CONFIRMED MINUTES

MEETING NO 1

St. Benedict's
Developing our Children's Minds
Guiding our Children's Hearts

At the **Meeting No 2** on **2 Apr 2025** these minutes were **confirmed with the following changes:**

Financial Management: Add "Cyclical maintenance costs were 8k higher than planned due to the revised painting quote".

Action Point, Review delegation of sub committees: correction to read "across all subcommittees".

Name:	St Benedict's School Khandallah Board
Date:	Wednesday, 5 March 2025
Time:	7:00 pm to 9:53 pm (NZDT)
Location:	Default Location, 50 Nicholson Road, Khandallah, Wellington, New Zealand
Board Members:	Clare Short, Lucy Woollaston (Chair), Daniel Marks, Johanna Reidy, Jools Munn, Lisa McGregor, Michelle Bowmaker, Tania Savage, Aimie Hines
Attendees:	Meagan Blake
Apologies:	Fr Alfred Tong, Duncan McDonald

1. Opening Meeting

1.1 Welcome and prayer

Lucy Woollaston opened the meeting with a prayer.

1.2 Apologies

Apologies from Fr Alfred Tong and Duncan McDonald.

1.3 Conflict of Interests Register

No changes to the register.

1.4 Confirm Minutes from previous meeting

Board Meeting 8 4 Dec 2024, the minutes were confirmed with the following changes:

3.1 Clarification to "unclear where costs will lie" and remove figure

8.1 Clarification to "we are looking at ways to reduce the deficit"

Spelling correction on pg 15

The minutes were approved with the following minor corrections:

- 3.1 Clarification to "unclear where costs will lie" and remove figure
- 8.1 Clarification to "we are looking at ways to reduce the deficit"
- Spelling correction on pg 15

That the previous board minutes is approved, with noted corrections made.

Approved with minor corrections.

Decision Date:	5 Mar 2025
Mover:	Clare Short
Seconder:	Jools Munn
Outcome:	Approved

1.5 Action List

1.6 Board Training Register

Training since the last meeting:

- Clare Short has booked into Community Engagement on 16 March.

2. Board Strategic Planning and Compliance

2.1 Elect Presiding Member

Daniel acknowledged Lucy for all her work over the past year as she steps down as Presiding Member. Tania thanked Lucy for supporting her throughout her term.

Presiding Member term runs until Sept and will then reelect. NZSB are a very supportive organisation and have the ability to provide a mentor.

Daniel Marks nominated Johanna Reidy. Johanna accepted the nomination for Presiding Member. The board made the commitment to support Johanna.

That Johanna Reidy be elected as Presiding Member

The board agreed to elect Johanna Reidy as Presiding Member

Decision Date:	5 Mar 2025
Mover:	Daniel Marks
Seconder:	Lucy Woollaston
Outcome:	Approved

2.2 Delegations to Presiding member

To approve delegations to Presiding Member

The board reviewed and agreed on the delegations to Presiding Member.

Decision Date:	5 Mar 2025
Mover:	Daniel Marks
Seconder:	Lucy Woollaston
Outcome:	Approved

2.3 Delegating to Principal, DP and Finance

To approve the delegations to Principal, DP and Finance

The board reviewed and agreed on the delegations to Principal, DP and Finance

Decision Date:	5 Mar 2025
Mover:	Daniel Marks
Seconder:	Lucy Woollaston
Outcome:	Approved

2.4 Sign Code of Conduct and Conflict of Interest Policy

It was recommended the board should review the constitution regarding online meetings and decision making.

The board had no changes to the code of conduct and conflict policy.

Review delegation of subcommittee regarding Johanna Reidy's responsibilities.

Look at the delegation of subcommittee with the idea of removing Johanna Reidy's responsibilities across all subcommittees.

Due Date:	7 May 2025
Owner:	Aimie Hines

2.5 Policy Review

All board members to read and review policies for review.

Polices are reviewed on SchoolDocs prior to second meeting of term.

Due Date:	7 May 2025
Owners:	Aimie Hines, Clare Short, Daniel Marks, Duncan McDonald, Fr Alfred Tong, Johanna Reidy, Jools Munn, Lisa McGregor, Lucy Woollaston, Michelle Bowmaker, Tania Savage

2.6 Pastoral Care Review and Proprietors Report

Pastoral Care Review: process is complete, now at subcommittee stage. Considering next steps. Nothing surprising in review but the definition was enlightening. Noted there's a lot of ways to get people interested to work with. Flow chart gives a good guide for the process. The board added the following feedback:

- The review highlights the importance of parent community
- Discussion on camp costs. The school offers to cover camp costs for families who cannot. Other families have offered to give additional donations to support this. All falls under pastoral care.

