MINUTES (in Review)

MEETING NO 8

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

Name:	St Benedict's School Khandallah Board
Date:	Wednesday, 26 November 2025
Time:	6:00 pm to 8:09 pm (NZDT)
Location:	Default Location, 50 Nicholson Road, Khandallah, Wellington, New Zealand
Board Members:	Lucy Woollaston, Fr Alfred Tong, Clare Short, Johanna Reidy (Chair), Jools Munn, Lisa McGregor, Tania Savage, Albie Calope, Lucy Woollaston, Campbell Featherstone, Juan Rubio
Attendees:	Meagan Blake
Apologies:	Michelle Bowmaker

1. Opening Meeting

1.1 Welcome and prayer

Clare Short opened the meeting with a prayer at 6.04pm.

1.2 Apologies

Apologies received from Michelle Bowmaker.

1.3 Conflict of Interests Register

No conflicts to declare.

1.4 Confirm Minutes from previous meeting

Meeting No 7 29 Oct 2025, the minutes were confirmed as presented.

Small correction made to remove Aimie Hines name from the closing prayer.

Approval of previous minutes

The minutes of the October meeting were approved with one minor correction.

Decision Date:	26 Nov 2025
Mover:	Clare Short
Seconder:	Lisa McGregor
Outcome:	Approved

1.5 Action List

Due Date	Action Title	Owner(s)
26 Nov 2025	Read policy documents for review. **Status:** Not Started	Michelle Bowmaker
31 Dec 2025	Payroll random checks **Status:** Not Started	Lucy Woollaston

- The board was reminded to complete the policy review process each term.
- Future review actions should be scheduled for the Friday before the second meeting in 2026.

1.6 Board Training Register

Training:

Johanna has completed training on AI and its Impact on Teaching and Learning through Otago University.

Campbell has completed the Introduction to Being on a Board for an Integrated School through the School Board Association.

2. Board Strategic Planning and Compliance

2.1 Policy Review

Tania responded to the questions raised during the policy reviews:

- Bullying and harassment: responsibilities and roles are outlined in our procedures, Tania will share this.
- Listing resolution options and escalation steps for different types of bullying and harassment: Tania will ask School Docs for advice on why they don't do that. It may be because each situation cannot be predetermined.
- KiVa processes are already integrated in broader school procedures.
- There is no scope to minimise reliance on external links to other documents as documentation is through School Docs.
- A register of authorised staff members is not needed.
- Behaviour management reports go into a student management system and are checked for over/under reporting.
- Behaviour management outcome reports: the number received are in every report but it is not appropriate for an outcome to be brought to the board unless a decision/action is needed.
- Board reviews of restraint data and trends: very few incidents to require this. One example noted.
- Teacher aides are not authorised to use restraint. This would have to be authorised by the board and published in the minutes, making a child too easily identifiable in a small community. All of the school's teaching staff are trained through Training Matters.
- There is no restraint training offered by the MoE although it's a Ministry requirement. There is online training on minimising responses.
- Stand downs: The stand downs procedure is not written clearly in the chart, Tania will query with SchoolDocs. The stand down process information is not quite correct and needs amending.

- Simple communication at a high level can reduce escalation but for stand downs the Principal needs to follow procedures and must consult with NZSBA.
- Families have worked with the school to encourage good behaviour off school grounds, especially when children are in uniform.
- Put electronic version with hyperlinks in the Code of Conduct on website.
- Complaints can be made in any form (NZSBA confirms this).
- Tania is on a police notifications list for family harm.
- Tania thanked the board for their review questions and to contact her for any follow up.

Contact School Docs regarding resolution options and escalation steps.

Ask School Docs to advise on listing resolution options and escalation steps for different types of bullying and harassment.

Due Date: 1 Feb 2026
Owner: Tania Savage

Inquire how regularly the school does training on physical restraint.

Find out how regularly staff do training on physical restraint. The safeguard is every three years.

Due Date: 1 Feb 2026
Owner: Tania Savage

Contact School Docs regarding the stand down procedure.

Contact School Docs to find out why the stand down procedure is not included in the flow chart.

Due Date: 1 Feb 2026
Owner: Tania Savage

2.2 Correspondence in Relation to Education in Training Act Changes

Tania led a brief activity regarding the history of Ti Tiriti in Aotearoa.

The board discussed correspondence received from whānau asking for the school to make a more explicit statement regarding the Education in Training Act changes and the school giving effect to Ti Tiriti:

- It was suggested a new letter could make a clearer statement regarding Te Reo Māori and upholding Ti Tiriti for everyone. It was noted that giving effect to Ti Tiriti has importance in terms of the history, language, feelings of belonging and everyone having confidence of where they stand if they are Māori or non Māori.

