



St Benedict's School Board of Trustees Meeting

MEETING DETAILS	
Meeting Title	St Benedict's School Board of Trustees Meeting
Date and Time	Wednesday, 26 June 2024 – 7:00pm – 9:00pm
Venue	St Benedict's School

COMMITTEE MEMBERS	
Present	Daniel Marks (Chairperson), Johanna Reidy, Tania Savage (Principal), Lisa McGregor, Duncan McDonald, Clare Short.
Visitors	Father Alfred, Sharon Powick (Minutes)
Apologies	Aimie Hines, Jools Munn, Lucy Woollaston

ITEMS DISCUSSED		
No.	Item	Discussion/Action
1.	Board Training	Deferred to next meeting.
2.	Welcome & Prayer	The St Benedict's School Board of Trustees meeting commenced at 7.05pm. Father Alfred welcomed – first meeting - next meeting he will be a formal member of the board – thanks given. Tania Savage opened the meeting with a prayer.
3.	Apologies	Aimie Hines, Jois Munn, Lucy Woollaston
4.	Declaration of Interest & Registration of Training	4.1 Declaration of Interest <ul style="list-style-type: none"> Nothing raised. 4.2 Registration of Training <ul style="list-style-type: none"> None completed. Governance training will be covered at next Board Meeting on 7 August.
5.	Previous Meeting's Action Points & Minutes	5.1 Confirmation of March & May 2024 Board Minutes & Actions <ul style="list-style-type: none"> Minutes for March were approved post the final changes agreed at the previous Board meeting. Proposed for Approval: Daniel Supported: Clare Seconded: Lisa <ul style="list-style-type: none"> May minutes were reviewed by the Board and approved. Small changes made to grammar and spelling. Proposed for Approval: Daniel Supported: Johanna Seconded: Lisa <p>5.2 Action Points</p> <ul style="list-style-type: none"> Full detailed reviewed of all actions with updates provided and items closed where appropriate. Reviewed and updated. <p>ACTION: All completed actions to be removed from the list and new / current open actions to be renumbered.</p>

6.

In Committee

6.1 In Committee

- Deferred to next meeting.