The Proprietors Report was discussed. Lucy will email a positive response.

2.7 Triennial Elections

Tania recommended the same organisation used previously: Schooled (formally CES). This was supported by all.

This is a mid term election board, looking to elect three members.

Communications to go out across the year about becoming a board member.

Suggested board comms to go out across the year about being a board member. Communications team to start adding information. Encourage those interested to come and talk to Tania and board members to ensure they're eligible.

Due Date: 18 Jun 2025
Owners: Jools Munn, Lisa McGregor

2.8 Correspondence

Correspondence received. Discussed In Committee.

3. In Committee

3.1 In committee minutes

The board went In committee at 8.20pm and left at 8.50pm

4. Financial Monitoring

4.1 Financial Management

Daniel spoke to the Financial Management report. The following points were raised for the board's awareness:

- Relief teachers and sick leave higher than budgeted.
- Daniel will ask external auditors to review depreciation and 6k item.
- Implementation of Xero is progressing and will help with investigating any issues.
- Noted the importance of after school care, covers a significant amount of teacher aid support.
- Expecting interest rates to decrease by term deposit mature dates.
- Cyclical maintenance costs were 8k higher than planned due to the revised painting quote.

The Board formally accepted the 2025 budget.

To approve the 2025 budget

The board accepted the 2025 budget provided.

Decision Date:	5 Mar 2025
Mover:	Lucy Woollaston
Seconder:	Johanna Reidy
Outcome:	Approved

4.2 Governance reports

To approve the Governance Reports.

The board approved the Governance Reports.

Decision Date:	5 Mar 2025
Mover:	Lucy Woollaston
Seconder:	Johanna Reidy
Outcome:	Approved

4.3 Painting Quote

Funds for painting are to be spent in December. An updated quote for painting has been received and was put to the board for approval. Tania will negotiate further if possible. The Board approved the quote supplied by Carus for the exterior repaint.

To approve the painting quote supplied by Carus for the exterior repaint.

The board agreed to approve the quote for exterior repainting.

Decision Date:	5 Mar 2025
Mover:	Lucy Woollaston
Seconder:	Johanna Reidy
Outcome:	Approved

5. Principal report on NELPS

5.1 Principals Report including Health and Safety/Board assurance

The following points were highlighted:

- No changes to the annual plan.
- School board policy goal and implementation: Board to send in goal for end of year. Discussed the following: Implementation: Using boardpro as a reminder. Collaboration with the community: through surveys, newsletter, new website, parent evenings. Measure: Schedule to have a minimum of one board member attend parent evenings. Include information from the board in the newsletter once a month.
- NZSBA training: Twice a year. Recommended identifying training needs for the board, one board member to attend and share knowledge.
- Annual Implementation Plan needs to be on our website by 31 March.
- Courts to be complete on 14th May. An opportunity to invite local MP/relevant person to blessing. Image of crane work sent to media.
- Policy review: physical restraint rules were updated Dec 2024. New teachers must complete online resource within 10 weeks of starting the school. Two people have done this. All notifications must now be submitted through the online incident reporting system.

Update includes H&S responsibilities of relieving staff. Tania has reviewed policy and it aligns with the school's current practices.

- KiVa results have been received. Currently no KiVa screening needed. Survey in Feb 2024 aggregated at 14.8%. Tracks well with goal of 15%. Shared Feb data survey at parent meeting. Agreed face to face is the best forum. An information night was suggested with a refresh on the definition of bullying. Tania will try to fit in another meeting or update from the Principal. Intended to have a KiVa evening but after this week's training.
- ERO report: keen to share with the community and will put out a special newsletter tomorrow. Comms to go out from the board and will include key points and quotes from the report, thanks to staff and the report attached. Tania has started to include ERO report in new entrant folder.

