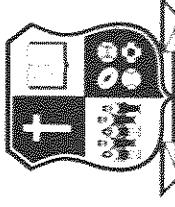


St Benedict's School Board of Trustees Meeting



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

MEETING DETAILS		
Meeting Title	St Benedict's School Board of Trustees Meeting	
Date and Time	7.30 pm Wednesday 2 November 2022	
Venue	St Benedict's School	
COMMITTEE MEMBERS		
Present	Daniel Marks (Chairperson), Ruth Burns Anna Radich, Tania Savage (Principal), Amanda Gardner, Claire Short (Teacher Rep), Lucy Wollaston, Duncan McDonald, Erica Willoughby, Amanda Gardner. Lisa Kinghorn (Secretary)	
Apologies	John Lawson, JP Tocker,	
ITEMS DISCUSSED		
No.	Item	Discussion/ACTION
1.	Welcome and Prayer	The St Benedict's School Board of Trustees meeting commenced at 7.00pm. Duncan opened the meeting with a prayer.
2.	Apologies	John Lawson, JP Tocker,
3.	Business. actions	<p>3.1 Board of Trustee Action Items</p> <p>3.2 Confirmation of Board Minutes 28 September 2022 Minutes of the meeting held on 28 September 2022 were reviewed and approved by Board members who attended the meeting. Raised: Lucy Wollaston Seconded: Erica Willoughby Carried</p> <p>In committee minutes held on 28 September 2022 Raised: Lucy Wollaston Seconded, Clare Short Carried</p>
4.	Board Induction	<p>4.1 Confirmation of registration as Board members (Discussion/Decision) The Board members were reminded that they need to register as Board members with NZSTA.</p> <p>4.2 Conflict of Interest register/Board Code of Conduct (Discussion) It was noted that the Conflict of Interest register is a live document and can be updated as required for decision making.</p> <p>4.3 NZSTA draft governance to support review (Discussion) Carried forward</p>

	Committees The Board were requested to think about which of the committees they would be suited to join. It was noted that the committees do not meeting very often. Anna - Property and Environment and Communication Duncan - Finance and Environment Clare - Property and Environment
	Tania explained the new process for year end and the changes to the way the children are allocated into class. The reports will be released on the Tuesday and on the Wednesday the children will spend the day in the new class with their new teacher.
	Yearly Newsletter Presiding Member noted that the yearly newsletter from the Board to the School Community needed to be completed by the next meeting. The Communication Committee will co-ordinate the completion of this newsletter.
	7 December 2022 meeting The Board discussed that the Board meeting will start at 5.00pm, ahead of the parents meetings.
	Board then discussed the next Board meeting, the approach for parents evening and School Carols. The Board discussed the relevance of the parents evening due to the historically low numbers of the community that attended and whether the information shared could be shared at the Carols service. The Board also discussed whether this meeting was a reasonable expectation of staff, after the very busy year, combining the meetings would lower the number of events Staff are expected to attend. The principal shared that in her experience the Board and HoK speeches were part of events that the majority of the community were involved in. The Board agreed that the majority of the Parent Evening could be rolled into the Carols service for 2022 allowing the Board and HoK to speak to the whole community. This also allows the Board to acknowledge that it is one of the last times we will gather together as a community at St Benedict's Church.
	Action on Principal to review what was presented at the previous Parents evening that will not be covered in the Carols to see the best way to share this information with the school community.
5.	In Committee
5.	Strategic Discussions
6.	Principals Report
	The Principal provided a summary of her report and the following items were discussed:
	Recruitment There have been 6 applicants for the vacancy. Recruitment is underway for a .4 who will be working with Fi Bolger. May look at adding .1 sports coordinator to this role.
	Catholic Review Principal noted that it was a positive report. They highlighted the unity between parish and school and how much they noticed the tikangi, reo and kawa. The report also recognised the teachers and the staff who support the school.
	Curriculum refresh The Board considered the Aotearoa New Zealand's histories in the New Zealand Curriculum. As an example of current curriculum reform. The school is already starting to use the Aotearoa New Zealand histories. The English and Maths curriculum are out for

comment from the education sector. As part of the refresh there will be depositories of information for the teachers to access to support implementation..

Property

Roofing will start on Monday. The scaffolding will take 8 weeks to build. Half the basketball court will be fenced off to enable the scaffold to be built. The junior playground will not be able to be used for a week while scaffolding is being built. The emergency procedures will be updated to take into account changes to the entrances. It will not be finished before the term one and two break. This will be communicated through the newsletter.

Lighting

The contractors will be coming 19/20 November to install the lighting.

6.8 Watertightness report

A report has been prepared confirms there are watertightness issues however no mould spores were found in the air. It is not intended to use the classroom full time in 2023. It was suggested that if a wall was removed and extended into the library it could become a school hall.

Making the area watertight will be the next priority on the 10 year property plan.

6.1 New appointments ADW (Noted)

6.2 Catholic Character Review Confirmed (Noting)

6.3 Te Mataiaho draft for feedback (Noting)

6.4 Draft Implementation

Noted

6.5 Ka Hikitia

Noted

6.6 Tau Mai Te Reo

Noted

6.7a November Annual Plan (Noting)

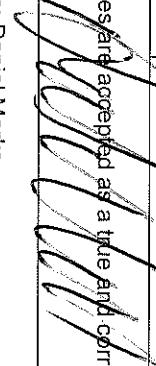
Everything is tracking for green except for the SENCO review. This will be moved to next year. Cheryl will run the review.

6.7b Risk Tracker November (Noting)

6.9 Activity and Donation (Discussion)

		<p>The Principal updated the Board on an investigation into the activity and donation fees. The only money going into the activity code was the swimming but the budget remained at \$44k so the report at the previous meeting was incorrect. There is no deficit in this area, this is a coding error.</p> <p>It was noted that the communications around what the activity fund pays for is key and needs to be very clear as some parents are very confused about what they have paid. However the rate of payment is very similar to previous years</p>
	6.10 Health and Safety	<p>Noted</p>
		<p>Motion: That the Principal's Report is accepted Raised: Anna Radich, Seconded, Lucy Wollaston Carried</p>
	Catholic Character	<p>7.2 Draft Catholic Character Review (Discussion) Covered under the Principal's report</p> <p>St Peters and Pauls in Johnsonville will be closed in February and will reopen as St Francis Assisi.</p>
9.	Kāhui Ako	<p>Kāhui Ako update (noting) Noted by the Board</p>
10.	Monitoring	<p>10.1 Financial Management Report (Daniel)</p> <p>The finances are currently showing a surplus of \$81k. It is projected that we will be in deficit at the end of December by \$78k. Holiday pay will be expensed in December.</p> <p>The provision of \$17k for painting will be increased to include the interior painting.</p> <p>Two international students have become domestic. The draft budget is being prepared for Decembers meeting <u>Insurance memo</u> Advise has been received that it is up to the Board to decide on who to engage for contents insurance. A question was raised whether Tania has the time to look at this. Tania will speak to other principals to see who they use, how material the difference in price is.</p>
11.	Other business:	
11.	Correspondence	Nothing to note.
12.	Next Board Meeting Closing	5.00 pm Monday 7 December 2022 The meeting closed with a prayer by Claire at 9.13pm

These minutes are accepted as a true and correct record:



Chairperson: Daniel Marks

Date: 1/12/2022