CONFIRMED MINUTES

MEETING NO 2

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

At the **Meeting No 3** on **21 May 2025** these minutes were **confirmed as presented.**

Name:	St Benedict's School Khandallah Board
Date:	Wednesday, 2 April 2025
Time:	7:00 pm to 8:55 pm (NZDT)
Location:	Default Location, 50 Nicholson Road, Khandallah, Wellington, New Zealand
Board Members:	Lucy Woollaston, Fr Alfred Tong, Daniel Marks, Michelle Bowmaker, Duncan McDonald, Johanna Reidy (Chair), Tania Savage, Lucy Woollaston
Attendees:	Meagan Blake
Apologies:	Jools Munn, Aimie Hines, Clare Short, Lisa McGregor

1. Opening Meeting

1.1 Welcome and prayer

Daniel opened the meeting with a prayer.

1.2 Apologies

Apologies from Jools Munn, Lisa McGregor, Clare Short, Aimie Hines.

1.3 Conflict of Interests Register

Remove Johanna's membership with FWFC.

No other changes.

1.4 Confirm Minutes from previous meeting

Meeting No 1 5 Mar 2025, the 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".

Corrections:

- 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".

Confirm minutes from previous meeting

The previous minutes were approved with two noted corrections.

Decision Date:	2 Apr 2025
Mover:	Duncan McDonald
Seconder:	Lucy Woollaston
Outcome:	Approved

1.5 Action List

Due Date	Action Title	Owner(s)
7 May 2025	Review delegation of subcommittee regarding Johanna Reidy's responsibilities. **Status:** On Hold	Aimie Hines

1.6 Board Training Register

No updates

2. Board Strategic Planning and Compliance

2.1 Policy Review

Tania reported on policy changes and feedback. The board noted the following points:

Due Diligence:

- No feedback

First Aid Training:

- Don't have to have everyone trained, just key people.
- List of those trained is in first aid room.

Hazard register:

- No feedback.

Health and Safety Management:

- Need to ensure all parties responsible for H&S are held to account, including the school, and are operating according to relevant RAMs.

H&S and Welfare:

- Discussion of preventative measures that could be taken following the recent medical event. Cost of $4,500 installation, and $2000 ongoing costs to maintain, would need sponsorship. Not a priority currently but will do in the future.

Healthcare:

- Only a near miss if it is noticed and recorded. Some incidents go unseen but important to record where possible.

Risk Management:

- Item needs to be removed, Tania will update.
- Two items currently on the hazard register.

Safety Management system:

- Policy should say "delegated person" not committee. Tania will email in change.
- St Benedict's is too small for a H&S committee, delegate to principal.

2.2 Complaints policy update and Term 4 2024 policy update

Concerns and Complaints policy update:

- Concerns and Complaints policy and procedure should be used in all instances, and has been working successfully.
- As a number of changes have been made, the board agreed the policy update should be discussed the the next meeting when more members are able to attend.
- All board members are to read the concerns and complaints update 2.2b ready to give feedback.

Read Concerns and Complaints policy update 2.2b, and the policies it relates to.

All board members to read the Concerns and Complaints update 2.2b and the policies it relates to, ready to make comments at the next board meeting.

Due Date:	21 May 2025
Owners:	Aimie Hines, Clare Short, Daniel Marks, Duncan McDonald, Fr Alfred Tong, Johanna Reidy, Jools Munn, Lisa McGregor, Lucy Woollaston, Meagan Blake, Michelle Bowmaker, Tania Savage

2.3 Triennial Elections

Covered in action points: Communications to go out about becoming a board member.

2.4 Correspondence

To be discussed in committee.

3. In Committee

3.1 In committee minutes

The board went in committee at 8.02pm and left at 8.36pm.

4. Principal report on NELPS

4.1 Principals Report including Health and Safety/Board assurance

Catholic Special Character:

- Information circulated on new certification handbook. Hard to focus on during new curriculum changes. Asks for university paper level of training but this is more of a goal to work towards given current workload.

- Received expression of interest to work with Te Āti Awa and access Kura Ahurea support for schools. The board agreed the school is already engaged, and has committed with previous costs. Good to be a part of this but unable to commit further with additional costs at this stage.

