

The Bishop of Exeter's Catholic Education
 Learning for a Faithful Future

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 Thursday 9 August 2023	
Venue	St Benedict's School	
COMMITTEE MEMBERS		
Present	Daniel Marks (Chairperson), Ruth Burns, Clare Short (Teacher Rep), Lucy Woollaston, Tania Savage (Principal), Erica Willoughby, Johanna Reidy, JP Tocker, Duncan McDonald, Jools Munn	
Visitors	Lisa Kinghorn (Minutes)	
Apologies		
ITEMS DISCUSSED		
No.	Item	Discussion/Action
1.	Welcome and Prayer	The St Benedict's School Board of Trustees meeting commenced at 7.00 pm. Ruth Burns opened the meeting with a prayer. Daniel welcomed Johanna and Jools, who joined the Board as Prop Reps, to the meeting.
2.	Apologies	
4.	In-Committee	The Board went In-Committee at 8.31 pm and the meeting finished at 8.41 pm
3.	Business actions	3.1 Confirmation of Board Minutes 21 June 2023 Minutes of the meeting held on 21 June 2023 were reviewed and approved by Board members who attended the meeting. Raised: Lucy Woollaston Seconded, Clare Short - Carried 3.2 In-Committee The minutes of the in-committee meeting held on 21 June 2023 were reviewed. Some clarifications were requested, and the minutes will be updated to reflect the amendments. The minutes with the amendments were approved by Board members who attended the meeting. Raised: Lucy Woollaston, Seconded, Ruth Burns Carried

3.3 Board of Trustee Action Items

Action point – Constitution/governance

Lucy reviewed the Boards current constitution using NZSTA governance documents.. The new constitution reflects the new Education Act, Te Reo, curriculum, and Catholic character.

- Since Lucy's initial review and rewrite the New Zealand Catholic Education office released adapted NZSTA governance documents which incorporated the Special Character perspective. There are a number of things that are statutory for Boards and are not able to be changed.
- The Principal's appraisal section was discussed. This year it will be undertaken by an independent person who is supporting the principal to move to the Education Council mandated Professional Growth Cycle. Once NZSTA release updated governance in this area the constitution will be adjusted.
- MoE has sent out guidance for public servants during elections. Boards are public servants.

ACTION: Tania to send MoE guidance to the Board members.

Change to Record of Delegation - committees are only used when required.

ACTION: Tania to investigate removing G – Disciplinary committee and F – equal employment.

Include 10 working days to get BoT meeting minutes finalised and sent out.

The Code of Conduct to be signed at the next board meeting once all the new board members have started.

Action point – Piano

Piano has been collected.

Action point - International Education

The report was taken as read. The Board noted and discussed the following:

- The SEIBA conference will be held in Christchurch next month. It would be good for someone to attend.
- It is important to make sure that international students have a good education experience and not seen to be a way of building cash.
- While fees will be reviewed to insure it covers the increase in agents' fees and enrolment support, they will not be increased beyond a reasonable level.
- Our focus will be to enrol students who are here for the long term with their whanau and can add to our cultural diversity rather than the short term/homestay students.
- SEIBA membership costs \$600 per year.

The Board **agreed** to Tania joining SEIBA and progressing with the next steps to attract and retain international students.

4. Succession Planning

4.1 Welcome to new members

Results of the parent election

Aimie Hines will be joining the Board. This will be announced in the next newsletter.

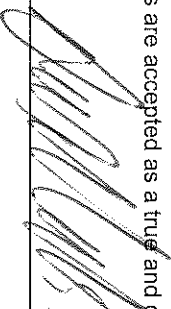
Action: Daniel will go through the introduction pack with the new board members before the next meeting.