7.	Succession Planning / Policy Review	<p>7.1 Board Selection / Proprietors Representative</p> <ul style="list-style-type: none"> • Discussion held around Board selection. • Erica has resigned – waiting on written resignation. • Next steps: <ol style="list-style-type: none"> 1. Identify people who are available / interest in a Board Member role 2. Invite them to join Board 3. Ask them to pitch why they want to join 4. Assess skills. • The open position on the Board was discussed given this has been open since the last Election where a conflict of interest did not allow the nominated appointment to take their position. • A number of people have already been identified as suitable candidates with the right skill set. Tania to send email to invite interested parties to next meeting. • Potential candidates discussed who had the following skillsets - Project Management, Architect, Roofer and Surveying experience. <p>ACTION – Tania to reach out to all suitable candidates, identify their skills and invite them to next Board meeting after 7pm once training completed!</p> <p>7.2 Policy Review Term 2 2024</p> <ul style="list-style-type: none"> • Thanks given to everyone else that's completed this. • Duncan, Clare and JoJois to complete review on policy for term 2. • Various feedback has been received on policy. Discussed with Board and responded by Tania. • Acknowledgement of staff achievements – agreed and fully supported by Board that this will be a letter only. • Appointment of staff checklist will become part of policy – confirmed that X2 forms of ID are required. • Police vetting and management of this process – assurance statement included in last Board report. To note staff are checked every 3 years. Register is managed by Coralie. Process for vetting explained by Tania and questions answered. • Update on Staff Incident. The office has been covering ASC supervisor role. We have identified some areas of after school and process / steps going forward would be better to be covered by office going forward. To note, administration team taking on some additional responsibilities. <p>ACTION – List of all staff achievements/acknowledgement to be added as an agenda item going forward</p> <p>7.3 Policy Updates from Term 1 2024</p> <ul style="list-style-type: none"> • Discussion held around the policy and questions raised. • All actions per paper fully agreed and supported by Board. <p>ACTION - Catholic Character Statement to be included in policy – take introduction from policy and add in again.</p> <p>ACTION - Staff bullying and harassment wording - name should be changed to presiding member</p> <p>ACTION - Change Kia Kaha to Kiwa.</p> <p>ACTION - Concerns and complaints to be updated – Board fully agree and support not to have a statement</p>
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		<p>ACTION - Update policy to include information on contacting appropriate person regarding concerns and complaints - take wording from flow chart</p> <p>ACTION - Upload school Code of Conduct – to include the code of conduct the board has ratified not just the legislated Code of conduct</p> <p>ACTION – Create communication to the community to educate them on how to advise school as to why children are absent School requires reason as to child being away and it needs to be within the week</p> <p>ACTION – Update policy to state no medical certificate is required for child being away for 3 days or more.</p>
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<p>8. Principal Report on NELPS & Health & Safety</p>	<p>8.1a PB4L Presentation</p> <ul style="list-style-type: none"> Father's Day Breakfast: discussed as fully supported by school; and happy to move classes to ensure it goes ahead. To confirm location. Camp Letter to be approved by Board to take year 8 to camp in November 2024. ERO – starting next term. Camp Plans – reviewed and discussed: <ol style="list-style-type: none"> Tania explained why camps have moved to bi-annually and discussed the challenges including the fact that some camps closing. Overview provided of camp choice for this year. Tania explained that there is heavy admin for camps for staff to continue annually, especially when school production is on alternate years. Bi-annual camps will start from next year (2025) and will be announced to community next term. All children will go to camp twice during their time at school – year 5/6 & year 7/8. A cycle of 2 years will run, then review will be completed after second year. Camp is provisionally booked for September 2025. Questions raised in regard to why can't school send year 8 to Mangahaka for 2024 – Responded by Tania that school cannot get in and the numbers of our year 8 group are too small. Point raised that school needs to be careful on commits for parent community – keep people positive about change. To note, William Pike programme will happen in between the camp years for Year 7/8 and we will invite him to come and help launch the programme in school. Questions asked if year 5s are too young to go to camp as? Discussion held that other schools do send Year 5 and some send each year level to an overnight experience. <p>8.1b Matrix</p> <ul style="list-style-type: none"> Great open day held and currently following up on registrations. Additional staff member will be required for a half day by end of Term 3. Still good numbers joining school, but some families in and other out keeping it relatively consistent. Total number of pupils in Year 1 are 29. <p>8.1c Responding to Curriculum Implementation Questions</p> <ul style="list-style-type: none"> Questions asked if more detail be coming out for what is required for each year group? Tania responded that MCE haven't taken out anything but added in some extra layers. New curriculum will help teachers engage in the excitement of teaching rather than creating it. Assessment will be held for children that have met the levels. MAG released a report with recommended check points that will happen at the beginning of each school year. Should know in next month which tool will be used. Currently not released yet. New curriculum will provide better understanding for whanau to see what children are doing at school. It will also help teachers state what they are doing. NCSEA changes are paused for another year. Lots of schools dropping level 1 as not useful. <p>8.2 Camp Approval Decision</p> <ul style="list-style-type: none"> Letter read and fully supported by Board.
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	<p>Proposed for Approval: Tania Supported: Clare Secoded: Daniel</p> <ul style="list-style-type: none"> • To note: <ol style="list-style-type: none"> 1. Costs are relative and the same as previously. 2. Update provided as to why we are not going to Raukawa - We were booked to go and they change their hosting duties to the school having to provide all food at camp and cook it as well, which is over our staff capacity and capability. 3. Kaitoke Camp will be held from Tuesday, 5 November to Friday, 8 November 2024. It was agreed that the children didn't need 5 days for camp as the travel distance is only an hour now so reduced to 4. X3 parent helpers plus Rebecca and Jacqui will attend. Tania taking year 7s. 4. Limited volunteers are available for camp, and we can only choose from who is available. 5. Behaviour agreements will be signed by the students as well as expectations of parent volunteers. <p>8.3 Sabbatical Application</p> <ul style="list-style-type: none"> • Tania applying for a sabbatical focused on exploring how PB4L schools similar to ours build understanding and agreement around behaviours with their school communities. • Leave will be for 10 weeks (all of Term 3). Five weeks study and five weeks refreshment leave. • MOE will fund to pay for replacement Principal during this time, so no cost to Board. • Board is fully supportive of sabbatical. <p>Proposed for Approval: Tania Supported: Daniel Secoded: Johanna</p> <p>ACTION - Presiding member needs to write a letter of support to go with Tania's application for sabbatical</p> <p>8.4 Health and Safety</p> <ul style="list-style-type: none"> • Deferred to next meeting and to be discussed in-committee – i.e Broken arm • Discussion held around how school collects health and safety data on students. • Board requested clarity about what is the responsibility of the governance group and assurance, and that policies are working appropriately. This can be explored through the upcoming Board training. • Tania clarified that Kiwa data is provided currently to the Board. <p>ACTION – update to be provided at next meeting around major incident ACTION – training to be arranged governance responsibilities re health and safety.</p> <p>Proposed for Approval: Tania Supported: Clate</p>
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	<p style="text-align: center;">Seconded: Lisa</p>
<p>9. Catholic Character</p>	<p>9.1 Parish Update</p> <ul style="list-style-type: none"> • Update from Father Alfred. • Overview of changes in Parish shared. • Community Mass coming up on 4 July 2024 – school goes to Johnsonville including young people involved in sacramental process with 7 students to be baptised. • Father Alfred being more involved in school, mainly on Thursday. • Continuing to develop sacramental programme and engagement with community • Grandparents Mass in Term 3 at church. • Thanks given for Father Alfreds participation at school.
<p>10. Monitoring</p>	<p>10.0 May 2024 Financial Management Report</p> <ul style="list-style-type: none"> • Daniel provided update and overview of finances. Nothing material to note • 41K surplus year to date. • 10K surplus in May 2024. • Holiday programme next surplus of 3K. • Session with Makina at Education Services – improvement areas highlighted. Feedback received in regard to issues in recent reporting which need to be improved. • Board to understand if issues are from school side or Education Services side, in order to help make improvements. • Discussions currently being held about moving to Xero. • Term deposits are sitting on \$322K. Reminder that much of this is set aside for future painting costs. High interest rates on term deposits is helping the income for FY24. • FY23 Financials were updated with changes noted from last meeting. <p>10.1 May Governance Report</p> <p>10.2 Grant Application (Mary Stephen Vella Trust)</p> <ul style="list-style-type: none"> • Update provided on Mary Steven Vellour Trust by Daniel. <p>10.3 Appendix 3 Shade System Quote</p> <ul style="list-style-type: none"> • Update provided on progress of canopy structure including quote. Fully supported and approved by Board. <p>10.4 HoK Request for Funding Canopy</p> <ul style="list-style-type: none"> • Sponsorship for canopy provided from HoK who were looking for a large project to support. • \$50K fundraising target has been committed. Fully supported and approved by Board.