Principal's Report:

- Small uptake with new starters.
- Roll comparison data: Tania will circulate, also available on Education Counts website.
- Confirmation that we're staffed on our provisional roll numbers [redacted]
- Relationship with neighbours: Complaint related to new lights around the back of deck area. Required to be kept at a certain lumination. Have been allowed to dim 50% and install a sensor. Resolved for now. A separate lighting complaint was resolved by angling the light.
- Discussed a play hut/fort with netting above to stop falls. Agreed the design will be more appealing to attract fundraising. FWFC have showed interest. Suggested to be a good alumni project for school jubilee.
- ASC programme numbers: closer to 60 than 50 is preferred but numbers are holding and growing which is positive.
- Holiday programme: had to be cancelled but was advertised late and is less need these holidays with so many public holidays included. Expecting this to pick up in the next break.
- Health and PE consultation: completed consultation and survey results circulated. Shows diverse views and identified next steps.

Principal's Report was accepted.

The Principal's Report was taken as read.

Decision Date:	2 Apr 2025
Mover:	Johanna Reidy
Seconder:	Michelle Bowmaker
Outcome:	Approved

Circulate roll comparison information.

Tania will circulate roll comparison data to board members.

Due Date:	21 May 2025
Owner:	Tania Savage

5. Financial Monitoring

5.1 Financial Management

5.2 Governance reports

Daniel spoke to the Financial Management and Governance Reports. The following points were noted:

5.2

- Draft accounts for last year matches what was discussed previously, with a correction. Daniel will update the presiding member. These are the draft accounts pending audit completion.
- Final accounts need to be online by 31 March.

5.2c

- Currently breaking even.
- After school fees from beginning of term and wage costs are shown in this period.
- No major costs.
- Hoping for a $25,000 grant to come through for Chromebooks. Looking into more grant applications other items such as for furniture, sports gear etc.
- Painters have come back with a lower quote of $113,000. Reducing the cost by $10,000.
- Vibration on windows: Windows will be replaced at no cost by ADW and half of scaffolding costs covered. This has been timed with painting.

Budget to be updated

The budget needs to be updated to account for a number of items that will impact it.

Due Date: 21 May 2025
Owner: Daniel Marks

Approval of Monthly Accounts

The monthly accounts were approved.

Decision Date: 2 Apr 2025
Mover: Daniel Marks
Seconder: Lucy Woollaston
Outcome: Approved

6. Catholic Character

6.1 Parish update

Fr Alfred updated the board:

- Confirmation date has moved to Sunday 14 September. This will be a gathering at 2pm, a separate mass and involve friends and families. The event has been booked in with the Archbishop's office.
- It's been a good start to the year, the mass on 1st March was well attended.
- The next gathering is a grand parents mass in June.
- Permanent deacon coming in from Luxembourg to help with preparation of young ones for baptism.

7. Marketing and Communications

7.1 Website Update

Owner not present, postponed until May meeting.

7.2 Community Engagement - Surveys

Owner not present, postponed until May meeting.

7.3 Board newsletter comms

Owner not present, postponed until May meeting.

8. Kāhui Ako report

8.1 Update

The board confirmed Tania would be the preferred Stewardship Rep.

9. FWFC

9.1 Update from FWFC meeting

- On track for the Colour Run event.
- Lucy will feed back update on New World with a letter as per the action point listed.

10. Closing Meeting

10.1 Next Meeting Agenda

10.2 Closing Prayer

Tania closed the meeting with a prayer.

10.3 Google Survey

10.4 Close the meeting

Next meeting: Meeting No 3 - 21 May 2025, 7:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.2	Read Concerns and Complaints policy update 2.2b, and the policies it relates to. **Due Date:** 21 May 2025	Aimie Hines, Clare Short, Daniel Marks, Duncan McDonald, Fr Alfred Tong, Johanna Reidy, Jools Munn, Lisa McGregor, Lucy Woollaston, Meagan Blake, Michelle Bowmaker, Tania Savage
4.1	Circulate roll comparison information. **Due Date:** 21 May 2025	Tania Savage
5.2	Budget to be updated **Due Date:** 21 May 2025	Daniel Marks

Conclude the meeting with Prayer Aimie Hines

Signature: Jahanna Reddy **Date:** 21/05/2025