CONFIRMED MINUTES

BOARD MEETING NO3

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

At the **Board Meeting No4** on **24 Jun 2026** these minutes were **confirmed as presented.**

Name:	St Benedict's School Khandallah Board
Date:	Wednesday, 20 May 2026
Time:	6:00 pm to 7:33 pm (NZST)
Location:	Default Location, 50 Nicholson Road, Khandallah, Wellington, New Zealand
Board Members:	Johanna Reidy (Chair), Albie Calope, Fr Alfred Tong, Campbell Featherstone, Fiona Barnett, Jools Munn, Juan Rubio, Lisa McGregor, Michelle Bowmaker, Tania Savage
Attendees:	Meagan Blake
Apologies:	Lucy Woollaston

1. Opening Meeting

1.1 Welcome and prayer

Michelle opened the meeting at 6pm with a prayer.

1.2 Apologies

Lucy joined the meeting online at 6.05pm but left due to technical difficulties.

1.3 Conflict of Interests Register

No changes.

1.4 Confirm Minutes from previous meeting

Board Meeting No2 25 Mar 2026, the minutes were confirmed as presented.

Approval of previous minutes.

The previous meeting minutes from 25 March 2026 were approved.

Decision Date:	20 May 2026
Mover:	Michelle Bowmaker
Seconder:	Juan Rubio
Outcome:	Approved

1.5 Action List

Due Date	Action Title	Owner(s)
25 Mar 2026	Review to be written of the camp for camp planning documents. **Status:** In Progress	Tania Savage
13 May 2026	Comms Committee to develop a draft comms plan for Term 2 meeting. **Status:** In Progress	Jools Munn, Lisa McGregor, Michelle Bowmaker, Tania Savage

Comms Committee draft plan update:

- Focus is on strengthening what we do well and improving the pathway for comms.
- They noted changes coming up with the school newsletter platform on the school website and a booking app that will help to solve issues.
- There will be a tightly focused community survey on comms.
- We are seeking expert advice on comms development.

1.6 Board Training Register

Training updates:

- Tania attended Communication with Parents training with a media advisor who works with schools. Will look at offering this to staff in future.
- Tania has enrolled in two training sessions for Reporting to Parents & Whānau and SMART on 27 May 7pm, GovHub training and Student Achievement Workshop, 10 June 6pm (in-person and online). Board members were encouraged to sign up.

2. Board Strategic Planning and Compliance

2.1 Policy Review

- The board was encouraged to engage in policy reviews for Term 2.
- Recommended individuals make notes to track what sections have been completed .
- 80% board completion for Term 1. Aiming for 100% this term.

Policy Review for Term 2

Board members to review policy documents for Term 2.

Due Date: 3 Jul 2026
Owner: Albie Calope

Policy Reivew for Term 2.

Board members to review policy documents for Term 2.

Due Date: 3 Jul 2026
Owner: Campbell Featherstone

Policy Review for Term 2.

Board members to review policy documents for Term 2.

Due Date: 3 Jul 2026
Owner: Fiona Barnett

Review Policy for Term 2.

Board members to review policy documents for Term 2.

Due Date: 3 Jul 2026
Owner: Fr Alfred Tong

Policy Review for Term 2.

Board members to review policy documents for Term 2.

Due Date: 3 Jul 2026
Owner: Johanna Reidy

Policy Review for Term 2.

Board members to review policy documents for Term 2.

Due Date: 3 Jul 2026
Owner: Jools Munn

Policy Review for Term 2.

Board members to review policy documents for Term 2.

Due Date: 3 Jul 2026
Owner: Juan Rubio

Policy Review for Term 2.

Board members to review policy documents for Term 2.

Due Date: 3 Jul 2026
Owner: Lisa McGregor

Policy Review for Term 2.

Board members to review policy documents for Term 2.

Due Date: 3 Jul 2026
Owner: Lucy Woollaston

Policy Review for Term 2.

