



Developing our children's minds
Enriching 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 13th April 2022
Venue	St Benedict's School

COMMITTEE MEMBERS

Present	Daniel Marks (Chairperson), Ruth Burns, Anna McDougall, Amy Christie (Secretary), Tania Savage (Principal), Chris Cakebread, Amanda Gardner, John Lawson, Anne Minto (Teacher Rep), Lucy Woolasto, Benji Direct Energy Solutions (lighting specialist), JP (Non Board Member)
Apologies	Dr Tim Hanlon

ITEMS DISCUSSED

No.	Item	Discussion/Action
1.	Welcome and Prayer	The St Benedict's School Board of Trustees meeting commenced at 7:07pm. Amanda opened the meeting with a prayer.
2.	Apologies	
3.	Start of the year business actions	<p>3.1 Board of Trustee Action Items</p> <p>Raised: Amanda Seconded: Lucy Carried</p> <p>3.2 Confirmation of Board Minutes February 2022</p> <p>Raised: Amanda Seconded: Lucy Carried</p>
4.	Visitor	<p>7.10 Executive summary</p> <p>Taken as read</p> <p>7.11 Key findings</p> <p>The lighting cost budget and executive summary were taken as read.</p> <p>EECA has launched a scheme to support schools to upgrade lighting to more efficient lighting options.</p> <p>The scheme means EECA covers the upfront costs to convert the schools lighting to LEDs. The school repays this cost using the savings achieved from the upgrade over a five year period. The school will save approx \$5700 annually and these savings</p>

		<p>pay back the total project cost of \$28,490 over the 5 years. The savings will then continue over the life cycle of the lighting which is approximately 18 years. There is no interest on the loan but there is a one off \$500 procurement fee.</p> <p>The installation time frame would be approximately 2 months from today Term 2 school holidays.</p> <p>References are available for schools who have been through the project and are achieving savings for up to a year.</p> <p>The Board noted the school received a grant to install solar panels previously and this was noted and confirmed that the solar power generation has been considered in the assessment. The Board had some concern around the waste of removing and disposing of the current lighting. It was noted that anything that can be recycled will be, but over the life cycle of the current lighting system the impact on the environment is much greater than making this change now. All current fittings will be assessed to ensure the new products fit existing spaces. The LED light will be set to an appropriate light level (warmth of light) based on Ministry of Education guidelines.</p> <p>ACTION: Principal to confirm the cost of replacing a light in the future.</p> <p>The Board supports the replacement of lights on the proviso that the references are satisfactory.</p>
5.	Board Succession Planning	<p>5.1 Elections September 2022</p> <p>A formal election process will occur to renew members terms.</p> <p>ACTION: The Principal will contact the previous person who conducted the elections however the Board would like to use a professional company this year.</p> <p>The Board is comfortable to use an outside provider to run the elections this year.</p> <p>ACTION: The Communications Committee to thank Tim and welcome JP and Erica onto the board via the community newsletter. The newsletter will also highlight vacant spaces on the Board.</p> <p>The Board thanks Tim for his time on the Board for his knowledge and calm decision making.</p> <p>5.2 Update on current BOT parent elect vacancy</p> <p>The Board has undertaken the process of selection as outlined on the NZSTA website. As of this meeting there were currently no requests to hold an election. If this remains under 10% by the close date of late April the Board has agreed to select JP for the role of Parent Elect. JP has agreed to join the Board</p> <p>Erica has agreed to join the Board from the May meeting. This is dependant on the Proprietor approving the position. Pablo has agreed to join the Board if possible in September.</p> <p>ACTION: Principal to organise paperwork for completion for JP, once selection notification period is completed, and Erica.</p> <p>5.3a-e Running of Election Quote</p> <p>Noted.</p>
6.	Strategic Discussions	<p>See Principals Report.</p> <p>The Teachers have reviewed the strategic plan. The Teachers are supportive of the goals within the plan.</p> <p>The Principal noted that the plan can be adjusted as we move through the plan.</p> <p>The Board feels the plan is really good but requests more time to review the plan and feedback.</p> <p>ACTION: Principal to complete final edits and Board Members to review the Strategic Plan and feedback prior to the next Board meeting.</p>

