



Responsible for the school's ethos  
and the school's success

# St Benedict's School Board of Trustees Meeting

## MEETING DETAILS

Meeting Title	St Benedict's School Board of Trustees Meeting
Date and Time	Wednesday 1 <sup>st</sup> November 2023, 7.00pm
Venue	St Benedict's School

## COMMITTEE MEMBERS

Present	Daniel Marks (Chairperson), Ruth Burns, Clare Short (Teacher Rep), Tania Savage (Principal), Erica Willoughby, Johanna Reidy, Duncan McDonald, Joels Munn, Aimee Hines (New Board Member), Lucy Woollaston
Visitors	Tracy Muir (Secretary)
Apologies	JP Tocker

ITEMS DISCUSSED		
No.	Item	Discussion/Action
1.	Welcome and Prayer	The St Benedict's School Board of Trustees meeting commenced at 7.02pm. Lucy Woollaston opened the meeting with a prayer. Appreciation was shown to Tania Savage in honour of Principal's Day.
2.	Apologies	JP Tocker.
3.	Previous Meeting's Action Points and Minutes	3.1 Confirmation of September 2023 Board Minutes and Actions.  Some typos were identified by Duncan McDonald. "Ensure" should be "insure" throughout the document. "Whose" should be "Who's" (page 3). "Wrole" should be "Roll" (page 5, point 3). "Worker bee" should be "Working Bee" (page 5).  Raised for approval: Johanna Reidy, Seconded: Lucy Woollaston.  3.2 Election Updates.  Three candidates have applied for two roles. Applications close 11 <sup>th</sup> November. Thank you to JP and Lucy for their work on the board. A new member will be present at the next board meeting.
4.	Succession Planning & Strategic Plan	<b>4.1 SCOT Review.</b>  Notice of review was published in the papers and newsletter highlighting the SCOT Review challenges, discussions and summary. Some items were already in process, some are to be added to the strategic plan. In the future, the strategic planning goals should be more conversational and less metric-focused. The focus should be on the achievements that Tania can share. It was noted that there was good engagement with groups online and on WhatsApp for those unable to attend in person.  <b>Action: Community will be updated with the progress.</b>  <b>4.2 Board Newsletter.</b>  The board newsletter will aid presentation of SCOT consultation learnings.  Action: Ruth to coordinate the annual events newsletter (re-delegate and set up subcommittees, arrange editing and formatting on newsletter).  Action: Aimie to set date for strategic subcommittee and provide an update at the next board meeting.  Action: Create a list of achievements that Tania can share.  Note: Reduce repetitive messages in newsletter – add these to the app. Keep newsletter more succinct for 'news items'.