Board members to review policy documents for Term 2.

Due Date: 3 Jul 2026
Owner: Michelle Bowmaker

Policy Review for Term 2.

Board members to review policy documents for Term 2.

Due Date: 3 Jul 2026
Owner: Tania Savage

2.2 Correspondence

Letter to school boards regarding curriculum reform:

- Circulated for board information.
- Relates to school curriculum and speed of change.
- No action required.

Notice regarding emergency closure:

- For board information.
- Letter is a confirmation that the school does not have to make up the day closed for emergency.

After-school webinar invite:

- For board information.

Tania will check if OIA was included in 2026 first meeting documents in BoardPro.

Check Boardpro documents to see if OIA was included in first meeting.

Due Date: 24 Jun 2026
Owner: Tania Savage

2.3 Uniform Review

Two documents circulated give some past information for background and outline the scope of the current review:

- The last uniform review was in 2018, this pricing is included for board information. The review was comprehensive and included a parent led survey.
- Scope is to review the full school uniform and PE kit, to gain understanding, and consider what the rules are and how the school communicates that.
- In our review we will consider our duties under commerce committee guidelines and human rights issues.
- Note no uniform requirements from archdiocese.
- Campbell and Jools volunteered for the subcommittee. Tania and Johanna will help with technical advice.

Scope questions to consider:

- What's working?
- What can be improved?
- Are people happy with the prescribed items?
- Do the rules need to be clearer? (e.g. PE shorts can be bought from anywhere as long as unbranded).
- Noted practicalities of requiring summer clothing when temperatures drop. Can the rules allow for choice?

2.4 Uniform stock

Uniform Stock:

- The Schools uniform suppier, Moana, would like to call in a liability that sits with the school. In 2021/22 the board purchased material stock for the summer skirt/summer dress when enrollments were higher. This stock is currently sitting overseas and the school has a contractual obligation to pay for this.
- Staggering the stock purchase has been discussed with Moana but the fabric belongs to the school.
- The full cost owed for material is $6,214 being 1.7% of the schools uncommitted funds. It was noted the risk of being sued and being required to pay it anyway would be much greater.
- From a Catholic perspective, important to consider stewardship.

- The board agreed with the recommendation to pay the supplier, Moana the amount due.

Approval of payment for material stock to uniform supplier Moana.

The board agreed with the recommendation to pay the supplier and will look at creative ways to use the stock.

Decision Date:	20 May 2026
Mover:	Lisa McGregor
Seconder:	Jools Munn
Outcome:	Approved

3. In Committee

3.1 In committee minutes

The board went in committee at 6.48pm and came out of committee at 6.52pm.

4. Principal report on Annual Plan

4.1 Principals Report including Health and Safety/Board assurance

The Principals' report was taken as read. The following points were highlighted:

- An increasing number of whānau are wanting to hold children at ECE longer and start school at the beginning of the year. This affects our teaching team and our budget and impacts whether we open a new new entrant class.
- Tania has booked an open day in July, previous ones have been well attended. Have a good, fit for purpose school and doing all we can to promote it. It was noted the school is only allowed 16 non Catholic students so therefore our enrollments must be Catholic.
- Will receive staffing for the next year in September. This calculation is based on our July 2026 roll.
- Curriculum changes: have had a change in the curriculum rollout and additional requirements with no staffing. Noted because of the requirements on the school when taking up numeracy specialists, matching FTC, it may not make a difference in reality.
- Government debate of the education and training act: For board information. Last minute changes to the bill would remove 7 elected teachers from the council. Teaching Council would no longer be independent, differentiating it from other peak bodies.
- Parent meetings: KiVa/PB4L/Internet monitoring Week 6, Curriculum, Assessment and Reporting Week 7. Both will need a board member to attend.
- Achievement data for Board ordinarily available in Term 2 will be present in the first meeting of Term 3.
- Fuel Plan: Tania has developed a plan for the school as required. Assessed the data on distances for school whānau, identifying potential issues and some possible solutions. Focus will be on those that won't be able to attend.
- Term 1 Policy Review: Questions raised by the board and staff have been responded to and is available to view.