6. Kāhui Ako report

6.1 Update

7. Catholic Character

7.1 Parish update

8. Marketing and Communications

8.1 Website Update

The new website was presented to the board and invited feedback. The following comments were added:

- Some changes and updates to be made, communications committee will read and review.
- Teachers have given feedback.
- Calendar and newsletter will align.
- The board responded positively, a great marketing tool.
- Suggested having a new parent review the website.
- The board thanked the photographer for providing a lot of the images at no charge. Lucy will arrange a card.
- Will go live as soon as possible and switch from current provider.

8.2 Community Engagement - Surveys

Exit survey:

- 6 respondents out of 24. A small response but an interesting group for insight.
- Overall satisfaction was high. Similar academic program feedback from parent night. Tania met with those with the most questions.
- Changes coming to reporting. PAT's creating a parent report for May that includes the boxes from national standards. Likely there will be a PAT parent report.

- Shows we're listening to feedback and change is being implemented. Encourage parents to come in and talk to teachers.
- Feedback process for the board: Any feedback will be compared with strategic plan. If there are gaps with what we are trying to achieve, will implement a plan for those key areas going forward. Can then be discussed with staff.
- To be shared at high level, sharing conclusions related to our strategic plan. Tania and Clare can discuss.
- FWC have allowed Tania to join a Whats App group allowing Tania to respond to parent texts. Trying to make a connection and timely answers.

Year 8 survey:

- Small pool, but important feedback.
- Good results around comms from this group. No unexpected questions or concerns.
- New website will help. Encourage more in person communication instead of emails.
- Same process applies: compare with strategic plan.

Review survey feedback and link to strategic plan.

All board members to review survey feedback and link to strategic plan for next board meeting.

Due Date:	2 Apr 2025
Owners:	Aimie Hines, Clare Short, Daniel Marks, Duncan McDonald, Fr Alfred Tong, Johanna Reidy, Jools Munn, Lisa McGregor, Lucy Woollaston, Michelle Bowmaker, Tania Savage

8.3 Board newsletter comms

Items to add

- New presiding member: include photo and information on Johanna Reidy.
- Encouraging face to face conversations, building relationships.

9. FWFC

9.1 Correspondence from FWFC

Starting fundraising for the new year so looking for new targets.

Continue to build relationship with New World.

Lucy to visit New World

Due Date:	2 Apr 2025
Owner:	Lucy Woollaston

10. Closing Meeting

10.1 Next Meeting Agenda

10.2 Closing Prayer

Tania closed the meeting with a prayer.

10.3 Google Survey

The board was reminded to complete the meeting evaluation google survey form.

Complete meeting evaluation google survey form.

All board members to complete google survey form.

Due Date: 2 Apr 2025

Owners: Aimie Hines, Clare Short, Daniel Marks, Duncan McDonald, Fr Alfred Tong, Johanna Reidy, Jools Munn, Lisa McGregor, Lucy Woollaston, Michelle Bowmaker, Tania Savage

10.4 Close the meeting

Next meeting: Meeting No 2 - 2 Apr 2025, 7:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.4	Review delegation of subcommittee regarding Johanna Reidy's responsibilities. **Due Date:** 7 May 2025	Aimie Hines
2.5	All board members to read and review policies for review. **Due Date:** 7 May 2025	Aimie Hines, Clare Short, Daniel Marks, Duncan McDonald, Fr Alfred Tong, Johanna Reidy, Jools Munn, Lisa McGregor, Lucy Woollaston, Michelle Bowmaker, Tania Savage
2.7	Communications to go out across the year about becoming a board member. **Due Date:** 18 Jun 2025	Jools Munn, Lisa McGregor
8.2	Review survey feedback and link to strategic plan. **Due Date:** 2 Apr 2025	Aimie Hines, Clare Short, Daniel Marks, Duncan McDonald, Fr Alfred Tong, Johanna Reidy, Jools Munn, Lisa McGregor, Lucy Woollaston, Michelle Bowmaker, Tania Savage
9.1	Continue to build relationship with New World. **Due Date:** 2 Apr 2025	Lucy Woollaston
10.3	Complete meeting evaluation google survey form. **Due Date:** 2 Apr 2025	Aimie Hines, Clare Short, Daniel Marks, Duncan McDonald, Fr Alfred Tong, Johanna Reidy, Jools Munn, Lisa McGregor, Lucy Woollaston, Michelle Bowmaker, Tania Savage

Conclude the meeting with Prayer Tania Savage

Signature: Johanna Reddy **Date:** 05/03/2025