CONFIRMED MINUTES

MEETING NO 7

St. Benedict's

Developing our Children's Minds
Guiding our Children's Hearts

At the **Meeting No 8** on **26 Nov 2025** these minutes were **confirmed as presented.**

Name:	St Benedict's School Khandallah Board
Date:	Wednesday, 29 October 2025
Time:	7:00 pm to 9:13 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, Michelle Bowmaker, Tania Savage, Albie Calope, Lucy Woollaston, Campbell Featherstone, Juan Rubio
Attendees:	Meagan Blake

1. Opening Meeting

1.1 Welcome and prayer

Jools Munn opened the meeting with a prayer at 7.02pm. The board welcomed new board members Campbell Featherstone, Albie Calope and Juan Rubio.

1.2 Apologies

No apologies.

1.3 Presiding Member election

- A Presiding Member needs to be elected for the Board after an election and at the beginning of each new school year.
- The roll involves a weekly catch up with the Principal, keeping an oversight of the agenda and the board responsibilities, including sub committees and may involve writing papers, seeking advice for the board, and comms with parents but this is well supported by subcommittees and members of the board.

Nominations:

- Johanna Reidy accepted her nomination and was elected as the Presiding board member.

1.4 Conflict of Interests Register

No conflicts to declare.

1.5 Confirm Minutes from previous meeting

Meeting No 6 3 Sept 2025, the minutes were confirmed with the following changes:

5.1. Amended note on after school care to "the expected income was received for after school care".

Closing prayer: change from Aimie Hines to Johanna Reidy.

Approval of the previous minutes.

The previous meeting minutes were approved with the following corrections made:

- 5.1. Amended note on after school care to "the expected income was received for after school care".
- Closing prayer: change from Aimie Hines to Johanna Reidy.

Decision Date: 29 Oct 2025
Outcome: Approved

1.6 Action List

1.7 Board Training Register

Tania has completed training on AI and has some additional training coming up on AI and its impact on learning.

2. Board Strategic Planning and Compliance

2.1 Accounting for Schools

The school is now using Accounting for Schools. Information was circulated to the board.

2.2 Policy Review

Johanna spoke to the Policy Reviews and the importance of completing these each term.

- Board members are to read the policy documents in their own time.
- This information also goes out to the school and parents are encouraged to read and suggest review changes as well. Expectations should be set around what can and can't be changed as not all suggestions are workable or legal.

Read policy documents for review.

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 26 Nov 2025
Owner: Albie Calope

Read policy documents for review.

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 26 Nov 2025
Owner: Campbell Featherstone

Read policy documents for review.

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 26 Nov 2025
Owner: Clare Short

Read policy documents for review.

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 26 Nov 2025
Owner: Fr Alfred Tong

Read policy documents for review.

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 26 Nov 2025
Owner: Johanna Reidy

Read policy documents for review

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 26 Nov 2025
Owner: Jools Munn

Read policy documents for review

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 26 Nov 2025
Owner: Juan Rubio

Read policy documents for review.

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 26 Nov 2025
Owner: Lisa McGregor

Read policy documents for review.

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 26 Nov 2025
Owner: Lucy Woollaston

Read policy documents for review.

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 26 Nov 2025
Owner: Michelle Bowmaker

Read policy documents for review.

Read policy documents and add any feedback in time for the next board meeting.

Due Date: 26 Nov 2025
Owner: Tania Savage

2.3 Correspondence

Andrew Bird (Ministry support for Principals) responded to Tania's report.

- This was unexpected to get a response and positive feedback and recognition from the MoE.
- Tania responded to Andrew Bird and was very happy for the report to be used as a template.

Response to the archdiocese of Wellington:

- A meeting is scheduled for next Wednesday 5 Nov with the Vicar of Education. No update on the application as yet.

Clare Short's resignation was received.

- The board expressed sadness at losing Clare as a teacher but wished her the best for her new role.

3. In Committee

3.1 In committee minutes

The board went in committee at 8.52pm and came out at 9.05pm

4. Principal report on NELPS

4.1 Principals Report including Health and Safety/Board assurance

Tania discussed key points from her report:

- Attendance/lateness: Tania will create an attendance plan but it is important the board has a full understanding of their Governance responsibilities.
- Tania's email response for those notified of lateness has been circulated and will be attached for the next board meeting. The school receives a report from the MoE which is compared with the previous report. The board discussed lateness after the September meeting which included the school process on for those that are late.
- Next step: review the current policy on lateness/attendance, with the additional information from the next meeting. It was noted that the board's messaging on this will be key, considering the high proportion of students who have family overseas. The next meeting will be looking to see how to make requirements align and present this in a respectful way.

Tania gave a presentation on her funded study for Diploma of Positive Psychology and Wellbeing which started in April 2024 and is now complete. The following points were highlighted:

- Studied positive psychology history and theories and the shift to focus on positive and ways we thrive.
- Emotions as data: beneficial when thinking about tamariki who are easily derailed by emotions.

- Useful study regarding setting goals and appraisals. Tamariki also often need help breaking bigger goals down into smaller ones.
- Unintentional bias and ensuring you are looking for the evidence.
- How well do we celebrate others. Encourage families to share their achievements to build relationships.
- Grit and will power as something you can build on. The importance of struggle and praising effort.
- Positive education (e.g. gratitude wall) and building on positive communication.
- Social and emotional learning relates to our well being survey. Students don't feel they are being taught emotional regulation, even though teachers are.
- Well being is tracked through Kiva and parent feedback, and data analysed with staff. Also through the Year 8 leavers survey and through engagement for the gratitude wall.
- Looking at emerging trends. This is a living process that we are constantly analysing and developing.

