CONFIRMED MINUTES

MEETING 6 2024

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

At the **Meeting 7 2024** on **6 Nov 2024** these minutes were **confirmed as presented.**

Name:	St Benedict's School Khandallah Board
Date:	Wednesday, 11 September 2024
Time:	5:30 pm to 9:54 pm (NZST)
Location:	Default Location, 50 Nicholson Road, Khandallah, Wellington, New Zealand
Board Members:	Tania Savage, Aimie Hines, Lucy Woollaston (Chair), Johanna Reidy, Daniel Marks, Jools Munn, Clare Short, Lisa McGregor, Fr Alfred Tong
Apologies:	Duncan McDonald
Guests:	Sarah Campbell (NZSBA)
Notes:	Meeting starting with training from NZSBA. Papers will be provided for Code of Conduct, Catholic Board Ethics and Constitution.

1. Opening Meeting

1.1 Board Training

1.2 Welcome and prayer

The St Benedict's School Board of Trustees meeting commenced at 7.40pm

Aimie Hines opened the meeting with a prayer.

1.3 Conflict of Interests Register

Declaration of interest:

- Daniel acknowledged to the board that he has a family member on Grant Application Trust Board.
- Johanna acknowledged to the board she is a member of FWFC
- Aimee acknowledged to the board she is a member of FWFC

1.4 Confirm Minutes from previous meeting

The Board noted a number of small corrections. The minutes were approved with the amendments made.

Approval of Previous Minutes

With noted changes made

Decision Date:	11 Sept 2024
Mover:	Lucy Woollaston
Seconder:	Aimie Hines
Outcome:	Approved

1.5 Action List

14. Concerns and Complaints Register

Register in progress

Handbook

Tania has drafted the handbook and asked for feedback on the updated content. The Board added the following comments:

- Teachers only days and holidays to be included
- Include aspects about the school app and how to login (in absences section)
- Correction to name of caretaker
- Correct Hock to FWFC.
- School uniforms
- School strategic plan needs hyperlink
- Sponsorship needs FWFC.
- Touch rugby to be added to sport
- KVA heading
- Calendar

15. Code of Conduct

The Board was asked to send feedback to Johanna to update the Code of Conduct. The following comments were added:

- Consider how we plan to feedback to the school community
- Aiming to have the Code ready by next year
- Complete by last week of November so that it can be shared

Update Code of Conduct with board feedback

Gather feedback from board members and update the Code of Conduct.

Due Date:	24 Nov 2024
Owner:	Johanna Reidy

16. Surveys

The Board discussed the use of surveys to gather feedback. The following items were noted:

- Numerous limitations with surveys, including anonymity
- Google forms is an easy way to look at data and consider ways to communicate this information.
- Health and PE is a key item required for regular consultation for ERO

- Have sample comms and survey questions. The action required from the board is in approving surveys. Ultimately the Principals responsibility but a shared process
- Tania and Aimie have covered Induction processes and created 6 questions
- Other surveys include Year 8's and a survey for recently joined families
- The art show survey was successful
- Engagement may be determined by timing
- Tania noted positive response from 10 students wanting to speak about their school.
- Discussion on survey exiting parents in the last weeks, or in March the following year to allow time to reflect on end of school experience
- The Board agreed to action an exit survey
- The Board agreed to send out this years exit survey at the end of the year to all year groups leaving and would review participation and timing for the next survey

Approve implementation of the exit surveys

The Board approved the implementation of the exit surveys.

Decision Date:	11 Sept 2024
Mover:	Lucy Woollaston
Seconder:	Aimie Hines
Outcome:	Approved

19. Communication

The Board added the following comments:

- Look at what we can do to support Tania
- It was noted that the board has approved surveys and completed training

21. ERO Preparation

The following updates were noted:

- Google Docs
- Audit Plans

Tania talked through review process. Need to choose 3 pieces of evidence. Staff have reviewed and identified and how we are progressing/performing. The Board read through all items to consider if we are embedding or excelling. The process was completed and recorded by Aimie. The following additional comments were added:

- The Board is making limited use of learning data
- Excelling in resourcing

22. Website

The following items were discussed:

- The Board agreed to approve costs for one off website build of $1800+gst and monthly maintenance fees of $600+gst
- Student App: intend to move to Hero in the new year
- Website will be more integrated and will use google etc.
- Will create new branded newsletter

- Discussion on sponsorship and advertising for newsletter, a good way to offset website costs

Approve payment of $1800+gst for website build and monthly $600+gst payment for web maintenence fees

The Board agreed to pay the one off website building cost of $1800+gst and monthly $600+gst website maintenance fees.

Decision Date: 11 Sept 2024
Mover: Lucy Woollaston
Seconder: Daniel Marks
Outcome: Approved

Remaining Action Items

The Board agreed to hold all remaining action items until the next meeting due to time constraints.

