CONFIRMED MINUTES

BOARD MEETING 8

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

At the **Meeting No 1** on **5 Mar 2025** these minutes were **confirmed with the following changes:**

3.1 Clarification to "unclear where costs will lie" and remove figure

8.1 Clarification to "we are looking at ways to reduce the deficit"

Spelling correction on pg 15

Name:	St Benedict's School Khandallah Board
Date:	Wednesday, 4 December 2024
Time:	7:00 pm to 9:00 pm (NZDT)
Location:	Default Location, 50 Nicholson Road, Khandallah, Wellington, New Zealand
Board Members:	Lucy Woollaston (Chair), Aimie Hines, Fr Alfred Tong, Jools Munn, Clare Short, Daniel Marks, Johanna Reidy, Tania Savage
Apologies:	Lisa McGregor, Michelle Bowmaker, Duncan McDonald

1. Opening Meeting

1.1 Welcome and prayer

The St Benedict's School Board of Trustees meeting commenced at 7pm
Lucy Woollaston welcomed the Board and Fr Alfred Tong opened the meeting with a prayer.

1.2 Conflict of Interests Register

- Remove Aimie from FWFC
- Johanna acknowledged her continued membership with FWFC
- Daniel acknowledged to the board that he has family members on Grant Application Trust Board.

1.3 Confirm Minutes from previous meeting

Meeting 7 2024 6 Nov 2024, the 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.

The board added the following points:

- Reformating/shortening of Boardpro Action List requested for future minutes.
- Note all In Committee documents will be held in a separate file for In Committee members only going forward.

Shorten/reformat Action Points in Boardpro.

Aimie will investigate how these can be presented in a shorter format in the final minutes.

Due Date: 31 Jan 2025
Owner: Aimie Hines

1.4 Action List

Due Date	Action Title	Owner(s)
4 Dec 2024	Induction for Michelle **Status:** In Progress	Tania Savage
4 Dec 2024	Complaints Register **Status:** In Progress	Lucy Woollaston
4 Dec 2024	Meeting Review **Status:** In Progress	Lucy Woollaston

Board members to come back with ideas on how to market and champion the school.

Moved from In Committee minutes as per correction.

Due Date: 31 Dec 2024
Owner: Aimie Hines

1.5 Board Training Register

No further training since last meeting.

It was noted that board members can include training in received in the workplace.

2. Kāhui Ako report

2.1 No update this meeting

3. Principal report on NELPS

3.1 Principal's Report including Health and Safety/Board assurance

Taken as read. The Principal opened the item for questions:

- Noted increase in leavers since last meeting.

- New leak in foyer, and over room beside staff room. Both checked by ADW. Unclear where the costs will lie. Will be taking out the ceiling to investigate.
- Discussed class structures for next year as published in newsletter
- Structured literacy and new curriculum: will include meetings for parents. The shift in math is so different that it's needed. Regular meetings are an expectation but had to wait on new curriculum.
- Moving towards phases: e.g. level 4 have moved down to year 3. While there are expectations coming down we've always been teaching within that range.
- Numbers are increasing for After School program. Opening enrollments date was cancelled and amended. Tania will make a decision next week. Noted report correction to Thursday, Friday, Monday.
- Health & PE consultation: at least 50 took part. Will look at this in T1 for first board meeting. Unable to act on all feedback, especially where it doesn't align with curriculum.
- Points around EPIC use: Yet to begin, no information included in report.
- Discussed range in PAT data report: alongside analysis of overall data, making observations in class and other whānau involved. Ensuring wrap around support.
- Noted results for reading not as strong as math. Assessing data to see why. Noted high levels of reading at the school, and reading is needed for math as well. Some issues with test set up may effect data. Harder to pull out clear analysis.
- Interesting Y3 data, and gives us a target. Some issues with data collection errors. Need to consider what are we not providing in class that could allow those students to succeed. Only received a small amount of structured literacy, therefore missing groundwork. COVID also an influence for those years. Actual test process can be the issue. Can identify needs and remove barriers (provide tools/assisted technology e.g text to talk). Able to communicate needs for special testing conditions and teach students these skills at an early stage.
- Response to Tax Payers Union: Received by all schools. No official media response, refer to Tania's written answers.
- Noted 2024/25 budget has been approved, no issue with this being publicly available.
- Cardinal McKeefry letter: Noted correction to "their principal". Letter is response to Ministry consulting. Tania in regular communication with the school.
- Discussed gifts for staff that are leaving. The board agreed that Tania would arrange two gifts in accordance with the amounts exiting staff are statutorily and legally entitled to.
- Employer Responsibility Policy review was discussed. No school social media. Some reference to fundraising groups needing to have approval from the board for social media. Needs to be looked into regarding FWFC. Statement not required at this stage. The board approved the policy.

Tania to arrange two gifts in accordance with statutory and legal entitlments.

