CONFIRMED MINUTES

MEETING NO 3

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

At the **Meeting No 4** on **25 Jun 2025** these minutes were **confirmed as presented.**

Name:	St Benedict's School Khandallah Board
Date:	Wednesday, 21 May 2025
Time:	7:00 pm to 9:08 pm (NZST)
Location:	Default Location, 50 Nicholson Road, Khandallah, Wellington, New Zealand
Board Members:	Lucy Woollaston, Aimie Hines, Fr Alfred Tong, Clare Short, Duncan McDonald, Johanna Reidy (Chair), Jools Munn, Lisa McGregor, Michelle Bowmaker, Tania Savage, Lucy Woollaston
Attendees:	Meagan Blake
Apologies:	Daniel Marks

1. Opening Meeting

1.1 Welcome and prayer

Jools Munn opened the meeting with a prayer.

1.2 Apologies

Apologies from Daniel Marks.

1.3 Conflict of Interests Register

Nothing to note.

1.4 Confirm Minutes from previous meeting

Meeting No 2 2 Apr 2025, the minutes were confirmed as presented.

Approval of the previous minutes.

That the previous meeting minutes for 2 April 2025 be approved.

Decision Date:	21 May 2025
Mover:	Lucy Woollaston
Seconder:	Michelle Bowmaker
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:** In Progress	Aimie Hines
31 Dec 2025	Board members to come back with ideas on how to market and champion the school. **Status:** In Progress	Aimie Hines

1.6 Board Training Register

Nothing to note. Board members to email in any training.

2. Board Strategic Planning and Compliance

2.1 Policy Review

- The goal was to have 100% of the board read the policies.
- This term the required items have been highlighted. Meagan will send alerts to all board members prior to meetings.

2.2 Triennial Elections

Approximately half the board will be changing over this election. The board discussed ways of encouraging new candidates to stand for election:

- Suggestion to create brief videos with individual board member's about why they joined and what they do. An approachable way to engage with the community and make the roles feel manageable.
- Board members to offer a coffee and a chat to possible candidates.
- Information will go in the newsletter also as a written profile or video interview.
- There will be particular need for member/s with experience in property and finance.
- Conscious that more men are needed for a balance of gender on the board plus a more diverse ethnic mix.
- Proprietors role: Lisa McGregor's anniversary comes up in September and another proprietor representative may be needed.
- A shoulder tap policy is likely to be required.
- Several possible candidates have been approached so far.

2.3 Correspondence

Discussed in committee.

3. In Committee

3.1 In committee minutes

The board went in committee at 7.55pm and left at 9.06pm.

4. Principal report on NELPS

4.1 Principals Report including Health and Safety/Board assurance

The Annual Report was taken as read. The item was opened to the board for feedback. The board agreed that the Annual Report be approved and sent to MoE and auditors with the below corrections made:

- 3a: Update to FWFC and change ERO reporting interviews to read "approx 95%"
- Pg 49: change from 2023 to 2024.
- Correction to Johanna Reidy's name on board list.

Principal's Report: The board discussed the following points:

- Regular attendance is up, although some lateness due to morning activities. A reminder to be added to school communications.
- Noted chronic absence of 1% refers to school refusal for various reasons (e.g. anxiety). These occurrences are tracked on a spreadsheet so support can be provided.
- A good number of enrollments coming in. Two families are moving out of the area and one family is moving overseas. Four Cardinal McKeefry students are on our wait list. The school officially closes at the end of 2025.
- Referrals are tracking well.
- Year 6 camp review: next board meeting.
- Better Start Literacy is underway. A lot of change in the assessment process. MoE are comparing the different providers adding another level of complexity on top of the change.
- Parent evenings in Term 3: will focus on Maths - No Problem and Better Start Literacy. Trying to balance giving exposure to these while respecting parent and teacher time. Programmes support the curriculum but are not all of it.
- New report templates: Tania will have guidance for next meeting. Currently working with feedback and will consult those people when changes begin. NZCER are developing a new parent report but its not yet developed. The board will communicate this to the community and encourage face to face discussions in the meantime. Aware of work load and pressure on teachers currently. Students are still tracking well.
- The board agreed to provide a staff morning tea to acknowledge the increased work load and pressure.
- Leak remediation: after an assessment on this project they've decided to re-clad all and fix the windows. Work will now happening in 2026 to give the school a break from construction. Painters will then come back to do remaining areas. Overall a great outcome and significant savings which will allow for the progression of other property plans.
- Tania proposed to reallocate some of the project savings into installing Autex on the interior walls to help insulate for sound, heat and for easy display of children's work. This also reduces painting costs. Tania has quotes and will progress project.
- Project savings can also be reallocated into replacing the deck.
- The 10 year property plan includes an outdoor play area and learning through play storage, as well as shared wet areas. Tania will be pushing to progress these items and the new teaching walls. Tania to look at options for making the work the least disruptive to students as possible.
- Play Pals timeline: restarting now and in the process of training.
- Incidents and injuries: no Year 6 students injured during the period. Tania will check and note if zero.