Insert action points into boardpro

Add into Boardpro

Due Date: 25 Sept 2024
Owner: Aimie Hines

All board members to send Johanna feedback on draft Code of Conduct

Email Johanna feedback directly please

Due Date: 25 Sept 2024
Owner: Daniel Marks

All board members to send Johanna feedback on draft Code of Conduct

Email Johanna feedback directly please

Due Date: 25 Sept 2024
Owner: Duncan McDonald

All board members to send Johanna feedback on draft Code of Conduct

Please email Johanna feedback directly please

Due Date: 25 Sept 2024
Owner: Fr Alfred Tong

All board members to send Johanna feedback on draft Code of Conduct

Please email feedback to Johanna directly

Due Date: 25 Sept 2024
Owner: Jools Munn

All board members to send Johanna feedback on draft Code of Conduct

Please email feedback to Johanna directly please

Due Date: 25 Sept 2024
Owner: Lisa McGregor

All board members to send Johanna feedback on draft Code of Conduct

Please email Johanna with feedback directly

Due Date: 25 Sept 2024
Owner: Lucy Woollaston

All board members to send Johanna feedback on draft Code of Conduct

Email Johanna directly

Due Date: 25 Sept 2024
Owner: Aimie Hines

All Board members to send Johanna feedback on draft Code of Conduct

Email Johanna directly with any feedback

Due Date: 25 Sept 2024
Owner: Tania Savage

All board members to send Johanna feedback on draft Code of Conduct

Email Johanna directly with feedback please

Due Date: 25 Sept 2024
Owner: Clare Short

Add Handbook feedback

Tania to make the boards amendments to the Handbook

Due Date: 2 Oct 2024
Owner: Tania Savage

1.6 Board Training Register

2. In Committee

2.1 In committee minutes

The Board moved into the In Committee Meeting at 9.48pm and left the meeting at 9:54pm

3. Kāhui Ako report

3.1 Verbal Update

This part was not covered due to time - move to next meeting

4. Principal report on NELPS

4.1 Principals Report including Health and Safety/Board assurance

The Principals Report was circulated and the Board discussed the following items:

- Teacher Wall construction, furniture and staffroom upgrade.
- Noted these changes don't require fundraising, budgeted for the staff room. On hold at present
- Attendance data - question asked about the PIE chart presented previously. This is provided by MoE and will be next out end of term. This is interim data to update board.
- After School Care interviews have gone well, have progressed one applicant. This will be an opportunity to biring in a more structured program for term 4 and therefore less opportunity for disruption. A card will be arranged for current after school care staff.

- Staff are working on capturing processes for tier 2 response to behaviour for the community.
- Communications regarding push back/buy in: Intended to be a reminder of the value of receiving all feedback. No concerns are too small as they can contribute to larger issues. Bringing KiVA in has been a focus. Any concerns around processes can be supported. Noted that the effectiveness of these programs relies on trust and input from the whole community
- Cultural calendar: the Board agreed the calendar was a good addition
- Restarting information meeting for year 4, 5 and 6 parents about year 7 and 8.
- Noted excellent presentation by John Parsons on online safety. John to be thanked.
- Tania's application for an extension for her diploma was granted. The Board agreed to approve this payment.
- Tania's application for a sabbatical was declined, with no feedback.
- Pastoral care review: Proprietors reps are meeting to identify scope and information required
- Neighbours newsletter went out on Monday. Retaining wall is being discussed and we are focused on maintaining good relationships

Approve payment of AUD400 for Tania's application for an extension

The Board agreed to approve the payment for Tania's application for an extension.

Decision Date:	11 Sept 2024
Mover:	Lucy Woollaston
Seconder:	Daniel Marks
Outcome:	Approved

Approve Principals Report

The Board approved the Principals Report

Decision Date:	11 Sept 2024
Mover:	Johanna Reidy
Seconder:	Clare Short
Outcome:	Approved

5. Marketing and Communications

5.1 Website and newsletter proposal

See actions for discussion.

5.2 Social Media Presence

Moved to next meeting

5.3 Community Engagement - Surveys

See actions for discussion.

5.4 Board newsletter comms

6. Board Meeting Effectiveness

6.1 BoardPro questions/feedback

7. Succession Planning /Policy Review

7.1 Policy Review click link to access

Policy reviews need to be done before the end of term.

All Board members to review policy

Review policy

Due Date: 27 Sept 2024
Owner: Duncan McDonald

All Board members to review policy

All Board members to review policy

Due Date: 27 Sept 2024
Owner: Aimie Hines

All Board members to review policy

All Board members to review policy

Due Date: 27 Sept 2024
Owner: Daniel Marks

All Board members to review policy

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Owner: Fr Alfred Tong

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Owner: Jools Munn

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Due Date: 27 Sept 2024
Owner: Lisa McGregor

All Board members to review policy

All Board members to review policy

Due Date: 27 Sept 2024

Owner: Lucy Woollaston

All Board members to review policy

All Board members to review policy

Due Date: 27 Sept 2024
Owner: Tania Savage

7.2 Board Selection

Michelle Bowmaker has volunteered for Board selection. It was agreed she would bring good experience and skills to the Board. Lucy will follow up on the nomination process and will invite Michelle to attend the November meeting.

