



St Benedict's School Board of Trustees Meeting

MEETING DETAILS	
Meeting Title	St Benedict's School Board of Trustees Meeting
Date and Time	Wednesday 27 th March 2024, 7.00pm
Venue	St Benedict's School

COMMITTEE MEMBERS	
Present	, Clare Short (Teacher Rep), Tania Savage (Principal), Duncan McDonald, Airmie Hines, Lucy Woollaston (Chairperson), Daniel Marks, Jools Munn, Erica Willoughby, Ruth Burns, Lisa McGregor
Visitors	
Apologies	Nicole Devey (Secretary) Johanna Reidy

ITEMS DISCUSSED		
No.	Item	Discussion/Action

		<p>The St Benedict's School Board of Trustees meeting commenced at 7.00pm. Lucy Woodlason opened the meeting with a prayer. Special welcome to Lisa, who is joining the Board.</p> <p>It was noted that Lucy and Airmie have been in discussion around Board cohesiveness. Part of that has been a conversation with Seb from NZSTA who will be sending someone in to observe a Board meeting and give guidance. Airmie spoke to effective and efficient ways to work as a Board. Key things that were pointed out included:</p> <ul style="list-style-type: none"> - Feedback on the ways people prefer to work together. - Feedback on the use of Dropbox <ul style="list-style-type: none"> o General feedback is that people are not happy with Dropbox. Other options were suggested, such as BoardPro, which has a similar price point, and allows for policy review to be incorporated. Another benefit is that documents and feedback can be collated in one place. - It was noted that the Board is heavily encouraged to do webinars and other training through NZSTA. They have online resources which can be very useful. - Johanna, Lucy, and Airmie have also discussed more regular comms from the Board to the wider community. This includes more regular communication via the newsletter and emails. The comms committee will be working on this as well. It was noted as well that moving off WordPress is a good idea as the security is not the best. <p>ACTION: Comms committee to investigate website options for the next meeting. ACTION: Airmie to investigate Board options to present back to the Board.</p>
2.	Apologies	Nicole Devey
3.	Declaration of Interest	There were no additional declarations of interest.
4.	Signing of Code of Conduct	

5.	Previous Meeting's Action Points and Minutes	<p>5.1 Confirmation of February 2024 Board Minutes and Actions.</p> <p>There were edits to note, including:</p> <ul style="list-style-type: none"> - Daniel is no longer chairperson. - An amendment regarding HOK fundraising to read as follows: "HOK requested that the Board let it know if the Board was doing future submissions or comms that might affect HOKs relationship with its sponsors." - Lisa should be listed as a visitor. - There is a missing action point. <p>The action points were reviewed and updated. Daniel updated the Board on his action around bus costs. They will be covered for this year, and we need to request funding each year. They will not cover 2023 costs.</p> <p>Proposed: Clare Seconded: Airmie PASSED</p>
6.	Succession Planning Strategic Plan	<p>6.1 Board Selection.</p> <p>It was discussed that there is an ongoing priority to find someone with property experience. Kieran is a Quantity Surveyor and Matthew is planning on running working bees and would be an asset to the Board as well. There is also the option of adding both to the Board, with one being selected and one being co-opted. The Board discussed this possibility.</p> <p>ACTION: Daniel to contact Kieran about joining the Board</p>
		<p>6.2 Strategic Plan</p> <p>The Strategic Plan has been approved. It was discussed that setting up and monitoring the strategic plan is fundamental to the Boards work.</p> <p>The Board wished to thank Tania for all her hard mahi on creating such an in-depth document.</p>

		<p>6.3 Policy Review Term 1 2024</p> <p>ERO is likely to visit this year. We expect to find out who our capacity partner is in term three. They will then work with us for about a year. Compliance is one area they will be focusing on.</p> <p>It was noted that policy review should be managed and driven by the Board, and it is an important part of the Boards work. Both in terms of reviewing policy and implementing policy.</p> <p>Specific policies for review were discussed as follows:</p> <ul style="list-style-type: none"> - There was discussion around the Treaty of Waitangi Policy. If the school is following this policy is there a need for the Matauranga Māori Plan was discussed as being a working document. Tania would like to have a discussion with other schools around how they manage it and then make any changes to the plan from there. - Daniel spoke to the Governance and Management Policy. It was discussed if the Board believe they get enough measurement to meet the KPIs of this policy. It was discussed that the reporting on areas like curriculum, finance, health and safety, and property are excellent and meet this. The Board acknowledged that here will be other areas where there is a bit of work to be done. However, the Board feels that they should be led by NZSTA on this. - Catholic Character was discussed. Tania has not been a member of this Parish Council as she is an active member of another parish. However, as we have two new priests and the Parish Council is being redone, she will be joining, as the guidelines state she should. Tania spoke to the regular RE meetings and the training staff recently did through ADW in Porirua regarding Catholic social teaching and how that aligns with the United Nations sustainability goals. - The Documentation and Self Review Policy was discussed. Tania discussed expected metrics for progress Formalised testing is also happening each term. - Community Conduct expectations were discussed. <p>Teachers are also invited to review the policies.</p> <p>ACTION: Lucy to Contact NZSTA for guidance on parameters for the Governance and Management training</p>
		<p>6.4 Policy Updates from Term 4 2023</p>