The Board added the following comments:

- Tiers for funding: Staffing is sent to us in Sept and doesn't change for the year but the school has organised staffing to allow for changes, and can adapt. Safeguards are in place to prevent over staffing. Losing funding remains a risk.

- Attendance for Term 1: Most absence is due to sickness. Any identified issues have been referred to whānau attendance services.
- Finance position: a new finance person has been appointed. This person is a chartered accountant and has worked in schools before.
- The Variance report is included with the accounts Annual Report, which we are yet to receive from the accountants. The Annual Report is due to go to the MoE by 31 March, which will need to be accepted as no fault of the school. The board satisfied that the Variance Report presented could be included in the Annual Report.
- The Principals' Report was approved.

Approval of the Principals' Report and Variance Report

The board approved the Principals' Report and Variance Report.

Decision Date:	20 May 2026
Mover:	Michelle Bowmaker
Seconder:	Jools Munn
Outcome:	Approved

5. Financial Monitoring

5.1 Governance reports

The following points were highlighted:

- The requested graph of uncommitted funds/funds in reserve is now included in the report.
- Tania has already address questions from Albie and Juan in the lead up to the meeting regarding insurance and student roll, and noted the change in accounts receivable amounts now that the accountants have now correctly removed the duplicates.
- Roll: This has increased since last term. Noted there are limited capacity numbers until door access alterations is completed.
- After-School Care: still awaiting MSD grant.
- The Governance reports were approved.

Approval of the Governance reports.

The board approved the Governance reports.

Decision Date:	20 May 2026
Mover:	Johanna Reidy
Seconder:	Albie Calope
Outcome:	Approved

5.2 Photocopy Lease renewal

The board added the following questions and comments:

- New photocopier locations: One outside Room 11 for 4-5 classrooms, one in Tui block for Room 5 and 6, one in Room 2, one in the staff room, and one in the office for confidential printing.
- The change has saved $4000 will eventually reduce waste. The main savings is in reducing the number of devices.

- Tania has consulted with other principals who have confirmed the supplier was reliable and the machines worked well.
- The board approved to progress with the lease with FUJIFILM as the supplier.

Approval of lease for photocopiers.

The board approved to progress with the lease with FUJIFILM as the supplier.

Decision Date:	20 May 2026
Mover:	Campbell Featherstone
Seconder:	Jools Munn
Outcome:	Approved

5.3 Grant application iPad

The following points were noted:

- Tania will put the board decision for the iPads Grant through Flying Minutes if the required information arrives before next board meeting.
- The cost is likely to go up in the current environment and with a global chip shortage.
- Continuing the current lease. If there are further delays Tania will ask for approval to extend the lease.

6. Catholic Character

6.1 Parish update

Property Review consultation:

- The Parish is hoping to complete the review regarding the design of the church and the location soon.
- A small meeting was attended for the consultation. Data collection will end on 22 June. All feedback from in person and online consultation will go into a finalised report in July, giving an objective view of the data.

Sacramental Programme:

- Increasing interest in the programme starting in Term 3. Will be a similar structure to last year and a September time frame.

Other gatherings:

- Two upcoming trips to the church for Grandparents day and St Benedict's day.
- Archdiocese has scheduled some all-priest meetings on the gathering days so unfortunately Fr Alfred cannot attend but the school is grateful for the mass he comes in to do.
- Fr Alfred attended the proprietors rep meeting with Kelly Ross on May 7th and included some proprietors reps from St Brigid's. Worthwhile sharing experiences and assuring the resilience of Catholic societies.
- It was noted as an action Christian Witness was to be reviewed.

Review Christian Witness.

Review Christian Witness for next board meeting.