11.	Other Business	<p>11.1 Social Media discussion</p> <ul style="list-style-type: none"> Deferred to next meeting. <p>11.2 New World Update</p> <ul style="list-style-type: none"> No car access from Nicholson Road, much improved child safety that was needed. Walking access only. <p>11.3 Acknowledgements this Term Nicole – for work on Matariki. Staff - that supported Nicole for her work this term</p> <p>ACTION – Comms team to send letters of acknowledgment</p> <p>11.4 Vitae (EAP)</p> <ul style="list-style-type: none"> Price is going up for these services.
12.	Next Meeting	<p>Next board meeting will be held on 7 August 2024. An additional 1 hour will be added to the meeting to include training, start at 6.00pm.</p> <p>Tania encourages everyone to attend.</p> <p>ACTION – add an additional hour onto next meeting to include training.</p>
13.	Closing & Prayer	<p>The formal part of the meeting closed: 8:00pm</p> <p>Closing prayer not given.</p>

These minutes are accepted as a true and correct record:

Name: *Daniel Marks* Date: *7/8/24*

Chairperson: Daniel Marks

Actions from the Board meeting held on 26 June 2024.

Action:	Action Date:	Responsibility:	Status:
Minutes - All completed actions to be removed from the list and new / current open actions to be renumbered.	1 July 2024	Sharon Powick	Completed
Board Selection / Proprietors Representative - Reach out to all suitable candidates, identify their skills and invite them to next Board meeting after 7pm once training completed.	25 July 2024	Tania Savage	Open
Policy Review Term 2 2024 - List of all staff achievements to be added as an agenda item going forward.	25 July 2024	Tania Savage	Open
Policy Updates from Term 1 2024 - Catholic Character Statement to be included – take introduction from policy and add in again.	25 July 2024	Tania Savage / Daniel Marks	Open
Policy Updates from Term 1 2024 - Staff bullying and harassment wording - name should be changed to presiding member.	25 July 2024	Tania Savage / Daniel Marks	Open
Policy Updates from Term 1 2024 - Change Kia Kaha to Kiwa.	25 July 2024	Tania Savage / Daniel Marks	Open
Policy Updates from Term 1 2024 - Concerns and complaints to be updated – Board fully agree and support not to have a statement.	25 July 2024	Tania Savage / Daniel Marks	Open