CONFIRMED MINUTES

MEETING 7 2024

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

At the **Board Meeting 8** on **4 Dec 2024** these minutes were **confirmed with the following changes:**

Use of apostrophes to be corrected.

3.1 remove specific names.

3.1 Rephrase to: Current roll is 235, which includes the recent new entrants.

8.1 and 8.2: Change diocese to Archdiocese.

Name:	St Benedict's School Khandallah Board
Date:	Wednesday, 6 November 2024
Time:	7:00 pm to 9:06 pm (NZDT)
Location:	Default Location, 50 Nicholson Road, Khandallah, Wellington, New Zealand
Board Members:	Lucy Woollaston (Chair), Aimie Hines, Clare Short, Daniel Marks, Duncan McDonald, Johanna Reidy, Lisa McGregor, Tania Savage
Apologies:	Fr Alfred Tong, Jools Munn
Guests/Notes:	Michelle Bowmaker

1. Opening Meeting

1.1 Welcome and prayer

Lucy thanked Daniel for his work taking the board through the grants process.

The board thanked Tania for the huge amount of work that she put into the ERO review. The standard of work was acknowledged by ERO. Tania gave a brief report showing SIF supporting documents. ERO process from now: ERO aims to send report to Board by 20 Nov. The board has 10 days to query anything of fact. Written report will go up Jan/Feb. ERO gives recommendations and checks in in 6 months.

Michelle was introduced to the board.

Induction for Michelle

Send induction information to Michelle.

Due Date: 4 Dec 2024
Owner: Tania Savage

1.2 Conflict of Interests Register

The above conflicts were noted. Nothing new to record.

1.3 Confirm Minutes from previous meeting

Meeting 6 2024 11 Sept 2024, the minutes were confirmed as presented.

Approval of the previous minutes from 11 September 2024

The Board agreed to approve the previous minutes with the noted corrections made.

Decision Date:	6 Nov 2024
Mover:	Clare Short
Seconder:	Johanna Reidy
Outcome:	Approved

1.4 Action List

Due Date	Action Title	Owner
25 Sept 2024	Insert action points into boardpro **Status:** Completed on 6 Nov 2024	Aimie Hines
25 Sept 2024	All board members to send Johanna feedback on draft Code of Conduct **Status:** Completed on 13 Sept 2024	Daniel Marks
25 Sept 2024	All board members to send Johanna feedback on draft Code of Conduct **Status:** Completed on 6 Nov 2024	Duncan McDonald
25 Sept 2024	All board members to send Johanna feedback on draft Code of Conduct **Status:** Completed on 25 Sept 2024	Fr Alfred Tong
25 Sept 2024	All board members to send Johanna feedback on draft Code of Conduct **Status:** Completed on 3 Dec 2024	Jools Munn
25 Sept 2024	All board members to send Johanna feedback on draft Code of Conduct **Status:** Completed on 3 Nov 2024	Lisa McGregor
25 Sept 2024	All board members to send Johanna feedback on draft Code of Conduct **Status:** Completed on 5 Nov 2024	Lucy Woollaston
25 Sept 2024	All board members to send Johanna feedback on draft Code of Conduct **Status:** Completed on 12 Sept 2024	Aimie Hines
25 Sept 2024	All Board members to send Johanna feedback on draft Code of Conduct **Status:** Completed on 6 Nov 2024	Tania Savage
25 Sept 2024	All board members to send Johanna feedback on draft Code of Conduct **Status:** Completed on 25 Sept 2024	Clare Short
25 Sept 2024	Johanna to write and send letter to Kaye/FWFC **Status:** In Progress	Johanna Reidy
27 Sept 2024	All Board members to review policy **Status:** Completed on 26 Sept 2024	Duncan McDonald
27 Sept 2024	All Board members to review policy **Status:** Completed on 2 Dec 2024	Aimie Hines
27 Sept 2024	All Board members to review policy **Status:** Completed on 17 Sept 2024	Daniel Marks
27 Sept 2024	All Board members to review policy **Status:** Completed on 18 Sept 2024	Fr Alfred Tong

Due Date	Action Title	Owner
27 Sept 2024	All Board members to review policy **Status:** Not Started	Johanna Reidy
27 Sept 2024	All Board members to review policy **Status:** Completed on 3 Dec 2024	Jools Munn
27 Sept 2024	All Board members to review policy **Status:** Completed on 3 Nov 2024	Lisa McGregor
27 Sept 2024	All Board members to review policy **Status:** Completed on 5 Nov 2024	Lucy Woollaston
27 Sept 2024	All Board members to review policy **Status:** Completed on 6 Nov 2024	Tania Savage
2 Oct 2024	Add Handbook feedback **Status:** Completed on 6 Nov 2024	Tania Savage
2 Oct 2024	Lucy to invite Michelle Bowmaker to the November Board meeting **Status:** Completed on 2 Nov 2024	Lucy Woollaston
24 Nov 2024	Update Code of Conduct with board feedback **Status:** In Progress	Johanna Reidy
4 Dec 2024	Write annual letter for transport to the church for end of year mass **Status:** Completed on 28 Nov 2024	Daniel Marks

1.5 Board Training Register

Updates:

Lucy spoke to her training with Iwi. Lucy and Tania attended a hui on the waterfront on Weds 16 Oct. An incredible opportunity to find out what happens behind the scenes and important part of education curriculum. Encouraged everyone to engage and learn as much as possible.

