CONFIRMED MINUTES

MEETING NO 5

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

At the **Meeting No 6** on **3 Sept 2025** these minutes were **confirmed with the following changes:**

Corrections:

Remove restructure costs figure in 5.1 and replace with "June losses predominantly driven by restructuring costs".

Remove personnel costs figure in 5.1. Delete remaining sentence after budget.

Name:	St Benedict's School Khandallah Board
Date:	Wednesday, 6 August 2025
Time:	7:00 pm to 8:40 pm (NZST)
Location:	Default Location, 50 Nicholson Road, Khandallah, Wellington, New Zealand
Board Members:	Clare Short, Daniel Marks, Johanna Reidy (Chair), Jools Munn, Lisa McGregor, Michelle Bowmaker, Tania Savage
Attendees:	Meagan Blake
Apologies:	Fr Alfred Tong, Lucy Woollaston, Aimie Hines, Duncan McDonald

1. Opening Meeting

1.1 Welcome and prayer

Johanna Reidy opened the meeting at 7pm with a prayer. Daniel Marks chaired the meeting while Johanna attended online.

1.2 Apologies

Apologies were received from Fr Alfred Tong, Aimie Hines, Lucy Woollaston and Duncan MacDonald.

1.3 Conflict of Interests Register

No conflicts of interest noted.

1.4 Confirm Minutes from previous meeting

Meeting No 4 25 Jun 2025, the minutes were confirmed as presented.

Approval of the previous minutes.

The previous meeting minutes from 25 July 2025 were approved.

2. Board Strategic Planning and Compliance

2.1 Policy Review

Read policy review documents

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 27 Aug 2025
Owner: Aimie Hines

Read policy review documents

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 27 Aug 2025
Owner: Clare Short

Read policy review documents

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 27 Aug 2025
Owner: Daniel Marks

Read policy review documents

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 27 Aug 2025
Owner: Duncan McDonald

Read policy review documents

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 27 Aug 2025
Owner: Fr Alfred Tong

Read policy review documents

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 27 Aug 2025
Owner: Johanna Reidy

Read policy review documents

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 27 Aug 2025
Owner: Jools Munn

Read policy review documents

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 27 Aug 2025

and Daffodil Day doesn't necessarily fit with this request but both are important to our community. The board was satisfied with the schools current approach.

3. In Committee

3.1 In committee minutes

The board went in committee at 7.24pm and left at 7.48pm.

4. Principal report on NELPS

4.1 Principals Report including Health and Safety/Board assurance

Term 3 MoE report on attendance was discussed:

- 35% students are recorded as late. Students absent are noted as a question mark and marked late if they don't arrive within the next half hour. Tania will put out reminder messaging regarding lateness.
- Attendance is going up overall although it is likely to go down again in Term 3 with winter illnesses. When parents request time away for holidays an email response, explaining coding of absences and how this will affect their child's percentage of attendance, is sent. There usually is not a reply.
- High absences of 20 days or more are usually related to illness, with a few holidays included.
- Unjustified absences are usually holidays. Attendance is discussed in face-to-face interviews and highlighted when achievement is affected.

Principals report. The following points were noted:

- Two international students are currently attending.
- Enrollments: numbers from Cardinal McKeefry and St Bernards continue to fluctuate. Tania is having a lot of discussions with people interested and some new enrollments. A good roll at the moment and hopefully this will increase.
- Tania has been visiting kindergarten's and sharing the new flyers including 7 kindy's we wouldn't normally target. Have also put up signs around Cardinal McKeefry now that we can.
- Grandparents Day was a great success and a wonderful event with 60 grandparents attending morning tea and taking the bus to church with a further 20 grandparents meeting us at the church.
- Updates on MoE assessment: Noted the new tool SMART is now an option. Curious to know what it will add for our teachers and students. Recommended waiting to hear feedback from other users before considering it. Don't have any information on what a Year 2 math check is as yet. Training and implementation available in Term 4, 2025 but wont have enough time for communications on it so will aim for Term 1. Important to contrast the timing.
- Paid union meetings are coming up in two weeks. Choosing to send our people to different meetings so classes can be covered. It's likely there could be another paid union meeting following. Aware our community is supportive but want to respect our community also.
- Deck designs for room 1 and 2: 76% likely to go ahead but not guaranteed. This would be scheduled for Term 4 2025. Capacity of those classrooms will double. A covered space and will include a ramp for accessibility. Insulation improvements for sound and heat.

- Term Deposit: 6 monthly. Interest rates are coming down and these have fixed at a lower rate.

Budget:

- Updated budget circulated: This incorporates the restructuring and sets up the improved budget for 2026 with a 25k deficit. This will give us room to move and make decisions if needed.
- Still waiting to hear back on grant application.
- BYOD will also need to be considered.

5.2 Governance reports

Noted Education Services did not update the accrual with the scaffolding change.

5.3 Procurement

Proposal for accounting support:

- Tania has reached out to AFS. Noted deficiencies with current provider and considering how they can add value. AFT have provided a detailed proposal.
- Key points were noted: AFS are a platinum partner with Xero and understand how schools use it. Overall impression is that AFS would work well with the school. Good support behind AFS contact person to ensure we're adequately resourced. Provider has training modules specific to schools.
- AFS package and charge for preparing accounts is approx the same and can be downgraded to reduce costs. No additional costs for set up.

The board supported the proposal to proceed when the time is appropriate.

6. Catholic Character

6.1 Parish update

7. Marketing and Communications

7.1 Website Update

The updated website was shown to the board. Tania noted the following points:

- A lot more information is now accessible.
- The key work required is updating content. Will hide the pages not currently needed to update and upload over time.
- Hope to have this complete by the end of the term or by Open Day but this is unlikely.

7.2 Board newsletter comms

- Tania thanked the board for her morning tea acknowledgement. A wonderful event.

8. Kāhui Ako report

8.1 Update