

St Benedict's School Board of Trustees Meeting

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

| MEETING DETAILS | |
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| Meeting Title | St Benedict's School Board of Trustees Meeting |
| Date and Time | 7:00pm Wednesday 11 th August 2021 |
| Venue | St Benedict's School - Staffroom |
| COMMITTEE MEMBERS | |
| Present | Daniel Marks (Chairperson), Ruth Burns, John Lawson, Dr Tim Hanlon (7:10pm arrival), Chris Cakebread, Michael Hinds (Principal), Anna McDougall, Anne Minto (Teacher Rep), Lucy Woollaston, Amanda Gardner, Myles Gazley, Amy Christie (Secretary), Cheryl Taylor (Deputy Principal). |
| Apologies | |
| ITEMS DISCUSSED | |
| No. | Item |
| 1. | Welcome and Prayer |
| 2. | Apologies |
| 3. | Previous meeting minutes and actions. |
| | <p>Discussion/Action</p> <p>The St Benedict's School Board of Trustees meeting commenced at 7:06pm. Anna opened the meeting with a prayer.</p> <p>3.1 Board of Trustees Actions Items Taken as read. Raised: Lucy, Seconded: Chris, Carried.</p> <p>3.2 Confirmation of June Minutes Taken as read. Raised: Lucy, Seconded: Myles, Carried.</p> <p>3.3 Confirmation of 'In-Committee' June Minutes Taken as read. Raised: Lucy, Seconded: Myles, Carried.</p> <p>3.4 Confirmation of Extra BoT Meeting re: Year 8 Camp Proposal Raised: Lucy, Seconded: Myles, Carried.</p> |

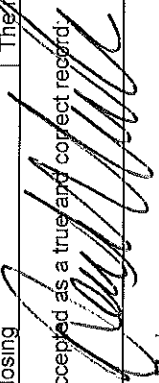
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| 4. | Policies and Procedures. | <p>3.5 Confirmation of In-Committee Principal Resignation Meeting Minutes Raised: Lucy, Seconded: Myles, Carried.</p> <p>4.1 SchoolDocs 2021 Review Schedule Overview Noted by the Board.</p> <p>4.2 SchoolDocs 2021 Review Schedule Update Noted by the Board.</p> <p>4.2.1 Review: Behaviour Management and Concerns and Complaints Policies 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 Goals Breakdown and Update Noted by the Board.</p> <p>5.3 HOK's 2021 Strategy/Foci Taken as read. Anna reported that HoK have engaged Playground Creations to upgrade the senior playground space. The playground upgrade will be carried out in January 2022 during the school summer holidays in time for the new academic year. School fair planning is underway, Kate Twigg and Kaye Herrick are kindly managing this process. The Board asked Anna (Board/HOK representative) to thank HoK for their continued good work. The Board asked about insurance that is in place to cover the work. ACTION: Chris to review the contract for Playground Creations to ensure adequate insurance cover. Anna to relay the Board's thanks for their continued good work.</p> <p>5.4 Vitae Counselling Services Contract for Staff Confirmed Noted by the Board.</p> <p>5.5 2022 Year 8 Camp Update Noted by the Board.</p> <p>5.5.1 Year 8 Camp Decision Letter July 2021 Noted by the Board.</p> <p>5.6 2022-2024 Strategic Plan Initial Ideas Being Built On Taken as read. The Brainstorming (reflection) and summary of what the Board are working to achieve was completed at the previous Board meeting in July. The Board reviewed, considered and discussed the 2022-2024 Charter ideas that have been provided from the Teachers and Principal. As a next step, the Board approved the Principal to now seek input from the school parent community. ACTION: The Principal will draft a letter + survey questions for the Communications Committee to finalise and turn in to a Survey for the parent community to complete. This will provide the fourth and final stakeholder input, and enable the Principal, the Board and Leadership Team to identify common themes, and what will and won't be feasible in the new 2022-2024 Charter.</p> <p>The Principal will provide a draft 2022-2024 Charter to the Board at the September Board meeting from all four stakeholders</p> |