Lucy to invite Michelle Bowmaker to the November Board meeting

With the intention of bringing Michelle onto the board.

Due Date: 2 Oct 2024
Owner: Lucy Woollaston

7.3 Triennial Elections

The Triennial Elections are approaching. Daniel and Lucy are on this cycle.

8. Catholic Character

8.1 Parish update

Father Alfred updated the Board:

- Started masses with youngest tamariki in classrooms, a new experience for many and learning common responses
- Very successful confirmation programme on Sunday. Tania attended. Encouraging engagement for parents as well. Good initiatives for a slow and gentle approach to engaging the community.
- Some engagement from Year 8 leavers. Father Alfred was invited to the leavers dinner
- Recent Assumption mass went well
- End of year mass coming up in November

Write annual letter for transport to the church for end of year mass

Annual letter to be written and submitted for end of year mass transport

Due Date: 4 Dec 2024
Owner: Daniel Marks

9. FWFC

9.1 Correspondence from FWFC

Correspondence from FWFC was provided. The Board discussed the following points:

- Question asked about whether Basketball hoops will be upgraded: $50,000 has been raised and FWFC have further capacity to support this. Tania will discuss with Johanna and will write a letter for this.

- Correspondence from New World via FWFC: It was agreed the Board should be sending a response to FWFC/Kaye as it was not contacted directly. The board agreed on a simplified version of Johanna's draft letter to Kaye/FWFC thanking her for raising the issue and with the suggestion of a sit down meeting.

Johanna to write and send letter to Kaye/FWFC

This is a simplified letter inviting her to a meeting with Ian from New World.
Tania to find some meeting time options.

Due Date: 25 Sept 2024
Owner: Johanna Reidy

10. Monitoring

10.1 Financial Management

Daniel provided an overview of the Financial Reports and added the following comments:

- Always expecting a large loss in December due to Holiday Pay.
- Net surplus of $16k is inaccurate. Uniform surplus of $24k is incorrect and is currently being followed up
- Cash position $518k: have received 296k grant. This is a milestone for funding. Daniel and Tania will discuss Term Deposits.
- Upcoming Term Deposits will be reinvested (painting funds).
- Noted simplified New World ordering/payment process
- Winding up trust. 6-7k contribution available. Daniel will ask if they want to contribute to developments

10.2 Insurance update

A quote from Marsh Ltd for the insurance of the playground was provided.

- The annual cost of $1248 to insure the playground is more affordable than Gallaghers.
- Tania will continue to follow up with Gallagers and ensure t hey have responsibility for ongoing claims before closing policy.

10.3 Friends of St Benedict's Trust

Daniel discussed whether it was time to close the St Benedict's Trust as FWFC are taking up that role.
Questions from trust as to whether it is helpful to have a zero balance account when applying for funds.
Tania responded that most grants expect there to be some money raised that the grant will contribute to.

Daniel will revisit with Trust what the left over balanced should be used for.

10.4 Close the meeting

Next meeting: Meeting 7 2024 - 6 Nov 2024, 7:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
1.5	Update Code of Conduct with board feedback **Due Date:** 24 Nov 2024	Johanna Reidy
1.5	Insert action points into boardpro **Due Date:** 25 Sept 2024	Aimie Hines
1.5	All board members to send Johanna feedback on draft Code of Conduct **Due Date:** 25 Sept 2024	Daniel Marks
1.5	All board members to send Johanna feedback on draft Code of Conduct **Due Date:** 25 Sept 2024	Duncan McDonald
1.5	All board members to send Johanna feedback on draft Code of Conduct **Due Date:** 25 Sept 2024	Fr Alfred Tong
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1.5	All board members to send Johanna feedback on draft Code of Conduct **Due Date:** 25 Sept 2024	Clare Short
1.5	Add Handbook feedback **Due Date:** 2 Oct 2024	Tania Savage
7.1	All Board members to review policy **Due Date:** 27 Sept 2024	Duncan McDonald
7.1	All Board members to review policy **Due Date:** 27 Sept 2024	Aimie Hines
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7.1	All Board members to review policy **Due Date:** 27 Sept 2024	Lucy Woollaston
7.1	All Board members to review policy **Due Date:** 27 Sept 2024	Tania Savage
7.2	Lucy to invite Michelle Bowmaker to the November Board meeting **Due Date:** 2 Oct 2024	Lucy Woollaston
8.1	Write annual letter for transport to the church for end of year mass **Due Date:** 4 Dec 2024	Daniel Marks
9.1	Johanna to write and send letter to Kaye/FWFC **Due Date:** 25 Sept 2024	Johanna Reidy

Conclude the meeting with Prayer Aimie Hines

Signature: _____ **Date:** 6.11.25