The board agreed that Tania would arrange two gifts in accordance with the amounts exiting staff are statutorily and legally entitled to.

Decision Date:	4 Dec 2024
Mover:	Lucy Woollaston
Seconder:	Aimie Hines
Outcome:	Approved

Approve Employer Responsibility policy for review

The Employer Responsibility policy changes were discussed and approved.

Decision Date:	4 Dec 2024
Mover:	Lucy Woollaston
Seconder:	Daniel Marks
Outcome:	Approved

4. Marketing and Communications

4.1 Community Engagement - Surveys

Daniel acknowledged Aimie for all her work on the Community Engagement survey pack. Johanna will email notes to Aimie.

4.2 Board newsletter comms

4.3 Parent Meeting December

A working draft was provided. The board provided the following feedback:

- Noted good data provided but a lot to include. The board recommended a focus on showing the end of year as a success, keeping in end of year data.
- The Board agreed to retain "Positive Behaviour" name.
- Survey doesn't reflect how well we did as survey's closed as some years/classes were not submitted.
- Parent meeting planning: Tania to draw up speaking notes and Aimie to review (Lucy: review of board and staff leaving. Jools and Johanna: engagement and catholic character. Clare: new storage in 9 and holiday program. Include future items: possible working bee, decking, playground canopies. Parent meetings and consultations run this year and finances. Surveys, new website, consultations meetings and the new Parent Code of conduct. Include slides of Kapa Haka and production. Lucy to acknowledge FWFC, and will invite to speak. The board agreed on the direction of the meeting.
- RSVP for survey estimated at 40.

5. Succession Planning /Policy Review

5.1 Policy Review click link to access

6. Catholic Character

6.1 Parish update

6.2 Pastoral Care Review

The board agreed to include questions in leavers survey.

7. FWFC

7.1 Correspondence from FWFC

Nothing to report from last meeting. Some people moving on. Lucy will discuss invitation for FWFC with Johanna.

8. Monitoring

8.1 Budget 2025

8.2 Financial Management

Daniel spoke to his report and noted the following items:

- Next board meeting will see After School Care running at a loss due to timing.
- Grant money about to be transferred.
- Term Deposits due Nov 24 and April 25 and are set to reinvest.
- Finance Policy review: Daniel offered to talk the board through his review notes.
- Discussion on improving accounting software: Recommended moving to Xero. Very good and timely information. Tania will circulate some information on Xero and the benefits for schools. Advantages with ease of use and coding, will move the school forward.
- Friends of St Benedict's Trust meeting last week: New board members and have offered to build network and organise events linked to the 75th Jubilee. The first meeting will be on Feb 4 and are open to anyone connected to St Benedict's. Looking for key people across different periods of the time.
- BDO letter regarding fee increases received quite late. Subsidised cost so no real change.
- IT provider difficulties: will continue with current provider for now but looking at three other options. Fusion has provided the most in depth proposal and biggest saving. They currently work with 17 schools, are smaller and local. Anticipating a month cross over paying for both, to ensure back up is moved across. Should have more clarity with leases of IPads etc. Current provider Aiscorp charging extra for this, no additional charge with Fusion. The board supported the move to Fusion.
- We are looking at ways to reduce the deficit. Depreciation number is $22,000. Still need to finalise plans for IT longer term. Outside of what ADW do.
- Tania proposed applying for a grant to secure $5000 to go towards basketball uniforms and an outdoor sound system.
- Bus transport goes to finance committee next week and is expected to go though. One more invoice to follow.

Approval to move to Fusion as new provider

The Board approved moving to new provider Fusion.

Decision Date:	4 Dec 2024
Mover:	Aimie Hines
Seconder:	Lucy Woollaston
Outcome:	Approved

Approval to apply for grant for basketball uniforms and sound system.

The Board approved Tania's request to apply for a grant for basketball uniforms and a sound system.

Decision Date:	4 Dec 2024
Mover:	Clare Short
Seconder:	Lucy Woollaston
Outcome:	Approved

8.3 Letter to Parish

9. In Committee

9.1 In committee minutes

Entered In Committee meeting at 8.30pm and left In Committee at 9pm

9.2 Budget 2025

9.3 Complaints and concerns register

9.4 New Resignation ASC

9.5 Leave application

10. Board Meeting Effectiveness

10.1 Review of Meeting

11. Next meeting

11.1 Close the meeting

Next meeting: No date for the next meeting has been set.

New Actions raised in this meeting

Item	Action Title	Owner(s)
1.3	Shorten/reformat Action Points in Boardpro. **Due Date:** 31 Jan 2025	Aimie Hines
1.4	Board members to come back with ideas on how to market and champion the school. **Due Date:** 31 Dec 2024	Aimie Hines

Conclude the meeting with Prayer Lucy Woollaston

Signature: Johanna Dorling **Date:** 10.3.25