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| | | <ul style="list-style-type: none"> - Principal - Teachers - Board - Parent Community <p>ACTION: Principal to provide the current Sex Education and Puberty Programme for the Board to review to ensure it is in line with our Catholic Character.</p> |
| 6. | Catholic Character | <p>6.1 Prop Rep Updates Taken as read. Review of the Property Survey feedback was highlighted as important for the Board to provide feedback on. The School has access to the space as it stands now. Options to maintain the space should be considered.</p> <p>6.2 ADW Staff Roll Return Taken as read.</p> <p>6.3 Catholic Schools Education Services – School Information Return – 1 July 2021 Taken as read.</p> <p>6.4 ADW Sarita Smit Resignation Letter – ADW Property & Services Support Director Taken as read.</p> <p>6.5 NZCEO Essential Property Maintenance Package (EPMP) Taken as read. Following the Zoom Meeting which the Principal attended on 10th July, information will be provided to the BoT, so that the Environment Sub-Committee can present to the Board, a work flow and list of value-added works that be considered for action and signing off with the funds that can be accessed at the NZCEO. ACTION: Environment Committee to put forward a proposal to the Board.</p> <p>6.6 ADW Appointment to Vicar for Education Kelly Ross Taken as read.</p> |
| 7. | Monitoring | <p>7.1 Principal's Report May 2021 Taken as read. A new laptop was purchased to support one a Teacher Aide in her work with the students she works with.</p> <p>7.2 June 2021 School Finance Management Overview Taken as read. No further comments.</p> <p>7.3 June 2021 School Financial Management Report Taken as read.</p> <p>7.4 July 2021 School Finance Management Overview Taken as read. The school is currently in a good financial position. The budget line for cyclical maintenance is being reviewed as it may need to be increased to ensure we are not caught short when it comes time for the next exterior school paint in 2027 (every 10 years). From a cash perspective the maintenance progress and process is in hand.</p> <p>7.5 July 2021 School Financial Management Report Taken as read.</p> |

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| | <p>7.6 2021 Kāhui Ako Strategic and Annual Plan Noted by the Board.</p> <p>7.7 Mātauranga Māori Kaupapa 2021 Māori Education Plan Document Taken as read.</p> <p>7.8 Mātauranga Māori Kaupapa Update No further comments; continued pleasing progress being made.</p> <p>7.9 Projector Sales on TradeMe Update Taken as read.</p> <p>7.10 Supplementary Attendance Report Term 1 2021 Taken as read.</p> <p>7.11 Term 2, 2021 Attendance Data from the MoE Taken as read.</p> <p>7.12 Term Dates 2022 Confirmed Taken as read.</p> <p>7.13 ERO Schools: Evaluation for Improvement Approach Taken as read.</p> <p>7.14 Mid-Winter Hui Kāhui Ako PLD Day Taken as read. No further comments.</p> <p>8.1 Parent Email Correspondence Noted, no correspondence received.</p> <p>9.1 Overall Update re: School Environment Taken as read. The front of school block wall, side bank reinforcing, driveway fencing strengthening and driveway tarseal is soon to be in progress. Health and Safety will be managed effectively (by the subcontractors) as these planned works take place – likely during Term 4, 2021.</p> <p>10.1 Injury and Incident Report Noted.</p> <p>11.1 Sabrina Theaker Resignation Letter and Resignation Acceptance Letter July 2021 Taken as read. Interviews are underway and ideally a new librarian will start in Term 4, if not sooner.</p> <p>11.2 Michael Hinds Resignation Letter, Community Letter & School/ADW Acceptance July 2021 Taken as read. A new Teacher Aide (Board Funded) has been recruited for Terms 3&4 this year. An experienced Teacher Aide will likely join the staff in 2022 to continue in this role.</p> <p>12.1 Tuesday Upload: Update on actions & progress around Principal Recruitment). In-Committee: The Board went in to 'In-Committee' at 7:13pm, and came out of 'In-Committee' at 7:40pm</p> | |
| 8. | Communication | |
| 9. | Environment/Buildings/ Property | |
| 10. | Health and Safety | |
| 11. | Personnel | |
| 12. | Appointments Committee | |

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| 13. | General Business | ACTION: Letter to go to Mr McGuinness to thank him for overseeing the cost of the carpet tiles and installation in Rooms 1-4. |
| 14. | Correspondence | No further comments. |
| 15. | Staff Recognition | Paul Cunningham- for cracking the Da Vinci Code on how to include Students With Disabilities at Cross Country races – St Benedict's School are pace setters in this area of inclusion. |
| 16. | Next Board Meeting | 7:00pm, Wednesday 22 nd September 2021 |
| 17. | Closing | The meeting closed at 9:06pm with a prayer by Anna. |

These minutes are accepted as a true and correct record.



Chairperson: Daniel Marks

Date:

23/09/2021