Tania noted this is the only way we can engage with our Iwi as there are so many schools to respond to. Will attend again next year.

2. Kāhui Ako report

2.1 No update this meeting

Working with Tuia Te Ako and this partnership. Looking at what's available for literacy and mathematics.

3. Principal report on NELPS

3.1 Principals Report including Health and Safety/Board assurance

Tania spoke to her report and the board noted the following points:

- Tania would like to tighten up on process when coding relief.
- Tania highlighted the following successes: Sam Glynan and Lucille Johnson both Dux at respective schools. Lucille's brother placed in speeches competition. Olivia Peet, Sara Howard and Annabelle Tuck named for Student Leadership at Wellington Girls. Eliasz Zych, academic scholarship.
- Current roll is 235, which includes the recent new entrants.
- New math and literacy curriculum: will start the structured trial for year 4-6, expecting this to be approved by the time trial is complete. New math resources: have excellent math

results so aware of ensuring what we order will not impact this negatively and can wait till next round of orders.

- Clare spoke to the new curriculum: Teachers have looked changes and what it would mean for their teaching next year. Will be a transition period. Have had a good robust discussion about options. Tania referred to solo hexagon board that captures student voice and will identify big overarching concept areas for next year.
- After school care: considering opening up spaces to tamariki outside St Benedict's. If drop continues, will need restructure. Fund from this supports school programs. Moving after school care from library to their own room due to numbers and is a better space. No longer overstaffed. Could consider reducing hours on Fridays as less demand for that day. Offering dates nearer Xmas an option to meet grant requirements. If numbers do not meet grant requirements not used, they need to be returned.
- Grief loss and change programme: additional cost as Challenge 2000 no longer part of Parish leadership team.

That the Principals report be approved.

The Board agreed to approve the Principals report.

Decision Date:	6 Nov 2024
Mover:	Aimie Hines
Seconder:	Daniel Marks
Outcome:	Approved

4. Marketing and Communications

4.1 Community Engagement - Surveys

Surveys have been completed and are ready to go out.

Surveys shared with school

Surveys created from consultation meeting with Tania and Aimie. Shared with board prior to sending out. Surveys to be shared before school finishes.

Due Date:	4 Dec 2024
Owner:	Aimie Hines

4.2 Board newsletter comms

The Board raised the following items:

- Attendance rates
- Working on new website
- Parking: reminder to follow signage and follow drop off H&S guidelines
- Reminder to show up for road patrol

Draft invite for parent meeting

The board agreed that an email invitation should go out to parents and a reminder in the newsletter for the upcoming parent meeting. Lucy and Aimie to discuss.

Due Date:	4 Dec 2024

Owner: Aimie Hines

Newsletter information for Week 6

Provide Tania with newsletter insert.

Due Date: 19 Nov 2024
Owner: Lisa McGregor

4.3 Parent Meeting December?

Parent Meeting

A draft to be put together for December, Tania will supply data for term 4 to be included. Will discuss strategic plan.

Due Date: 4 Dec 2024
Owner: Tania Savage

5. Succession Planning /Policy Review

5.1 Policy Review click link to access

Board to review policy

Review policy

Due Date: 4 Dec 2024
Owner: Clare Short

Board to review policy

Board to review policy

Due Date: 4 Dec 2024
Owner: Aimie Hines

Board to review policy

Board to review policy

Due Date: 4 Dec 2024
Owner: Daniel Marks

Board to review policy

Board to review policy

Due Date: 4 Dec 2024
Owner: Duncan McDonald

Board to review policy

Board to review policy

Due Date: 4 Dec 2024
Owner: Fr Alfred Tong

Board to review policy

Board to review policy

Due Date: 4 Dec 2024

Owner: Johanna Reidy

Board to review policy

Board to review policy

Due Date: 4 Dec 2024
Owner: Jools Munn

Board to review policy

Board to review policy

Due Date: 4 Dec 2024
Owner: Lisa McGregor

Board to review policy

Board to review policy

Due Date: 4 Dec 2024
Owner: Lucy Woollaston

Board to review policy

Board to review policy

Due Date: 4 Dec 2024
Owner: Tania Savage

5.2 Triennial Elections

Aimie and Duncan will remain on the Board, no election prior to mid term election required.

6. Catholic Character

6.1 Parish update

Tania provided the following updates:

- Tania will be introduced at upcoming mass.
- Y8 retreat coming up with St Bridget's and St Benedict's.
- Priests are very busy between all churches they serve.

