

St Benedict's School Board of Trustees Meeting

MEETING DETAILS		
Meeting Title	St Benedict's School Board of Trustees Meeting	
Date and Time	7.00 pm Wednesday 22 February 2023	
Venue	St Benedict's School	
COMMITTEE MEMBERS		
Present	Daniel Marks (Chairperson), Ruth Burns, Anne Minto (Teacher Rep), Lucy Woollaston, Claire Short, Amanda Gardner, JP Tocker, John Lawson, Anna Raddich	
Apologies	Duncan McDonald, Erica Willoughby, Tania Savage (Principal), Amanda Gardner	
ITEMS DISCUSSED		
No.	Item	Discussion/Action
1.	Welcome and Prayer	The St Benedict's School Board of Trustees meeting commenced at 7:00 pm. John opened the meeting with a prayer.
2.	Apologies	Duncan McDonald, Erica Willoughby, Tania Savage (Principal), Amanda Gardner
4.	Election	Election of Presiding Member (Discussion/Decision) Ruth called for nominations for the Presiding Member. Daniel Marks was nominated and as there were no other nominations, Daniel was elected as the Presiding Member for a further term of one year.
3.	Business actions	3.1 Board of Trustee Action Items 3.2 Confirmation of Board Minutes 7 December 2022 Minutes of the meeting held on 7 December 2022 were reviewed and approved by Board members who attended the meeting. Raised: Ruth Burns, Seconded, Lucy Woollaston Carried
5.	Strategic Discussions	5.1 Draft budget Daniel provided a summary of the school current financial position and draft 2023 budget to the Board. The following points were noted:

		<p><u>December 2022</u></p> <ul style="list-style-type: none"> • The school is in a very good financial position • There was a surplus of \$17,000 against a budgeted deficit of \$50,000 • Cashflow December 21-December 22 has increased by \$13,000 • The report notes that the available funds have decreased from \$266,000 to \$239,000. More funds have been put aside for the cyclic maintenance reserve, notably the internal and external painting. There is \$87,000 in the reserve to cover the painting. <p><u>2023 Budget assumptions</u></p> <ul style="list-style-type: none"> • budgeting for a \$54,000 deficit • expecting to have higher interest income from what has been budgeted • budgeting for a reduction in teacher aids • only two international students on the roll • budgeted for a new teacher for a new entrants class starting at term 2 • after school care staff members will each receive an increase to the living wage • after school care and the school donation will increase by 5% in line with the cost-of-living rise • received \$10,000 worth of funding for PBFL. The costs for rolling out the programme have been included in the budget • depreciation of approx \$89,000. This is mostly associated with the playground <p>The Board discussed the need for clearer communications regarding the donation, what needs to be paid, what it is used for, why it is important, and including information regarding the donation tax rebate.</p> <p>We should also test the communication and donation payment with a parent/board member to ensure communication is clear, easy to follow prior to sending it to the wider school community.</p> <p>ACTION – update Budget to reflect the expected interest income due to the higher interest rates.</p> <p>The Board discussed the uniforms and whether, as there was a small loss made last year, there is a lot of inventory being held or whether there needs to be a small increase in price to cover the increase in costs.</p> <p>ACTION: Ruth to review the uniform inventory and pricing.</p> <p>The IT devices as agreed at the previous meeting have been ordered.</p> <p>ACTION: Tania to confirm which budget line the cost for the new IT devices sit.</p> <p>RESOLUTION: The Board approved the 2023 budget.</p>
	In-Committee	The Board went In-Committee at 7.24 pm and returned to the full meeting at 7.36 pm
6.	Principals Report	<p>The Principal's report was taken as read.</p> <p><u>Health and Safety</u></p>

		<p>The Board discussed the health and safety risk that a fire truck is unable to get up the driveway. It was also noted that the dental truck will no longer be visiting as it is also unable to access the school grounds because of the driveway. Tania will be following this up with the engineers/ Archdiocese.</p> <p>ACTION: Tania to see what can get up the driveway from an emergency services perspective and what the next steps are to get this resolved.</p> <p><u>School roll</u></p> <p>A concern was raised that with the school roll dropping, mainly because a large year 8 class (40 students) will be finishing at the end of the year, that may impact on the teacher numbers. The Board discussed ways to increase the roll, marketing the school, the catchment area, possible changes to the public-school zones and whether there could be additional support provided through the school community to market the school to a wider community.</p> <p>An update was provided regarding Mrs McGowan who had recently had a large operation. It was agreed that flowers were to be sent on behalf of the Board.</p> <p>Motion: That the Principal's Report is accepted Raised: Ruth Burns, Seconded, Lucy Mollaston Carried</p> <p>Strategic Plan</p> <p>A session had been held with the staff prior to the Board meeting. The Board discussed their thoughts on the joint session and what they think may be missing from the plan. The following points were noted</p> <p>The communication survey in Design Marketing Plan needs Board input. It was noted that Tania, Anna and a representative from HOK is working on this. It was noted that there was a survey in 2017 and out of that came some strategies. These should be reviewed to use as a place to start the next survey from to see if there is growth.</p> <p>Some items fell out of the Catholic Character review which have been incorporated into the plan. The curriculum will be bedded down before real time reporting will be looked at.</p> <p>Resolution: The Board are supportive of the 2023 Strategic Plan.</p> <p>Property</p> <p>Waiting on the Archdiocese for the 10 year plan. The watertightness issue has a flow on effect to the 10 year plan. HOK is interested in the 10 year plan to see what it is they are able to do for the school.</p>
7.	Catholic Character	<p>7.1 Parish Update</p> <p>John provided an update on the church and buildings. No decisions have been made on the future of the buildings. There is a readiness and willingness to explore options in the way the loss of the building use for the school can be mitigated or compensated for. One option being explored is to enlarge the library area which could be used for masses or as a sacred space. The parish is ready in-principle to contribute towards compensating the school for the loss of the use of the buildings subject to the sale of properties.</p>

		The closing of the church was held the previous week. Some of the students participated in the service which was well attended and very moving. The opening of the Johnsonville church was held on Sunday 19 February 2023.
9.	Kāhui Ako	Kāhui Ako update (noting) Noted by the Board
10.	Monitoring	10.1 Financial Management Report (Daniel) 10.1 Governance reports The January 2023 report shows a surplus of \$9,000 which is mostly because the international fees are recognised up front.
11.	Other business:	There was no other business.
11.	Correspondence	Nothing to note.
12.	Next Board Meeting	7.00 pm 22 March 2023
	Closing	The meeting closed with a prayer by Ruth at 8.04 pm

These minutes are accepted as a true and correct record:

Chairperson: Daniel Marks

Date:

22/3/2023