7.	Principals Report	<p>The report was taken as read.</p> <p>The role movement was noted by the Board.</p> <p>There are 7 students predicted to join the school next term and further predictions noted for the rest of the year.</p> <p>Raised: Lucy Secorded: Amanda Carried.</p> <p>7.1 MOE Attendance report</p> <p>The Principal noted there is travel predicted for the next term. This is expected as families need to reconnect with extended family and in most cases this travel is supported. There are no concerns around this at this time.</p> <p>Catholic Character</p> <p>7.2 Sacramental Prep</p> <p>Taken as read.</p> <p>7.3 2018 Catholic Character Review documents (Noting)</p> <p>Taken as read.</p> <p>7.4 2023 Catholic Character Review documents</p> <p>Taken as read.</p> <p>Curriculum</p> <p>7.5 Staff meeting 1 Wellbeing (Noting)</p> <p>Staff are exhausted at this time and have been thanked by HoK, this was very appreciated by the staff.</p> <p>Vitae – one staff member is making use of this service.</p> <p>7.6 Staff meeting 2 Wellbeing (Noting)</p> <p>Taken as read.</p> <p>The one to one meetings the Principal held with the staff indicated staff are interested in growth for the school and opportunities for professional growth such as leadership opportunities. The staff love who they work with and the families they work with.</p> <p>Annual Plan</p> <p>7.7 Variance Report, Strategic Plan, Charter and Annual plan (Decision) Health and Safety</p> <p>Taken as read.</p> <p>7.8 COVID Protection Framework</p> <p>Taken as read.</p> <p>There is some uncertainty with changes to mandates. Schools can put in mandates if they choose to but the school must consult with the community.</p> <p>Schools are staying in red until Term 2.</p> <p>The Board supports the Principal to continue inline with Ministry of Health Guidelines, and not pursue a separate vaccine mandate.</p> <p>The Ministry is advising to strongly encourage mask wearing but not mandate the wearing of masks.</p> <p>The Board suggested requiring masks to be worn for the first week of Term 2 while the school assesses the COVID numbers.</p> <p>The Principal proposes making changes to mask wearing requirements as the COVID numbers increase and decrease.</p> <p>Absences above 10% of the roll will require masks wearing to be mandatory and absences below 10% will mean masks are recommended. This will be communicated to the community.</p>
----	-------------------	--

		Weekly updates to the community will continue. The Board supports the plans outlined above.
		Environment/Building/Property
		7.9 Sign Compliance Taken as read. The Board asked that the principal check the gap between the sign and the wall and ensure that the corners are safe. The Board also requested whether there might be images of actual signs already in place to view. ACTION: Principal to check safety aspects and ask for some photos if available. The Board approved the sign considering the action points noted above.
		7.12 School Docs communication 7th March Policy reviews will continue as per usual from the next meeting.
8.	Catholic Character	The review is with the Cardinal for assessment.
9.	Kahui Ako	9.1 stewardship meeting The Board Chair noted the Co Leads are coming to the end of their terms and are looking for nominations. 9.2 Term 1 2022 Status Report Noted.
10.	Monitoring	10.1 a-b Financial Management Report (Chris/ Daniel) One thing to note is the budget is looking good and income is coming in from HoK for playground costs. Friends of St Benedict's Trust are due to complete a term deposit the Chair now needs to get set up as an authority to move this money. The principal is not expecting any big increases in costs at this time. All expenses are currently budgeted for. The Board believes it is important to acknowledge alumni as good catholic role models for the school. This is part of the proposed strategic plan.
11.	Communication	
12.	Correspondence	An email was received late in the day which is to be added to the next meeting agenda.
13.	Next Board Meeting	7:00pm Wednesday, 25th May 2022
	Closing	The meeting closed at 8.30pm with a prayer by Amanda.

These minutes are accepted as a true and correct record:



Date:

25/5/2022