

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 25th May 2022
Venue	St Benedict's School

## COMMITTEE MEMBERS

Present	Daniel Marks (Chairperson), Ruth Burns, Anna McDougall, Amy Christie (Secretary), Tania Savage (Principal), Amanda Gardner, John Lawson, Anne Minto (Teacher Rep), Lucy Woollaston, Erica Willoughby, John Paul (JP) Tocker (Visitor) Jo Green Director of Missions St Francis of Assisi/ Ohariu Parish.
Apologies	Chris Cakebread

## ITEMS DISCUSSED

No.	Item	Discussion/Action
1.	Welcome and Prayer	The St Benedict's School Board of Trustees meeting commenced at 7:07pm. Anne opened the meeting with a prayer.
2.	Apologies	
3.	Start of the year business. actions	<p><b>3.1 Board of Trustee Action Items</b></p> <p>Raised: Amanda Seconded: John Carried</p> <p><b>3.2 Confirmation of Board Minutes April 2022</b></p> <p>Raised: Amanda Seconded: John Carried</p>
4.	Visitor	<p><b>Jo Green Director of Missions St Francis of Assisi/ Ohariu Parish</b></p> <p>Jo took some time to explain his role with the Parish. Jo is appointed by the Cardinal. Jo is accountable to the Cardinal but is not ordained. Jo's role is to ensure the needs of the school are met on behalf of the Parish. The preference process requires the families to ring the Parish office who will manage this for the St Francis of Assisi/ Ohariu Parish on behalf of the Archdiocese and Schools.</p>

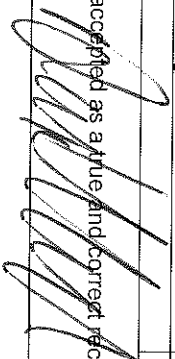
7.	<p>The Principal noted the concept of emergent reviews, reviews that arise due to the day to day running of the school and happen alongside our Strategic Review. Current issues of Social Media impacting on children's interaction at have identified a need to review our Netsafe processes and support families to better handle this issues. The school will work with NetSafe to complete this.</p> <p>The Principal noted that the Seasons for Growth program will be run in T4. The school is working with the coordinator and Challenge 2000 to deliver this programme.</p> <p>The Board noted the finances are not mentioned within the Strategic Plan at this time and it could be worth noting how finances are to be managed by the Board e.g maintenance planning. The Principal said a philosophy of finance could be developed as a separate document to assist with future decisions for the Board (Action for the Finance Committee).</p> <p>The Board noted the Communication Plan needs to be completed along with the Community and Health Survey.</p> <p>The Board is supportive of the current plan with the final changes discussed at the Board meeting added in.</p> <p>The Principal explained that the Strategic Document and Annual plan are updated yearly in conjunction with the school community.</p> <p><b>7.1 Banking Staffing Notice (Noting) Catholic Character</b> Noted by the Board.</p> <p><b>7.2 Funding Code Error (Noting)</b> Noted by the Board.</p> <p><b>7.3 Environmental Scan (Discussion)</b> The Principal highlighted the letter receive from the MOE. The Northern Suburbs schools have noticed a drop in school roll with numbers due to housing prices. A drop in roll can cause a school to move in to surplus staffing it is not expected that this will affect St Benedict's in 2023. The Board may need to consider the staff numbers including the funding for the 0.6 staff member when the September staffing for 2023 letter is received. They should consider if they should continue to fund that with predicted roll numbers in the next 2 years.</p> <p><b>7.4a New RE curriculum (Noting) Curriculum</b> Noted by the Board.</p> <p><b>7.4b RE curriculum timeline for implementation (Noting)</b> Noted by the Board.</p> <p><b>7.4c New RE Learning objectives (Noting)</b> Noted by the Board.</p> <p><b>7.5 Well-being Survey (Noting) Annual Plan</b> Noted by the Board.</p> <p><b>7.6 Variance Report, Strategic Plan, Charter and Annual plan (Decision)</b> Discussed by the Board.</p>
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		Jo is keen to see senior pupils leading communal services. Options for young adults will be developed within the Parish.
5.	Board Succession Planning	<p><b>Update on current Bot parent elect vacancy (Daniel) (Discussion)</b></p> <p>Update on current Bot parent elect vacancy (Daniel) (Discussion)</p> <p>Erica Willoughby (Proprietors Representative) and JP Tocker (Parent Representative) were formally welcomed onto the Board with introductions completed.</p> <p>Two new Board Members have joined and Ruth is stepping down in September. Three roles will be available in the elections and there is a prop rep role available also.</p> <p>CEES will be used as the election providers. They will be providing an online election.</p>
6.	Strategic Discussions	<p>See Principals Report.</p> <p>The Board spent 30mins reviewing the Strategic Plan and feeding back to the Principal.</p> <p>The Board thinks the plan is a solid plan with 4 clear goals for the future.</p> <p>The Board highlighted the following items:</p> <p>Wellbeing should be referred to in the Strategic Plan for both children and staff. The Principal said it can be added in under 1b or 1c.</p> <p>The Board wonder if the school environment planning for the prep for turf and the covered gathering area is really necessary given the expense. The Principal has changed this wording to future proofing the school and property review including funding to cover upgrades. The plan for this is general and not specific at this point.</p> <p>The Board will continue to fund Kapa Haka and Te Reo instruction under Excellence in Education.</p> <p>The development of a localised curriculum involves identifying specific areas of learning that are relevant to the community of St Benedict's, for example local history or global connections. These too are then identified within the eight New Zealand Curriculum learning areas and highlighted as areas of context to learn through. This will developed in partnership with Staff, Board and Community.</p> <p>The Principal explained PACT. PACT is a learning progression framework to help teachers make an overall judgement on a student's progression through the curriculum levels 1-8. It's a tool for teachers to use to triangulate classroom performance and core assessments. The tool is used through New Zealand and is able to provide a snapshot in time of cohort groups and expected progress.</p> <p>The Principal explained the EPIC Learner Profile Action. This is using the values that already exist within to school and unpacking them across curriculum areas. For example, what it means to use Empathy through Science. It sits within the Localised Curriculum and will help provide a shared language for staff, children and whanau to use as they move through their learning pathway. The metric measurement identified in the Strategic plan could have information gathered through parent teacher interviews along with surveys if necessary.</p>