		<p>Tania and Daniel attended the annual meeting of The Friends of St Benedict Trust. They have agreed to fund for the Grants for Good applications for the lower court turf and cover.</p> <p>Policies for review:</p> <p>Alcohol, drugs and other harmful substances policy It was agreed not to include the optional wording regarding professional development It was agreed the Board is comfortable with exemptions to the policy for the quiz night and the end of year dinner.</p> <p><u>Student Breaches of the Alcohol, Drugs, and Other Harmful</u> The Board noted that some the policy was more appropriate for high school students. It was agreed not add the reference to drug/alcohol testing.</p> <p><u>Policies to be discussed at the next meeting</u> Inclusive Education Māori Education Success Learning Support</p> <p><u>Industrial Action</u> The collective agreement has been closed out.</p> <p>The Principal's Report was accepted. Raised: Clare Short, Seconded, Ruth Burns Carried</p>
6.	Catholic Character	<p>7.1 Parish Update This was covered under Principals report with regard to the engagement with the parish.</p> <p>First holy communion was held and well attended.</p>
7.	Kāhui Ako	<p>Kāhui Ako update (noting)</p> <p><u>Kura Ahaurā</u> This is an eight year programme. Looking to apply for some PLD money but would like to fund the programme even if the PLD funding does not come through. The time commitment is one day a term. Requires two teachers to be trained as Toa who then support the wider school.</p>
8.	Monitoring	<p>10.1 Financial Management Report (Daniel)</p> <p>8.1 Governance reports In a sound financial position with a \$12k net surplus. Still forecasting a loss at the end of the year.</p>

5.	Principals Report	<p>Tania summarised the Principal's report noting:</p> <p><u>2024 school year dates</u> School will start on 1 Feb and finish on 18 December 2024.</p> <p>There needs to be clear messaging around why the first week is structured with teacher only day, whanau conference day, syndicate meeting day and then school starting.</p> <p>The whanau conference day is valuable as a way of settling the students before the start of school.</p> <p>The Board approved the school calendar for 2024.</p> <p><u>Church services</u> The Francis of Assisi parish has been very welcoming. The school has attended two services there. The children seem to enjoy going on the bus. Grandparent mass was well attended, and it would be intended provide the bus for grandparents travel next year. It costs just under \$1000 per trip to get the school to the church. This has been communicated to the parish who have stated they will look for ways to support this.</p> <p><u>Mobile phones</u> There has been an upsurge of children using their mobiles at school, some of this is due to children wanting to ensure they do not miss parent messages. Teachers are working on the children keeping the phones in their bags. The policy is appropriate, but Tania has become aware of the usage and the policy may need to be adjusted if it continues. A notice will be included in the newsletter.</p> <p><u>PB4L evening</u> Daniel attended the evening and thought it went very well. The turnout by the community was disappointing. Tania is looking at making a video of the presentation and sending it around the community.</p> <p><u>Property</u> The cameras are out of date and need replacement.</p> <p>ACTION: JP will speak to Mana about the use of scissor lifts for access.</p> <p>The deck next to the adventure playground need replacing. As this is a health and safety issue, the operations budget can be used.</p> <p><u>Data breach</u> The miniball/football participant spreadsheet was shared with the sport team photographer. As it had phone numbers and emails addresses and this constitutes a data breach, it was reported to the Privacy Commission and the Principal then rang everyone whose data was shared.</p> <p>ACTION: Review how we take information for the sport teams and how that is collected.</p> <p><u>Annual meeting with St Benedict's Trust</u></p>
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11.	Other business:	<p><u>SCOT review to start new planning</u></p> <p>Teachers have already undertaken a SCOT review. The Board completed a 20 minute session to go through and document their thoughts on the Strengths Challenges Opportunities and Threats SCOT review. Hok will also complete this review at there next meeting facilitated by the Principal. These will all be correlated by the Principal and will form part of the Strategic Plan review.</p> <p><u>Cyber Safety</u></p> <p>The John Parsons cyber security course for students will take place in August 2024</p>
11.	Correspondence	<p>Two pieces of correspondence were received prior to the Board meeting.</p> <p>Attendance report</p> <p>Letters went out to the whanau's, we have received feedback on the way the situation was communicated. The Principal has spoken to affected whānau and explained revised process going forward for the community within the school newsletter.</p> <p>Behaviour Management Incident</p> <p>Board have received feedback regarding a behaviour management incident which is at an operational level. The Principal and Presiding Member will review and identify any additional improvements if required.</p>
12.	Next Board Meeting	7.00 pm 9 August 2023
	Closing	The formal part of the meeting closed at 8.45 pm

These minutes are accepted as a true and correct record:



Chairperson: Daniel Marks

Date:

14/9/23