



Developing our children's minds
Building 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	7.00 pm Thursday 18 May 2023
Venue	St Benedict's School

COMMITTEE MEMBERS

Present	Daniel Marks (Chairperson), Ruth Burns, Clare Short (Teacher Rep), Lucy Woolaston, Anna Raddich, JP Tocker, Tania Savage (Principal),
Visitor	
Apologies	Amanda Gardner, Erica Willoughby, Duncan McDonald

ITEMS DISCUSSED

No.	Item	Discussion/Action
1.	Welcome and Prayer	The St Benedict's School Board of Trustees meeting commenced at 7.00 pm. Tania Savage opened the meeting with a prayer.
2.	Apologies	Amanda Gardner, Erica Willoughby, Duncan McDonald
4.	In-Committee	The Board went In-Committee at 7.23 pm and returned to the full meeting at 7.39 pm
3.	Business actions	3.1 Board of Trustee Action Items 3.2 Confirmation of Board Minutes 22 March 2023 Minutes of the meeting held on 22 March 2023 were reviewed and approved by Board members who attended the meeting. Amendments requested where that the date should read 22 March and Teachers rep should be Clare Short Raised: Ruth Burns, Seconded, Clare Short Carried Move to in committee minutes. Amendments requested and captured in in-committee minutes. Raised: Ruth Burns, Seconded, Clare Short Carried

		<p>3.3a Action point – Complaints Checklist</p> <p>3.3b Action point Complaints Register</p> <p>3.4 Action point Uniform Price Review Ruth provided a summary of the uniform review she has undertaken. It was noted that there was some difference in price between the current supplier Moana Clothing and NZ Uniform for some of the items. Ruth will go back to Moana to see why there is a difference.</p> <p>A question was raised whether to stop stocking the knitted jersey as there have only been 2 sold in two years. It was agreed to stop stocking the jersey.</p> <p>Summer uniforms, there is enough material to last for the next 10 years. It was agreed to review whether to continue to offer the summer dresses when the material needs to be restocked.</p> <p>3.5 Action point Statement of Support for Principals and Teachers industrial action It was agreed that Daniel will sign the letter of support on behalf of the Board</p> <p>Action point ongoing: Review of the Charter & Constitution is in-going by Lucy and has been a larger piece of work to ensure that documentation and legislation applied is up to date. In addition further governance training opportunities for the Board will be inquired about. Action Point - Tania to explore training opportunities for the Board.</p>
5.	Succession Planning	<p>5.1 Filling casual vacancies</p> <p>John Lawson, Anna Raddich and Amanda Gardner's Board positions have all become vacant.</p> <p><i>Anna Raddich's position</i> There will need to be an election to replace Anna. Tania suggested that someone with property skills would be valuable and has spoken to a potential candidate.</p> <p>The election process will be run by Canturbury Education Services who ran the election last year. The Ministry will reimburse the costs to run the election.</p> <p>ACTION: Tania and Daniel to work through the election process. Anna to provide a formal resignation by letter. Update from the Board to be published in the next newsletter.</p> <p><i>Filling 2 proprietors' vacancies</i> Andrea Lei has been approached as a proprietor's representative. She will come to the June board meeting to gain more understanding of what the role entails. It was explained that the Board could apply to the ADW to reduce the board numbers by 1 parent rep and 1 prop rep. The Board did not see the need to reduce Board numbers going forward as usually there is not as much turnover of members. It would be</p>

	<p>good to get diversity that reflects our school community. Proprietors reps do need to be an active Catholic. Suggestions were made of people who could be shoulder tapped.</p>
Principals Report	<p>The Board took the report as read and the following noted:</p> <p><i>Roll</i></p> <p>Attendance data from the Ministry shows that attendance at St Benedict's has been above national average. Tania will be sending a letter to the families who have a high rate of absence for the first term, over 10 half days, as directed by the School and MoE policy.</p> <p>Six students have left the school and one family expected to join, are now unable to due to housing costs. It is planned to have two open days that link in to the science fair and arts exhibitions days. The Board discussed the role pressures for Wellington City schools and acknowledge this is felt across all central Wellington Schools. Tania explained the suggestion to explore to engaging a broker to attract international students into the school. Indian, Indonesia and Vietnam are growing areas for international student. The Board were supportive of Tania exploring the options.</p> <p><i>Industrial Action</i></p> <p>Currently the teachers are voting on their industrial action. The teaches have three options to vote on. The vote closes on 21 May 2023.</p> <p>There has not been much uptake for the holiday programme and the spaces have been opened to the community.</p> <p><i>Property</i></p> <p>ADW has approved \$1.2m to repair/renovate block A, which is a leaky building. It is unknown whether the children can stay in the building or how much damage is behind the cladding. There is no timeframe as yet when this will happen.</p> <p>ADW have the turf laying on their improvement plan as they have to replace the drainage and the fence. This will hopefully be over the next three years.</p> <p>ACTION: Tania to enquire as to whether the turfing costing includes the shock padding.</p> <p>HOK has raised \$20k for turf, but this is no longer needed as ADW is funding all the costs. The Board considered what HOK could be requested to fundraise for. PB4L playground, sand pit and learning through play equipment were suggested. This could be put under the sail. The suggested teaching wall may not get funded, but it would be worth speaking to them about it as they have funded other curriculum/teaching aids.</p> <p>It was noted that the teacher's wellbeing is being affected by the constant building works and it would be good to consider this when thinking about programming the future works.</p> <p>It was agreed that HOK should be approached to fund the first \$20k each year towards the big long term plan for the cover and any other funding raised could be used for items like playground equipment each year.</p> <p>ACTION: Tania and Ruth to draft a formal proposal to HOK with funding request.</p>