Aspiring Principal Programme mentor:

- Andrew Bird has asked Tania to be a mentor for the new national Aspiring Principal Programme. The board agreed that Tania should become a mentor for the national Aspiring Principals Programme.

Additional questions:

- Roll drop statistics from the previous were discussed including factors contributing for schools in the area. A difficult situation for discussion at the next meeting.
- Noted a charter school will be opening on the Cardinal McKeefry school site.
- The open days have been positive and an outcome from the Well-being study is the importance of talking positively about what we do. The new website is ready to launch, which will help as well as finding other publicity opportunities e.g. Malvina Major retirement village relationship.

Lucy Woollaston volunteered as the board member to undertake Payroll random checks, as part of the school's payroll process.

After School Care:

- Tania has had to cover this due to a staff member leaving and another staff member being injured. Looking for someone to cover Term 4 that does not need a police check due to timing. Currently looking for a new staff member and won't be able to continue with the upcoming holiday programme.
- The programme funds the extra learning resources the school provides above the MOE allocation and at this stage we will continue to run it in house.

The Principal's report was approved.

For Tania to be an Aspiring Principal Programme mentor.

The board agreed that Tania should become a mentor for the national Aspiring Principal Programme.

Decision Date:	29 Oct 2025
Mover:	Lucy Woollaston
Seconder:	Michelle Bowmaker
Outcome:	Approved

Approval of the Principal's report.

The Principal's report was approved.

Decision Date:	29 Oct 2025
Mover:	Lisa McGregor
Seconder:	Clare Short
Outcome:	Approved

Payroll random checks

Undertake Payroll random checks, as part of the school's payroll process.

Due Date:	31 Dec 2025
Owner:	Lucy Woollaston

5. Financial Monitoring

5.1 Financial Management

Tania spoke to the Financial Report:

- A large deficit this year. Next year's deficit is reduced due to the measures taken and is now a manageable result.
- Tania is working on the next budget for the coming meeting.
- Currently talking to two different photocopy suppliers and also two phone suppliers, to gain more capability for teachers use of phones. Also increasing monitoring at school and will be looking at teacher aid needs. All will be presented at the next meeting.
- Now working with Accounting for Schools.
- The budget looks good currently but important to note a number of expenses go out late in the year.
- The figure of 709,000 on pg113 appears to be an error. Tania will check note on cash in hand and email out an amended report for approval on Thursday/Friday as the current report can't be approved in the meeting.
- Note to ask Accounting for Schools to amend format of charts.
- Regarding questions on communication: Tania will look at the reports and supply a more detailed breakdown.
- Board of Trustees: Board members receive $55 per meeting attended. Can keep, use this to offset donations or donate to the school. Board members are to email Tania directly to let her know account details, how they would like this to be processed, and to advise if they did or did not received these payments last year.

5.2 Governance reports

6. Catholic Character

6.1 Parish update

Fr Alfred Tong updated the board:

- Have completed the Confirmation Programme combining this with schools in the area. Approx, 70 tamariki attending. A big programme in a small space with a separate mass held on the Sunday night when the Archbishop was available. Working with one space that is not fit for purpose but large numbers is a good problem to have.

- The Sacremental Programme was a huge task and additional work for Fr. Alfred to process baptisms, confirmation process well practiced. The Confirmation mass and gathering could be developed but limited by space as the whole parish is based on one site in Johnsonville. This is a challenge we've meet and exceeded with a very positive experience.
- First Holy Communion is on 2 Nov. Doesn't require the Archbishop and will include Fr Alfred and Pa Gerry.
- Retreat is coming up on 4 Dec. Run by Fr Alfred and two staff members with some transport involved. The retreat allows the leavers to find their peer groups and those going to respective colleges and helps with transitioning to a new start with the special character they've been instilled with.
- Fr Alfred acknowledged Tania for how wonderful she has been to work with.

7. Marketing and Communications

7.1 Website Update

The new website is ready to launch.

7.2 Community Engagement - Surveys

7.3 Board newsletter comms

Items for the newsletter:

- Lisa will compile the comms regarding Code of Conduct.
- Note to be added that the board is reviewing the school's attendance plan as part of our governance role.
- Tania will compile a welcome for new board members and will put it in the newsletter.

8. Kāhui Ako report

8.1 Update

Tania refreshed the board on what a Kāhui Ako was and the changes to date:

- The Kāhui Ako has been repurposed into the funding of learning coordinators nationwide, which the School won't receive until 2028.
- Will still continue to work together and have been invited to join the Northern Zones cluster.

9. FWFC

9.1 Correspondence from FWFC

Next years fundraisers:

- Have been asked if we need a big event or just small events to keep up the community connection. Tania noted this will be worked into the board budget discussion next week e.g. deck improvements needed.
- It was agreed it would be a good time to have the catch up with with the subcommittee (as per previous meeting discussions).

10. Closing Meeting

10.1 Next Meeting Agenda

The Board agreed to trial the earlier start time of 6-8pm for future board meetings.

Next meeting agenda items:

- The attendance plan
- Subcommittee allocations

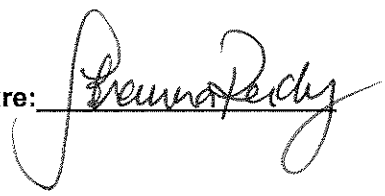
10.2 Closing Prayer

Tania closed the meeting with a prayer at 9.13pm.

10.3 Google Survey

10.4 Close the meeting

Next meeting: Meeting No 8 - 26 Nov 2025, 6:00 pm

Signature:  **Date:** 26/11/2025