		<p><b>7.7 Suggested Reporting structure of Annual Plan (Discussion)</b> Discussed by the Board and agreed to use for 2022.</p> <p><b>7.8 Device replacement plan (Discussion)</b> It is noted that there are a lot of IT upgrades scheduled for 2024. The Board need to consider what types of technology it will be using e.g chrome books instead of laptops and spreading purchases out over different years and perhaps leasing technology instead of purchasing. HOK will be approached to see if they are open to helping manage technology costs. Grants could also be accessed if there was support from someone to apply for these grants.</p> <p><b>7.9 Compliance School Docs demonstration (no documents in meeting explanation)</b> The Board regularly needs to review the compliance documents prior to the last Board meeting of each term as identified by SchoolDocs. The Principal showed the Board how to review these documents online and will send out the details to Board members.</p> <p><b>7.10 Health and Safety</b> Query raised by the Board on Health and Safety stats with one Dr Visit required. Principal noted that process had been followed and the Dr visits was for a child who sustained head injuries. The Principal provided an update to the Board linked to this incident(s) with staff reviewing what happened, and where, and expectations for safety going forward. Processes are being reviewed and put in place to ensure this does not happen again. Injury tracking is being changed to include information necessary to allow for review and changes to be made if needed. The Principal is working with the child/family to update them on improvements being made.  Raised: Lucy Seconded: Ruth Carried.</p>
8.	Catholic Character	The Cardinal has been away and is now ill so there are no further updates on the St Francis of Assisi/Charitu review at this time.
9.	Kahui Ako	Covered in Principals report
10.	Monitoring	<p><b>10.1 Financial Management Report (Chris/ Daniel) 10.2 Audit financials</b> The school has a 119K surplus, the donations for the playground are included in this.</p> <p><b>10.2 Audit financials</b> The Financials have been reviewed and signed off by the auditors with no recommendations.  The Board are happy to approve the financials.  Raised: Lucy Seconded: Ruth Approved.</p>
11.	Communication	A letter was received from a community member who would like to use the driveway again due to the current works and whānau ignoring traffic parking rules. This is seen as an operation issue for the Principal to speak with the community member. The Board explained the original Board decision for new members. The original decisions were reached after a near miss of a child resulted in a complaint by neighbours about the shared driveway. The Board communicated to families that they are not

		to use the driveway for access to the school. The Principal is to make contact and discuss that the neighbours driveway is not safe for students to use.,  The playground blessing is happening this Friday 27th May.  Matariki Celebrations will be held on Wednesday 22nd June and will involve a breakfast, a Powhiri to welcome the Principal and other new members of the school. A Kapa Haka will be performed.  COVID numbers are low and this has been communicated to the community.
12.	Correspondence	Correspondence received and noted by the Board 7.3 Environmental Scan for staffing from MOE (Discussed in 7.3) 7.1 Banking Staffing End of Year 2021 from MOE 7.2 Funding Code Error Parent concern driveway 9. 5 2021 BOT letter for driveway last year (Discussed in communication)
13.	Next Board Meeting	7:00pm Wednesday, 6th July 2022
	Closing	The meeting closed at 8.57pm with a prayer by Anne.

These minutes are accepted as a true and correct record:



Date:

6/7/2022

Chairperson: Daniel Marks

Actions from the Board meeting held on Wednesday 25th May 2022

Action:	Action Date:	Responsibility	Status
Board to send a thank you letter to Bron for her support to the school managing elections over the years	6th July 2022	Board	
Finance Committee to develop a finance philosophy for the Board.	6th July 2022	Daniel	
Ruth to share the last Communication Survey plan with the Principal.	6th July	Ruth	