



Developing our Children's Minds
Celebrating 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 14 September 2023
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, Jools Munn, Aimee Hines (New Board Member)
Visitors	Lexi Damen (Secretary) Cheryl Taylor (Deputy Principal)
Apologies	JP Tocker, Lucy Woollaston

ITEMS DISCUSSED	
No.	Item
	Discussion/Action
1.	The St Benedict's School Board of Trustees meeting commenced at 7.06 pm. Tania Savage opened the meeting with a prayer in JP Tocker's absence.
	Welcome was given to new Secretary and new member of the board Aimie Hines.
2.	JP Tocker, Lucy Woollaston
3.	<p>3.1 Confirmation of Board Minutes and Actions May 2023. One typo was identified by Duncan McDonald. "Ensure" should be 'insure'. Aimie's name was spelt incorrectly in section 4.1.</p> <p>Raised for approval: Ruth Burns, Seconded Erica Willoughby</p> <p>3.2 In committee minutes (Daniel) (Move), Daniel passed around the committee minutes from last week for August. No Proposed changes.</p> <p>Raised for approval: Ruth Burns, Seconded Clare Short</p> <p>3.3 Action Point Constitution/Governance finalised (Decision) Includes NZCEO Code of Conduct adaptations to MOE code. Code of conduct was signed by all board members who attended.</p> <p>ACTION: JP Tocker and Lucy Woollaston are to sign Code of Conduct at the next board meeting.</p> <p>ACTION: Point International Education update. Tania confirmed that registration has been completed with SEIBA (Action Completed) There is one whanau in the area who is swapping houses with another family in France. The school may benefit from some French exchange students within the next six months.</p> <p>ACTION: Security cameras update - (Completed) Security cameras now working as expected.</p> <p>ACTION: Tania to send MoE guidance to the Board members. Sent.</p> <p>ACTION: Tania to investigate removing G – Disciplinary committee and F – equal employment (Discussion) F to come out, G to stay. Advised by NZSTA.</p> <p>ACTION: Daniel will go through the introduction pack with the new board members before the next meeting. Completed. Induction was given three weeks ago to Aimie, Jools and Johanna.</p> <p>ACTION: Review how we take information for the sport teams and how that is collected. The basketball team will be given a school email for next year when they begin collecting information again in Term Two.</p> <p>ACTION: EOTC Policy Review – Board have been reminded on the importance of completing Policy reviews as part of our Governance Framework (Completed).</p>

4	<p>Succession Planning & Strategic Plan</p> <p>Board Elections will be required in November for the two Parent Representative roles for <u>who's</u> term ends in December 2023. Lucy and JP were appointed to the roles on the Board when previous Board members stepped down. Their term finishes based on when the original position the Board Member was appointed (which has been confirmed with NZSTA). Therefore there will be an election in Term 4 to fill these two roles.</p> <p>ACTION: Tania and Daniel to work through the formal election process.</p> <p>4.1 SCOT Review</p> <p>A SCOT review has already been completed as part of the strategic planning. To further develop this, a discussion was held over how to gather feedback from key communities. Two methods were defined to gather this feedback at the school art exhibition in the library or foyer on Thursday September 22nd from 3pm - 6pm. This was suggested as a way to get feedback from one area of our community that is not too onerous. These efforts will help to inform the strategic plan. This discussion included a conversation on the importance of providing communities multiple opportunities to provide feedback.</p> <p>The two defined methods are;</p> <ol style="list-style-type: none"> 1. SCOT board. Filled in already with a few key ideas to encourage participation and provoke new ideas. 2. Ask the question, "What are your aspirations for St. Benedict's School?" <p>To ensure various ways of engaging with our communities is given, if parents have strong feelings, they are to be given the opportunity to share their email address to discuss those ideas in detail.</p>
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	<p>ACTION: Message to be sent out to the school community via the school newsletter. "Don't forget to come with your thoughts on..." Station to be set up in the library or the foyer for these two opportunities.</p> <p>The following times were set for board members to support at the art exhibition on Thursday September 22nd from 3-6pm.</p> <p>Ruth Burns: 3pm - 4pm Aimie Hines: Set up, as well as 4pm - 5pm Daniel Marks: 5pm - 6pm</p> <p>The following ideas from the SCOT analysis were determined as the ones which should be on the board to encourage parent participation.</p> <p>Strengths</p> <ul style="list-style-type: none"> - School values - The Support of our community; engaged parents and grandparents - The current house system <p>Challenges</p> <ul style="list-style-type: none"> - Role dropping - Lack of school hall - New curriculum <p>Opportunities</p> <ul style="list-style-type: none"> - PB Pharell - Better Start Literacy <p>Threats</p> <ul style="list-style-type: none"> - Staffing - Link to parish <p>4.2, 4. 3 Strategic Planning Consultation</p> <p>Report from Strategic Planning Support Meeting (Discussion)</p> <p>A strategic plan was set up for St Benedict's School for 2022-2024. However the Ministry of Education (MOE) came out with the new National Education Learning Priorities (NELPS). These priorities include; learners at the centre, barrier free access, quality teaching and leadership, future of learning and work and world class inclusive and public education. As a Catholic school, Catholic character is the school's sixth priority. While the current strategic plan is strong and already links well with the NELPS, Saint Benedict's is looking to revise and refine that where possible with feedback from relevant stakeholders. The ultimate goal is to submit this by March 2024.</p> <p>These changes set by MOE aligned with the education and training act of 2020. These changes were needed for the following reasons:</p> <ul style="list-style-type: none"> - to help schools and kura to achieve goals - to support relationships and partnerships between boards and their communities - to reduce compliance burden on schools and kura - to change the focus from reporting to the Ministry to being accountable to their communities - strategic planning without whanau community risks being a 'tick box' exercise