The board discussed the following points:

- To date, the school has published the NZ Catholic letter.
- Over 1000 kura have been added to the list of schools continuing to give effect to Ti Tiriti.
- How schools give effect to Ti Tiriti was discussed. This is something St Benedict's already does and is in the schools values and strategic plan. Examples of this include: having an employed a Te Reo teacher, and kapahaka teacher, involved in Kura Ahurea, Tania is part of Māori achievement collaborative, use of poroporoaki and tikanga, provide extra Te Reo lesson and leadership positions in poroporoaki for Tangata Whenua.

- It was noted that school boards are crown entities. The Ministry are saying it should be the Ministry's responsibility to give effect rather than school boards. Schools were already giving effect to Ti Tiriti so officially removing this seems targeted.
- The board supported a new letter to be drafted and published from the school. Lucy will draft this within the week.

Draft a letter to be published from the school on the Education in Training Act Changes

To be completed in a week and give a timely response to the parent query.

Decision Date:	26 Nov 2025
Mover:	Lucy Woollaston
Seconder:	Clare Short
Outcome:	Approved

2.3 Governance and Strategic Planning

As discussed above.

3. In Committee

3.1 In committee minutes

The board went in committee at 7.09pm and closed the in committee meeting at 7.27pm

4. Principal report on NELPS

4.1 Principals Report including Health and Safety/Board assurance

The Principal's report taken as read. The board added the following comments:

- Non enrollments and leavers: the leavers survey implemented in 2024 and will continue this year and will feedback will be available for the February board meeting. Communications will go out to try and increase uptake. Suggestion to include a question on what would make students decide to stay to capture what might be avoidable.
- Maths No Problem resource: the resource is in a difficult situation in keeping up with the changing curriculum. They have been working to closely aligning their resource to the changes. The Ministry have since announced a whole new resource. Questions regarding continuity need to be directed to the Ministry. Teachers are working hard in a challenging situation.
- Structured literacy: noted positive news that a teacher has chosen to do the training identifying dyslexia. Waiting on good data for the board regarding Better Start Literacy.
- The board discussed school goals. The aim is to have 85% of children at or above with a focus on closing gaps and disparities e.g. bringing statistics for boys reading comprehension up to girls. The school is above average in closing those gaps. Tania will look at goals for annual plan at the next meeting.
- Campbell agreed to lead working bee.
- Property: The painting will now be covered at no cost to the school.
- Asbestos found on the cladding is very low risk being non-friable. Tania will be notifying the community tomorrow.

- Asbestos contamination of play sand did not effect the school. No longer have this product and any remaining was sealed. An old container tested clean. It was questioned if the MoE are creating a register of people that have been exposed, noting there should at least be an ACC registration for teachers.

To approve the Principal's Report

The Principal's report was approved.

Decision Date:	26 Nov 2025
Mover:	Lucy Woollaston
Seconder:	Albie Calope
Outcome:	Approved

5. Financial Monitoring

5.1 Financial Management

- A grant application is being prepared to replace 40 iPad's, beginning in Jan/Feb. The lease will cover the interim period. The board gave approval of $21,797.79 to replace the iPad's.
- New accounting provider: now using Accounting for Schools.
- The draft budget will be discussed following the parent meeting in December.

5.2 Governance reports

5.3 Draft Budget

Recommendations for the next budget:

- With the savings made on painting costs of 137k, invest two term deposits of 100k each and retaining 70k.

6. Catholic Character

6.1 Parish update

Fr Alfred Tong updated the board:

- The Sacremental Programme was completed.
- The Year 8 retreat is coming up.
- The final end of year mass is still to come. This is an opportunity to say thank you to all involved in the years celebrations.

7. Marketing and Communications

7.1 Website Update

7.2 Community Engagement - Surveys

7.3 Board newsletter comms

Newsletter items:

- Tania will write comms for the parent meeting.
- Acknowledgement to Clare Short for her contributions to the school and board.

8. FWFC

8.1 Correspondence from FWFC

- Have communicated with FWFC on what the priorities will be for fundraising and they are in agreement. Have asked to be sent paperwork to confirm.
- Fiona Barnett will be the new staff board member for next year.

9. Closing Meeting

9.1 Next Meeting Agenda

- The board thanked Clare for her contributions to the school and acknowledged her professionalism and espertise as a teacher and board member.
- The board will meet on the 10th of Dec after the parent meeting to discuss finances. Dates for next years board meeting will also be confirmed.
- Jools gave her apologies for the meeting on the budget meeting on the 10th Dec.

9.2 Closing Prayer

Clare closed the meeting with a prayer at 8.09pm

9.3 Google Survey

Reminder for board members to do the survey.

9.4 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)
2.1	Contact School Docs regarding resolution options and escalation steps. **Due Date:** 1 Feb 2026	Tania Savage
2.1	Inquire how regularly the school does training on physical restraint. **Due Date:** 1 Feb 2026	Tania Savage

Item	Action Title	Owner(s)
2.1	Contact School Docs regarding the stand down procedure. **Due Date:** 1 Feb 2026	Tania Savage

Signature: Johanna Reedy **Date:** 26/02/2026

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