7.	Principal's Report on NELPS Health and Safety	<p>Principal's report.</p> <p>Taken as read.</p> <p>It was discussed that guidance from NZSTA was sort on the after-school care contracts and had been found to be unlawful. This has been rectified now using the guiding contract provided from MāE.</p> <p>7.1a KiVa Data</p> <p>The data supports that this is a needed programme at the school. It's important to note that there has been no teaching around what we think bullying is or what we think it is at the school prior to the survey. This is a baseline start. The survey will be taken again in November. The data is shared with parents as well. Tania has followed up with children who made specific comments. What has been found is that pro-social activity is lower than we'd like, which is confronting. There have been five different reports since we started and in all these cases there has been a positive outcome and a behavioural change.</p> <p>There was a discussion about whether this should be included in Health and Safety. Tania spoke to the incidences of injury from purposeful behaviour, which is very low. Most of the accidents in the school are accidental. Everything recorded through KiVa, sickbay, and PB4L is kept on the same system.</p> <p>The KiVa definition of bullying was noted as was the wording in the survey and the information that will be shared with parents.</p> <p>There are ten lessons throughout the year. They have been scheduled so that we are moving through them at a good pace. After each lesson a phrase is included in a KiVa Treaty for the school.</p> <p>KiVa and PB4L were discussed as complimenting each other and being able to work in conjunction with each other.</p> <p>7.1b KiVa commentary</p> <p>7.2a PB4L response to behaviour</p> <p>7.2b Behaviour matrix</p> <p>7.3 Annual Plan 2024</p> <p>7.4 Health and Safety</p> <p>Court Proposal</p> <p>It was discussed that ADW have agreed to pay for the anchors for the court. There will still be some fundraising to do which is significant however we believe the community and grants will allow these funds to be raised. There will also be a multipurpose surface installed. It will mean that some other aspects of the ten-year property plan will need to be delayed until approximately 2027. There will need to be a gap around the court and the poles, meaning that we will not be able to have two full size courts. Tania presented options including one full size and one 90%, half size court options, multiple court options. There does not need to be a decision right now as to the court layout. However, there is no capacity for two full courts. Tania clarified that the cost does include drain laying. The school will need to fundraise \$315k +GST for completion. Fundraising options, including grants and HOK were discussed. HOK meets next on 5 May, so any submissions will need to be in before then.</p> <p>5</p> <p>The Board discussed the plan as a whole and are happy to move forward with the plan as presented, and with the knowledge that some things on the 10-year property plan will be further away due to the investment in this.</p>
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8.	Catholic Character	Parish Update There was a Childrens Mass a few weeks ago, which was well supported.
9.	HOK	It was discussed that HOK recently had a working bee doing stocktake and reorganisation of the sheds. There was lots of tired/mouldy gear that was thrown away so that gear that is in good working order could be better accessed. It was noted that there was a water tightness issue in the bottom shed which HOK would like to see addressed. Tania clarified that the preferred option is that a shed is built as part of the court work. In the meantime, a seal on the door may help. Aimie will report back to HOK that there are no works planned, but that we will get the seal looked at.
10.	Monitoring	10.1 Governance Report (Daniel). Daniel spoke to the finances. It was noted that we have spent 28% of the relief teacher budget, as of February. The depreciation is higher than budgeted. Daniel has followed up with the accountant and will review their response.
11.	Other Business	It was acknowledged that Ruth has been on the Board for over 7 years, which is a huge commitment and effort. On Behalf of the Board and the Presiding member, Daniel thanked Ruth for her hard work and everything she has put into the Board over the years. Emma's leave request was discussed and approved by the Board.
12.	In Committee	See separate document.
13.	Correspondence	There has been no correspondence to report. ACTION: Tania to clarify the email address.
15.	Next Meeting Closing and Prayer	The formal part of the meeting closed at 9.26pm. Closing prayer given by Clare Short

These minutes are accepted as a true and correct record:

Name: _____

Daniel Marks

Date: _____

26/6/2024

Chairperson: Daniel Marks
Actions from the Board meeting held on 27 March, 2024 (overleaf)