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	<p>Cheryl (Deputy Principal) is in attendance to support the strategic planning discussion following Cheryl and Tania's attendance at MOE's workshops last week for principals and school leaders.</p> <p>Hand out given includes the best of 78 slides presented at the MOE workshop</p> <p>ACTION: Summary of the training course to be added into Dropbox</p> <p>The strategic plan is about the relationship between the board and the community. This is now shared on the school website rather than being shared directly with the ministry. This is to reduce the 'tick box' nature of the exercise and encourage schools to focus on engaging more with their communities.</p> <p>Once the board has agreed on the strategic plan Tania is in charge of implementing it and the board's role is to ensure accountability.</p> <p>A key activity completed at the MOE workshop looked at your community. It asked principals and school leaders who they should be consulting and engaging with as a school. This activity was completed by the board in two groups. The following ideas were given. Those in bold were identified as the most important groups that should form a part of the school's strategic plan.</p> <ul style="list-style-type: none"> - families of school children - parish - <i>more important for the board and teachers</i> - MOE - sports teams and sports clubs and those who run these - music groups - local neighbours and business of the school - contributors of the school fair - the schools volunteer community - English As A Second language (ESOL) migrants - other ethnic communities - early Education Centres (ECE) - catholic communities - families who leave - high needs children - local kindergartens and Creches - fundraising communities (HOK) - after school care - past students with kids at the school - <i>historical ties</i> <p>This activity is key to understanding the breadth of our communities. There are both the close groups and functional relationships like the parents and the board, but also the wider circle like local neighbours and businesses. Discussion around how we can learn to foster relationships within these groups.</p> <p>The current student management system should have the ability to track school groups that we interact with to ensure we continue to maintain these ties. It doesn't currently have that capability.</p>