Koa has reviewed the information on the driveway. From a health and safety perspective the ADW has confirmed that the fire fighters can fight the fire from the road, and the FENZ Act means that they can use the back driveway.

In addition it was noted that an ambulance can make it up the driveway as demonstrated through the ambulance needing to attend the school for the accident involving a teacher and a piano tipping over (see serious incident report).

Koa agrees that the bottom of the driveway needs to be restructured to enable large vehicles including the dental van to access the school. There is no timeframe, but if money becomes available work can go ahead.

Action – Tania to organise Koa Martel and Kelly Ross to attend a future Board meeting

Serious incident report.

There was an accident involving a teacher with the piano tipping over and landing on their leg. Worksafe were notified but decided this was not a notifiable event and closed without investigation. A mitigation plan is being put in place for safer movement of the piano. There was a suggestion to put a steel frame round the piano with wheels. The Board discussed whether there was a need to have the piano or whether the onsite keyboard should be used instead.

The Board agreed that the piano was not to be used until an appropriate assessment has been completed around the steel frame for moving the piano and that the piano needed to be assessed for damage.

ACTION: Tania to get the piano assessed for any damage and organise removal.

Evacuation practice

Emergency evacuation practice will take place in term four. Ruth suggested that parents are advised in advanced and that parents are given the option to keep a child away who may be traumatised by the activity.

Policies

Latest school doc report is EOTC. This needs to be reviewed before the next meeting. The leadership team will undertake the training on EOTC over the next term and a half. This is timely given the incident in Whangarei.

ACTION: The Board to review the EOTC report prior to the next meeting.

The guidelines around restraint have been updated. All staff have to complete an online module. There may need to be some delegated authority from the Board for some of the teacher aides to be able to use restraint. This needs to be in writing.

Working bee

The Board noted and discussed that there are number of items that the School are keen to get down around the school which are above and beyond what Sokry currently completed. Therefore it would be a good idea to have a working bee utilising the school community if possible to get this done. It was agreed by the Board to see if anyone in the school community would like to volunteer to co-ordinate this working bee (utilising the fortnightly newsletter.

The Principal's Report was accepted.

		Raised: Clare Short, Seconded, JP Tocker Carried
7.	Catholic Character	7.1 Parish Update Noted
9.	Kāhui Ako	Kāhui Ako update (noting)
10.	Monitoring	10.1 Financial Management Report (Daniel) 10.1 Governance reports <i>April 2023 report</i> Very close to having sign off the accounts. Term deposits are noted in the investments line. Have increased the provision for cyclical maintenance to \$99k for internal and external painting. There was a loss of \$3,600 for last year. <i>Monthly accounts</i> The future costs for the chromebook and ipads, are on the balance sheet in the liability line due to them now being a three year lease. Hok has generously given \$10k for this in 2023. As at the April Financial the school has already used 90% of the relief budget of \$25k due to the amount of illness by staff. Only four days in total can be claimed from the Ministry for Rebecca's ACC absence. The expectation is this budget line will continue to overspend due to the rate of illness in the community.
11.	Other business:	Application for extended leave. The Board discussed the application for leave. Recommendation: The leave request was approved.
11.	Correspondence	Nothing to note.
12.	Next Board Meeting	7.00 pm 21 June 2023
	Closing	The meeting closed with a prayer by Tania at 8.55 pm

These minutes are accepted as a true and correct record:

Date: 21/6/23

Chairperson: Daniel Marks