- ASC numbers and staffing: attendance is good. One more appointment to make, currently a casual role. Have adjusted the numbers needed for each and can be more deliberate.
- Asbestos: currently contained. Will arrange for a specialist group to remove this. All dealt with by ADW.
- Replacing the deck: stair access way needs to be included in the budget for this. The eastern corner stairs outside current ASC room and deck need to be made safe and usable. Also with ADW.

Approval of the Annual Report

That the Annual Report be approved with the noted changes made and sent to MoE and auditors.

Decision Date:	21 May 2025
Mover:	Aimie Hines
Seconder:	Lucy Woollaston
Outcome:	Approved

Approval of the Principal's Report

The Principal's Report was approved.

Decision Date:	21 May 2025
Mover:	Aimie Hines
Seconder:	Lucy Woollaston
Outcome:	Approved

5. Financial Monitoring

5.1 Financial Management

The financial report was taken as read. No questions or comments.

Approval of the Financial Report

The Financial Report for May 2025 was approved.

Decision Date:	21 May 2025
Mover:	Michelle Bowmaker
Seconder:	Aimie Hines
Outcome:	Approved

5.2 Governance reports

The Governance reports were taken as read and approved.

Approval of the Governance reports

The Governance Reports were approved.

Decision Date:	21 May 2025
Mover:	Aimie Hines
Seconder:	Lisa McGregor
Outcome:	Approved

6. Catholic Character

6.1 Parish update

Fr Alfred Tong updated the board:

- Sacramental Programme: this includes Reconciliation, First Holy Communion and Confirmation. A parent evening will be held on 27 July with two sessions for the Sacrament of Reconciliation and Sacrament of Confirmation. With a special mass on September 14. First Holy Communion will be held in October. The full programme will be published in the Parish Newsletter.
- Baptism: Liaising with both DRS's regarding anyone who needs baptism before reconciliation for the Sacramental Programme. Baptism will be offered. Looking at what resources are available within the classroom to support this already. Year 1's requiring baptism might move into a later Sacramental programme. Details to be finalised. Will look at parents of both schools together to see if they have the basic essentials for their child to be baptised.
- Aiming for two school masses (May and June) and another mass on 25 July. Could potentially have baptisms coming through before the Sacramental Programme.
- Some celebrations in June and July to look forward to.

7. Marketing and Communications

7.1 Website Update

Item moved to the next meeting. The board thanked Aimie for her work.

7.2 Community Engagement - Surveys

7.3 Board newsletter comms

The board discussed items for the upcoming newsletters:

This newsletter:

- Elections.
- Acknowledgement of staff on camp.
- Acknowledgement of current workload and efforts of teaching staff.
- Acknowledgement of FWFC for Mothers Day event, and canopy project plus the secondhand uniforms sale.

Next newsletter:

- Lateness/attendance reminder.
- Mention of the website still coming.
- Communications on new reports.

8. Kāhui Ako report

8.1 Update

The board is currently represented by Tania. The role includes four stewardship meetings a year, asking questions from the board's perspective. The board agreed Tania was the most qualified

person for the role. Tania agreed to continue as board representative. The consequences of Kāhui Ako ending were discussed:

- Uncertainty given changes signaled in the budget.
- The school will always work collaboratively. It is great if Kāhui Ako continues, if not we will find other ways to collaborate which are likely to be more local with schools in the community around us.

9. FWFC

9.1 Correspondence from FWFC

No update. The following was noted:

- Thank you cards were circulated for signing. Will be acknowledging FWFC for their efforts for the school.
- FWFC will have a quieter term and are also making room for the school camp cake stalls.

10. Closing Meeting

10.1 Next Meeting Agenda

- Elections.
- Board policy.
- Usual agenda items.
- Will give special time to marketing and communications.
- Subcommittees, consider if you would like to be part of it.
- Will have some clarity on Kāhui Ako.
- Reminder about Google Survey. Tania will have feedback from this at the next meeting.

10.2 Closing Prayer

Jools Munn closed the meeting with a prayer.

10.3 Google Survey

10.4 Close the meeting

Next meeting: Meeting No 4 - 25 Jun 2025, 7:04 pm
Conclude the meeting with Prayer Aimie Hines

Signature: Johanna Reidy **Date:** 25/06/2025