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	<p>Smaller group was defined to support in defining the strategic plan with Tania Savage;</p> <ul style="list-style-type: none"> - Duncan McDonald - Amie Hines - Johanna Reidy <p>Cheryl Taylor Departs: 7:59</p> <p>Midterm elections November</p> <p>Lucy Woollaston and JP Tocker joined the board as appointed by the board when Miles Gazley and Shane Nahu Stepped down. Their term now ends in December. At this time Lucy and JP will then decide if they want to put their names forward again for the December elections. Daniel is in discussion with them currently.</p>
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5.	Principal Report	<p>Questions and discussions around the Principals Report</p> <ul style="list-style-type: none"> - Question asked by Ruth on 2024 enrolments. Confirmation from Tania that enrollment numbers are climbing steadily. - Question raised on provisional staffing. The school is currently funding a teacher which was budgeted for 54K. The school is likely to have to do this in 2024. The board will need to agree on whether money is spent in this area next year. - Discussion around the strategy and approach around open day planning. There is no specific strategy, however an open day was held which was well received and most students that attended enrolled. There was meant to be another open day tied to the art event, however the school couldn't get strong enough advertisement to continue with this. There is a need for lots of smaller events throughout the year rather than just one event. - There was concern raised by Aimee on the role dropping further. Tania confirmed her focus is on the education of the children who are currently at the school. Historically the school roll has gone up and down and is likely to continue to do this. - A note from Tania on how updating the website is important as it will be a strong vehicle for communication. - Art splash and the HOK Fathers Day Breakfast were two great successes that saw the school community coming together <p>After School Care</p> <p>5.1 ASC Ratio changes (Decision)</p> <p>Full support from the board was given on "Mode of Operation" going forward at No Ratio. The decision will be made by the principal on the day and would reflect the needs of the students and teachers.</p> <p>The Jubilee is coming up in 2027. The board needs a representative for that team. HOK will also have a representative. Ruth and Carla have confirmed they will represent.</p> <p>ACTION: Tania to provide Ruth Burns the book about the Jubilee</p> <p>Curriculum</p> <p>5.2 RE PLD (Noted)</p> <p>5.3 and 5.4 UDL Information (Noted)</p> <p>Annual Plan update Jubilee Board representative (Discussion)</p> <p>Employer Responsibilities</p> <p>Property</p> <p>Discussion over storage requirements noting the school does struggle with storage space given the size of the school. Tania provided an example around Clare's room where we would like more space in her library corner however we don't have the storage to put the furniture items she needs to move. Selling them is not an option as the items would then need to be purchased when needed again. It was identified that a quote is needed for a double garage which would be a PE shed on one side and caretakers shed on the other. The best placement would be at the end of the basketball court by the fence where the parking for scooters is. Funding would be required. This area is also where asphaltting is going to be implemented so there is a timing hindrance. The current area used for storage is full.</p>
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		<p>ACTION: Tania to run a tour of the School for new board members so they understand the current issues faced with storage.</p> <p>Link made to the Working Bee. This is now hoping to happen next term. It fell through due to health reasons of the person who was meant to organise this.</p> <p>ACTION: Reach out to the school community for someone who has a connection to storage and who can support moving items (this could be linked to the working bee).</p> <p>ACTION: Add a note into the newsletter to ask for a volunteer who can organise a worker bee.</p> <p>There is a tender process out for the leak and the driveway. This is in progress.</p> <p>Due to HOKS continued support there are new playground markings underway as well as new netball hoops.</p> <p>Financials</p> <p>The Surplus of \$11k for the month was driven by the Term 3 After School Care fees coming through. The higher costs associated with Relief Teachers / Teacher Aid budget were discussed as part of the Principal Report as well as the point that no additional teacher would be required for new entrants and will be supported through Teacher Aid in Room 2 with the class expected to finish at 24 students at the end of the year.</p> <p>Ruth noted that there is a family mass this Sunday at the church. Volunteers are needed.</p> <p>ACTION: Tania to follow up funding for transport to and from the church for the school.</p> <p>A note that Naimville Centre may be removed by the council. Tania has already put a note in to the council given that the school uses this centre - as do many groups all over the region.</p> <p>Verbal update (Tania)</p> <p>Kāhui Ako has put in a professional learning development application to the MOE.</p> <p>There has been a new principal appointed who is one of the current AP's who starts next year.</p> <p>8.1 Governance Report (Daniel)</p> <p>This was covered under the Principal Report section linking into the discussion around the current overspend (compared to budget) for relief teachers and teacher aids.</p> <p>9. ACTION: Thank-you letters required for the following groups</p> <ul style="list-style-type: none"> - Artsplash - Kapa haka - Rachael - who is going on Maternity leave - Another acknowledgement to Camilla Peet for her wonderful netball contribution
6.	Catholic Character	
7.	Kāhui Ako	
8.	Monitoring	
9.	Other Business:	

10.	Correspondence	
11.	Next Board Meeting	Friday November 1st 2023
12.	Closing	<p>The formal part of the meeting closed at 8.47 pm.</p> <p>Closing prayer given by Tania Savage.</p>

These minutes are accepted as a true and correct record:

Name: _____ Date: _____

Chairperson: Daniel Marks

Actions from the Board meeting held on the 14 September 2023