken as read.</p> <p>7.4 St Benedict's School – Completion Audit Report 2020 Taken as read. No further comments.</p> <p>7.5 St Benedict's School – FS & Audit Report 2020 Taken as read. No further comments.</p> <p>7.6 2021 Kāhui Ako Strategic and Annual Plan – Strategic Overview Noted by the Board.</p> <p>7.7 Term 3 CoL Status Report June 2021 Noted by the Board.</p> <p>7.8 Mātauranga Māori Kaupapa 2021 Maori Education Plan Document Taken as read.</p> <p>7.9 Mātauranga Māori Kaupapa Update No further comments.</p> <p>7.10 School Audit Arrangements – In Preparation for Audit Selecting for Next Three-Year Cycle</p>

		Noted by the Board.
8.	Communication	<p>7.11 2021 Student Well-Being Survey Report Taken as read. No further comments.</p> <p>8.1 Parent Email Correspondence Noted, no correspondence received.</p> <p>8.2 Health Curriculum and School-Wide Communication Taken as read.</p> <p>8.3 Health Curriculum & School-Wide Communication Survey Report to the Community Taken as read.</p> <p>9.1 Overall Update re: School Environment Taken as read. The HoK meeting planned for Monday to decide steps to take for the playground was postponed however a decision has been reached. HoK supports engaging Playground Solution to build the new playground.</p> <p>Middle Floor Carpet Flooring Update- some of the doors were too low to allow the new carpet to fit under it. An industrial door company will be coming in over the Term 2 school holidays to lift the door heights. Daniel and Chris recommended reaching out to supporters to help manage these carpet costs. The carpet will now be subsidised by LT McGuinness for the four Mānuka classrooms (Rooms 1-4). The Board suggested requesting a carpet layer via the school notices if this is going to be an issue. Anna also advised that the school has reached round two for the Transpower funding application.</p> <p>9.2 10YPP – Suggested ADW Capital Works Plan Taken as read. No further comments.</p> <p>10.1 Injury and Incident Report Noted.</p> <p>11.1 In-Committee The Board went in to 'In-Committee' at 9:02pm, and came out of 'In-Committee' at 9:04pm.</p> <p>11.2 Dominic Sowry- Resignation Letter Noted by the Board</p> <p>The school will be attending the Kapa Haka festival at Rarua Intermediate later this term; the Principal is working with the Te Reo team, Whaea Adrienne and Matua Hēmi to get our school's Kapa Haka uniform and designed finalised and made.</p> <p>13.1 Letter of Appreciation Myles and Kali Gazley - Staff PE Jacket Sponsorship Noted by the Board.</p> <p>13.2 Letter of Appreciation Keri Henry Electrical Works Noted by the Board.</p> <p>13.3 Letter of Appreciation Zaheda Davies Noted by the Board.</p> <p>13.4 Letter of Appreciation Eustie Kamath Noted by the Board.</p>
9.	Environment/Buildings/ Property	
10.	Health and Safety	
11.	Personnel	
12.	General Business	
13.	Correspondence	
14.	Staff Recognition	Nicole Simson - Kapa Haka - for working towards creating effective, authentic change which has longevity.

15.	Next BoT Meeting	7.00pm, Wednesday 11th August, 2021.
16.	Closing	The meeting closed at 9:16pm with a prayer by Michael Hinds.

These minutes are accepted as a true and correct record:



Date:

11/8/2021

Chairperson: Daniel Marks