



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 6th July 2022	
Venue	St Benedict's School	
COMMITTEE MEMBERS		
Present	Tania Savage (Principal), Daniel Marks (Chairperson), Ruth Burns, Anna McDougall, Amanda Gardner, John Lawson, Anne Minto (Teacher Rep), Jacqui Miranda (for the first hour), Lucy Woollaston, Erica Willoughby, John Paul (JP) Tocker.	
Apologies	Chris Cakebread, Amy Christie (Secretary)	
ITEMS DISCUSSED		
No.	Item	Discussion/Action
1.	Welcome and Prayer	The St Benedict's School Board of Trustees meeting commenced at 7:08pm. Anna opened the meeting with a prayer.
2.	Apologies	
3.	Catholic Character	7. Catholic Character – Agenda Item Daniel and Principal explained the review process. This is to be handled by Zila Smith. Aim of review is to strengthen the Catholic character of our school. Members of Staff, our senior student's body and some members of the Board will be interviewed. This will be during the week of assumption mass. The Principal will then be sent a report. Goals outlined in the report will become part of our strategic plan.
4.	In Committee	Jacqui Miranda left the Board Meeting BOARD WENT INTO COMMITTEE at 8:18pm Board came out of committee at 8:20pm
5.	Previous Meeting's Action Point and Minutes	3. Confirmation of Board Minute and Actions June 2022 Raised: Anna Seconded: Ruth Approved. Noted: Ruth's two actions completed. Ruth shared the latest Communications Survey with Principal. Confirmed this is not due until next year. Ruth spoke with Rebecca Tuck regarding grants. Rebecca noted she had been not very successful. Board had a discussion on grants: JP noted his rugby club had also tried but members felt there could be a conflict of interest, so they stopped applying.

		<p>Principal noted that schools qualify for funding if they provide three hours of Te Reo Maori a week. School could then use the money allocated to cover the budget we allocate to employ Kapa Haka and Te Reo teachers.. Also, it would allow the school to look into bringing in experts and we would have funds to reimburse these Kaumatua for their time and knowledge (often overlooked).</p> <p>Ruth asked, what is the goal for getting a grant? Daniel answered, Property spend is the main area we need financial help. Principal also raised big expenses coming up regarding the IT spend. We have some big decisions coming up, do we want to fund the necessary upgrade ourselves or seek a grant or BYO? No one was sure if Rebecca had looked into Tech grants at all.</p> <p>4. Update on Bot Succession Planning</p> <p>Advertisement in Newsletter, please put people forward for vacancies.</p> <p>5.1 Kāhui Ako Across School Lead Application</p> <p>Anne Minto provided feedback from the webinar she attended regarding how on best support our Principal. Takeaways: 1. Greater learning support for Principals. 2. More release time for Principals. 3. Get to know your principal. Principal answered by saying she loves her job; she has a fantastic supervisor who knows her well that she accesses when the job is getting above the usual level of challenge and this person is part of the Vitae group. She has healthy boundaries established early on in her career that serve her well as well as being very aware of her own mental health. COVID has been a challenge and has required her to have more classroom hours however she is grateful for the admin support of Cheryl. Daniel noted that we provide EAP should Principal or staff need it.</p>
6.	Board Succession Planning	
7.	Strategic Discussions	
8.	Principals Report	<p>6.1 Equity Index 2023</p> <p>Principal updated us on new Equity Index to come into effect 2023. It may affect our Targeted funding. We may lose about 20k. Also depends on roll.</p> <p>We will know in September the allocated staffing for 2023 and what that will mean for our school.</p> <p>6.7 July Report Annual Plan –</p> <p>This document did not copy into Dropbox well. Principal will try to email it out. General discussion had; document aims to provide goals/plan. Indicates: Green (tracking well) Amber (Under threat) Red (Critical).</p> <p>Discussion by Board regarding Health and Safety. Principal explained that the teachers were going to have discussions with their kids around playground boundaries and expectations introducing monitoring of playground will help us to manage repeated behaviour. This will allow us to see patterns.</p> <p>6.8 Policy Feedback</p> <p>Anna asked for clarification, are the Board notified of bad behaviour or just when a student is suspended? Only if suspended. We have procedure regarding behaviour management, and it is in place. Near misses are currently not recorded as it becomes difficult – is there an expectation here? Principal to look into. Hazard report is being reviewed. The school docs are quite difficult to follow. We need a flow chart. Principal noted, maybe we need to review if School Docs is still the best fit for the school?</p> <p>6.9 Property - Painting Quotes</p> <p>Painting the school requires scaffolding very difficult. Two quotes in. Quotes need to be reviewed taking into account scaffolding. Daniel and Chris will look into our financial position regarding the painting and report back. John asked if we wash the buildings. Because this saves the paint. This is part of the next quote we are receiving as ongoing maintenance.</p> <p>Ruth thanked Principal for information sent to families regarding cyber security. Very helpful.</p> <p>Principals report Raised: Lucy Seconded: Ruth Approved.</p>
9.	Kāhui Ako	<p>9.1 Term 2 2022 Status Report</p> <p>Covered above.</p>

10.	Monitoring	10.1 Financial Management Report (Chris/ Daniel) Daniel noted unfortunately Chris is away, but we can all be assured that the school is in a solid financial position.
11.	Communication	Lucy to draft a thank you letter to Bron for her work helping the school arrange Board voting each year. And a letter to J. Bath for his service to the School.
12.	Correspondence	Correspondence received and noted by the Board
13.	Next Board Meeting	7:00pm Wednesday, 10th August 2022
14	Closing	The meeting closed at 9.01 pm with a prayer by Anna.

These minutes are accepted as a true and correct record:

Chairperson: Daniel Marks

Date: 10/8/2022

Actions from the Board meeting held on 6th July 2022

Action:	Action Date:	Responsibility	Status
Tania Savage to discuss with other Principals if they have tried to apply for any grants (specifically Tech and Property) and if successful.	10 th August	Tania	
Tania to email out July Report Annual Plan	10 th August	Tania	
Tania to look into the recording of near misses and our Hazard report, Event v's Incident language, and our current Code of Conduct	10 th August	Tania	
Board to review if School Docs is still best fit for our school	10 th August	Board	
This is already happening so no need for an action	10 th August	Tania	
Board to send thank you letter to Bronwyn for her help with our Bot voting	10 th August	Lucy	
Board to send thank you letter to J Bath for his 5 ½ years of service in teaching at St Benedict's School	10 th August	Lucy	
Ruth to talk to Rebecca Tuck to ask about Grants for Technology	10 th August	Ruth	