7. FWFC

7.1 Correspondence from FWFC

Johanna updated the board:

- Has been a busy and profitable year for FWFC.
- Would be good to have a clear signal about what tangible project to contribute to. Tania suggested aspects for the canopy e.g. sound system.
- Give a Little has been the best way to raise funds to support Berry family. Tania will be pushing it this week in the newsletter.

8. Monitoring

8.1 Financial Management

Daniel spoke to his report and noted the following:

- Overall YTD surplus of 9k.
- Will be on track with budgeted deficit for the year.
- No big asset purchases.
- Being aware of nature of school donations and planning for that. Potentially 16k we may not receive.
- Cash of $748,000 includes grant. Will not earn interest on that as some will be given to Archdiocese.

8.2 Grant update

Tania spoke to the canopy project:

- Can't spend anything on capitol works over 5k. Will give to Archdiocese and they will manage the capitol build and insurance.
- Construction starting soon. Won't be updated on progress, just on completion which is likely 1st/2nd week of Term 2. Some engineering involved and drainage that will be the main work before the canopy goes up.
- Tania has had a verbal conversation with Kaye at FWFC regarding this project.

Pass money over to ADW

Tania to instruct Emma to set up transaction to pass money over to ADW.

Due Date: 4 Dec 2024
Owner: Tania Savage

8.3 Board contribution to Christmas do

The Christmas Party is booked for 1841 Bar and Restaurant. Tania recommended $40 contribution in current fiscal climate.

Approval of the $40 per person contribution to the Christmas Party

The Board agreed to approve a contribution of $40 per person for the Christmas Party

Decision Date: 6 Nov 2024
Mover: Lucy Woollaston
Seconder: Lisa McGregor
Outcome: Approved

9. Board Meeting Effectiveness

9.1 Review of Meeting

Lucy, Tania and Aimie have discussed feedback process. Part of governance documents. The board discussed the following:

- Suggestion feedback should be gathered before, rather than at the end of the meeting.
- Complaints register needs to be pulled into Boardpro in a better structure. Need to amend the formatting when printing the Excel spreadsheet to PDF (Boardpro can't upload Excel).
- Concerns and Complaints: Board discussed name, register includes both. Lucy question around privacy of register, noted this should be an In Committee document.

Next meeting 4 Dec. BYO - plate.

Michelle left the meeting. Her new position on the board will be added to the newsletter.

Complaints Register

Action:

Lucy and Johanna will work out how to upload a better version of complaints reg

Due Date: 4 Dec 2024
Owner: Lucy Woollaston

Meeting Review

Action:

Google form for meeting reviews - Lucy

Due Date: 4 Dec 2024
Owner: Lucy Woollaston

Complaint register

To remove form Board pro

Due Date: 4 Dec 2024
Owner: Tania Savage

10. In Committee

10.1 In committee minutes

The board went into the In Committee meeting at 8.26pm and left at 9.07pm

11. Next meeting

11.1 Close the meeting

Next meeting: Board Meeting 8 - 4 Dec 2024, 7:00 pm

New Actions raised in this meeting

Item	Action Title	Owner
1.1	Induction for Michelle **Due Date:** 4 Dec 2024	Tania Savage

Item	Action Title	Owner
4.1	Surveys shared with school **Due Date:** 4 Dec 2024	Aimie Hines
4.2	Draft invite for parent meeting **Due Date:** 4 Dec 2024	Aimie Hines
4.2	Newsletter information for Week 6 **Due Date:** 19 Nov 2024	Lisa McGregor
4.3	Parent Meeting **Due Date:** 4 Dec 2024	Tania Savage
5.1	Board to review policy **Due Date:** 4 Dec 2024	Clare Short
5.1	Board to review policy **Due Date:** 4 Dec 2024	Aimie Hines
5.1	Board to review policy **Due Date:** 4 Dec 2024	Daniel Marks
5.1	Board to review policy **Due Date:** 4 Dec 2024	Duncan McDonald
5.1	Board to review policy **Due Date:** 4 Dec 2024	Fr Alfred Tong
5.1	Board to review policy **Due Date:** 4 Dec 2024	Johanna Reidy
5.1	Board to review policy **Due Date:** 4 Dec 2024	Jools Munn
5.1	Board to review policy **Due Date:** 4 Dec 2024	Lisa McGregor
5.1	Board to review policy **Due Date:** 4 Dec 2024	Lucy Woollaston
5.1	Board to review policy **Due Date:** 4 Dec 2024	Tania Savage
8.2	Pass money over to ADW **Due Date:** 4 Dec 2024	Tania Savage
9.1	Complaints Register **Due Date:** 4 Dec 2024	Lucy Woollaston
9.1	Meeting Review **Due Date:** 4 Dec 2024	Lucy Woollaston
9.1	Complaint register **Due Date:** 4 Dec 2024	Tania Savage

Conclude the meeting with Prayer Lucy Woollaston

Signature: Lucy Woollaston. **Date:** 6.12.24