St Benedict's School Budget Meeting Minutes

MEETING DETAILS	
Meeting Title	St Benedict's School Budget Meeting
Date and Time	Wednesday 10 December 2025, 8pm
Venue	St Benedict's School

COMMITTEE MEMBERS	
Present	Johanna Reidy (Presiding Chair), Tania Savage (Principal), Lisa McGregor, Clare Short, Albie Calope, Campbell Featherstone, Juan Rubio, Lucy Woollaston, Michelle Bowmaker
Visitors	
Apologies	Bob Munn

Johanna Reidy
25/2/26

8. FWFC

8.1 Correspondence to FWFC

8:18 pm (10 min)

Johanna Reidy

9. Closing Meeting

9.1 Next Meeting Agenda

For Decision

Identify what needs to be covered next meeting

9.2 Closing Prayer

Tania Savage

For Information

9.3 Google Survey

8:28 pm (5 min)

Tania Savage

For Information

Feedback and evaluation of meeting . click link https://forms.gle/2f5g4w2YnjBLVS9g9

9.4 Close the meeting

8:33 pm

Next meeting: Board Meeting No2 - 25 Mar 2026, 6:00 pm

Conclude the meeting with Prayer Tania Savage

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		next 10 years. She advised holding onto some of the 137k for unforeseen expenses and to ensure by the end of the year there is savings aside to put towards this. • Tania noted that the board's role is to comment on the overall budget not individual items. Tania will be meeting with accountants to go over these details. The board was asked if they approve of the budget in principle, to be finalised next year, with Xero issues resolved. . The board approved spending of $3000 on Linewize for upgrading the schools Cyber Security and increasing the school donations by $10 to contribute to this. **Unanimous** The board approved the direction of the budget in principle, to be put forward for final approval next year. **Moved: Juan Rubio** **Seconded: Lucy Woollaston** **Approved.**
2.	Board Dates	The board dates circulated were approved.
3	Committee membership	Board members were allocated to the following committees: • Comms - Michelle, Jools and Lisa, Tania • Environment - Michelle, Campbell, Tania • Personnel – Michelle and Lucy, Campbell, Tania • Catholic - Character - Jools, Johanna, Tania to Alfred Lisa McGregor • Finance – Albie, Juan, Tania It was noted that previous board member and accountant, Daniel Marks has offered support to the finance committee when needed, if available.
	Meeting Closed	Closed in Committee at 8.53pm

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Actions from the budget meeting held on 10 December 2025

Action Number	Action	Action Date	Responsibility	Status
1	No Actions			

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1.	Budget and Explanation	**Income:** • Income has dropped slightly. Operational funding is attached to the roll numbers, and the roll is expected to finish on approx. 222. • Māori immersion budget of income: This is for teachers that were able to teach Te Reo Māori 3 hours within the classroom. With the schools' changes in capacity, this is only possible for two classes this year. • Most income comes in one pot through the Opps grant but what we have for relieving is set apart so it can be monitored. • Grants are important income for the school so we're not spending our own capital, along with the different donations. • The school is fortunate to have income from the after-school care programme. This is additional work to run but worthwhile for the funds and the community service it provides. **Expenses:** • Reduced expense with no camp in 2026, otherwise expecting the usual activities, trips, resource and curriculum expenses. • Year group activities are charged to per syndicate • IT expenses: Tania would like to increase spending of $3000 for upgrading Cyber Security. There is a lot more happening online that we are unaware of. The new system will enable the school to monitor what students are searching and will immediately notify Tania if there is anything related to self-harm and bullying etc. It allows teachers to see student screens without standing behind students. Students will be notified that their use is monitored. We will continue to use Network for Learning for filtering and sites can be blocked directly. The board agreed this was a good investment and a good use of $10 additional increase to school donations, with the additional benefit that families get access to the same monitoring at home. • The new photocopy lease is likely to save money but will require removal of most classroom printers. Tania will encourage and communicate this. **End result:** • Expecting a surplus before depreciation of $19k (which will increase with the additional $3k for Cyber Security upgrade), and $57k after depreciation but have $300k in the bank and will not be spending that depreciation in 2026. • End position is expected to be very healthy. **Final notes and decision:** • Regarding painting funds: $137k was put aside for painting and the school puts $37k aside for this each budget. Tania suggested the school holds $75k in reserve and then calculates what might be needed to put aside each year for the

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ITEMS DISCUSSED		
No.	**Item**	**Discussion/Action**
1	Budget and Explanation	Tania introduced the budget approval process for 2026. The following points were highlighted: • Accounting for Schools found that the budget the board approved in April 2025 and sent to Ed Services, was never uploaded into Xero and updated. For this reason, the report may not be accurate yet and there will be some items yet to be resolved. • The board was reminded that most expenses come through at the end of the year. • The proposed budget shows a $22k surplus before depreciation, and $57k deficit after depreciation. As the school won't spend all the depreciation in a year this is not a concern. The Board asked if it was possible to find some more savings in the budget. Tania said she would look into this. • Currently $300k in the bank. $138k of this had been saved for painting. As the painting costs are now covered it is no longer needed for another 10 years. The school is in an improved position from last year. The only remaining painting cost will be $10k for one building in 2026. **Budget explanation items:** Information was circulated relating to teacher aides, additional teachers, leases, telephone, cyber safety systems, after school care fees and proposed board dates. The board made the following questions and comments: • Painting funds can be reallocated for furniture and capital expenditure. Need to investigate if the deck maintenance is a H&S issue which would come under crown funds. • It was noted all schools have a structured literacy specialist funded if they have applied. • No further spending will be required on teaching staff; this budget is stable for the year including the new permanent teaching role. • Teacher aide: resettlement money is expected for new students from closing schools. When students have funding support, the funding moves with them.