5.	Principal's Report	<p>Principal's report (point 5) is linked with plan budget for 2024 (point 8, draft budget). (Draft budget sits at \$63,000.00 deficit).  <u>Staffing notice received in September and dropped .1 from last year.</u>  Discussion on banked staffing and how it has changed. Banked staffing was how we used to make the money that we have in our reserves. When our population has been reasonably healthy for the last few years, we haven't always had to use the staffing they've given us, so we've paid our relieving teachers through that which means we bank around \$50,000.00. Now we have to put that money aside to pay relievers that we've actually had. So, we had a budgeted deficit of about \$50,000.00 but it was actually more than that because we no-one was accounting for paying relief teachers.  Tania, Cheryl, Rebecca, and Anne discussed dropping for 10 classes. The preferred option is to drop 1x year 7/8 class. There are other options, but these have more logistical challenges.</p> <p><u>International Students</u>  Currently, there are no international students staying or planned to come and, therefore, no international student revenue to budget on, as opposed to \$25,000.00 international student revenue this year (2023). An option is to reach out to international students with networking. Hosting international students at a Primary school is more challenging as the students need a parent to accompany them or do home stays which is a lot of responsibility. Previous funding (\$50,000.00 in 2021; \$47,000.00 in 2022) was used for teacher aides and things the Board decided could use the funding towards.</p> <p><u>Afterschool Care/Holiday Programmes</u>  ASC brings in good revenue (approx. \$36,000.00 after expenses), however, the previous holiday programme was less successful (\$168.00 profit – due to staff illness) and added significant stress and workload to Tania. More kids = better ratios and would need to be present in the holiday programme for it to be a service the school could continue to offer.</p> <p><b>Holiday programmes in the future.</b>  Overall, very positive, even with added administration, staffing and workload. A benefit is wage security over the holidays for staff.  Q: Should we be considering a cost increase in the current economic environment? Yes, there are still options to access assistance from Oscar for those who need it and offer payment plans.  Q: Should staff be paid living wage, and will more senior staff get a pay shift to allow adjustment? Option: Increase all staffs hourly rate by \$1.00 instead of just the lower paid staff to living wage.  Actions: Consider increasing price by 5% (in line with inflation). Actions: Consider increasing Holiday Programme/ASC staff wages (ideally to living wage).</p> <p><u>Donations</u>  Activity donation is sufficient – no need to increase this as it is not a revenue stream. School board donations are stable. If we can't get more, do more with what we get. Operations grant is based on the number of students and may drop down, but not significantly.</p>
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		<p><i>(Continued overleaf)</i></p> <p>School board donation currently \$155 one child, \$265 2+ children. Also have attendance dues, \$455 which is something that state schools do not have. We currently have a 69% school board donation rate (\$32,000.00). This may increase as some pay incrementally. There needs to be clear communication on what board donations are used for and consider the wording "Board Donations".</p> <p>Justification: Decreased roll and decreased funding from the Government.</p> <p>Option discussed to increase rates for 3+ children in the school but concluded that amount would be minimal.</p> <p>Note/Action: Clear communication is needed regarding the two types of donations.</p> <p>Action: Decide if donation is increased and if so, by how much? An increase of 5% in line with inflation to be considered.</p> <p><b>Teacher Aides</b></p> <p>Subsidising \$13,000.00-\$14,000.00 – next years estimated is 12 hours lower due to not having funds to support it. Need a reserve in case a new unfunded child or children come in unexpectedly.</p> <p>Learning resources trimmed</p> <p>Some (3) teachers may provide 3 hours of Te Reo including the te reo teacher and kapa haka which means we could generate some more funding for 61 of those students to offset some of our kapa haka costs.</p> <p>All staff have completed safeguarding and restraint training this year.</p> <p>Leaving families exit interviews are valuable to understanding decisions for leaving.</p> <p>Note: It is a high school choice being made early not a reflection on the school and services.</p> <p><b>Tania – Professional Growth Cycle</b></p> <p>Neil is conducting 360 reviews with staff. He is meeting with SLT, syndicate, admin, and teacher aides. Report to be shared with board.</p> <p>Raised for approval: Lucy Woollaston, Seconded: Claire Short</p>
6.	Catholic Character	
7.	Kāhui Ako	
8.	Monitoring	<p>8.1 Governance Report (Daniel).</p> <p>Tracking is consistent with where we expected to be at this time. Note that December will show a \$40,000.00 to \$50,000.00 loss due to the holidays.</p> <p>Action: Tania to send September information.</p>

9.	Other Business	<p>9.1 Board contribution to staff Christmas party.</p> <p>Agreed to contribute \$40.00 per head.</p> <p>9.2 Next Board Meeting.</p> <p>Next meeting date may need to be changed.</p>
10.	Correspondence	<p><b>Board went in to committee to discuss 10.1 Complaint Summer Netball at 8:35pm and out of committee at 8:50pm</b></p> <p><b>10.2 Christian School Consultation</b></p> <p>Comment on proposition to move Miramar school to Johnsonville and the impact on St Benedict's.</p> <p>Discussion around student roll, how it will affect the school, and the type of Christianity. Board concluded that they are opposed.</p> <p>Action: Tania to draft response and circulate via email.</p>
11.	Next Board Meeting	<p>To be held on Wednesday 29<sup>th</sup> November 2023.</p> <p>Prayer to be given by [NAME].</p>
12.	Closing	<p>The formal part of the meeting closed at 9.00pm.</p> <p>Closing prayer given by Lucy Woollaston.</p>

These minutes are accepted as a true and correct record:

Name: Lucy Woollaston Date: 4 December 2023

Chairperson: Daniel Marks

Lucy Woollaston (Acting Chair)