Due Date:	24 Jun 2026
Owner:	Johanna Reidy

7. Marketing and Communications

7.1 Board newsletter comms

Newsletter items:

- Comms review.

8. FWFC Liason

8.1 Correspondence to FWFC

- Will have more information to update the board after the next FWFC meeting

9. Closing Meeting

9.1 Next Meeting Agenda

Items to be added:

- Update on uniform review.
- Comms for uniform review.
- Induction survey.
- Christian Witness update.
- Comms review update.

9.2 Closing Prayer

Michelle closed the meeting at 7.33pm with a prayer.

9.3 Google Survey

Reminder for board members to undertake the google survey.

9.4 Close the meeting

Next meeting: Board Meeting No4 - 24 Jun 2026, 6:00 pm

Approved decisions made between meetings

New Flying Minute

The final quotes are in for cameras and locks. I am recommending Security NZ Ltd for the camera hardware upgrade and two internal cameras. They were the company that upgraded our alarms and have been reliable with support as well as providing the cheaper quote.
For locks I am recommending Beveridge Locksmith who are cheaper than Security NZ Ltd. Again they have been the company that has previously done work at our school with locks and I find them to be reliable.

11 Supported: Albie Calope , Alfred Tong , Campbell Featherstone , Fiona Barnett , Johanna Reidy , Jools Munn , Juan Rubio , Lisa McGregor , Lucy Woollaston , Michelle Bowmaker , Tania Savage

0 Opposed:

0 Abstained:

Decision Date: 24 Apr 2026
Outcome: Approved

Updated decision on security cameras

When discussing the security camera additions with Security NZ it became clear that they had missed including the updated system as well as update hard drive when they requoted for just two cameras. I had emailed both providers and made clear that we wanted an upgraded system. I also discussed this with both providers

They called the quote CCTV upgrade and I thought the hard drive was all the upgrade required when reading the quote.

To complete the full upgrade it is a cost increase from $2,567.96 to $4,262.20. This is still under the quote from Blue Security of $5,668.58.

As this has changed from the original cost. I do need everybody to revote there approval to the change in cost. Apologies for the extra admin.

11 Supported: Albie Calope , Alfred Tong , Campbell Featherstone , Fiona Barnett , Johanna Reidy , Jools Munn , Lisa McGregor , Lucy Woollaston , Michelle Bowmaker , Tania Savage ,
Juan Rubio - Supporting change if the existing NAS doesn't support the additional cameras

0 Opposed:

0 Abstained:

Decision Date: 18 May 2026
Outcome: Approved

New Actions raised in this meeting

Item	Action Title	Owner(s)
2.1	Policy Review for Term 2 **Due Date:** 3 Jul 2026	Albie Calope
2.1	Policy Reivew for Term 2. **Due Date:** 3 Jul 2026	Campbell Featherstone
2.1	Policy Review for Term 2. **Due Date:** 3 Jul 2026	Fiona Barnett
2.1	Review Policy for Term 2. **Due Date:** 3 Jul 2026	Fr Alfred Tong
2.1	Policy Review for Term 2. **Due Date:** 3 Jul 2026	Johanna Reidy
2.1	Policy Review for Term 2. **Due Date:** 3 Jul 2026	Jools Munn
2.1	Policy Review for Term 2. **Due Date:** 3 Jul 2026	Juan Rubio
2.1	Policy Review for Term 2. **Due Date:** 3 Jul 2026	Lisa McGregor
2.1	Policy Review for Term 2. **Due Date:** 3 Jul 2026	Lucy Woollaston
2.1	Policy Review for Term 2. **Due Date:** 3 Jul 2026	Michelle Bowmaker

Item	Action Title	Owner(s)
2.1	Policy Review for Term 2. **Due Date:** 3 Jul 2026	Tania Savage
2.2	Tania will check if OIA was included in 2026 first meeting documents in BoardPro. **Due Date:** 24 Jun 2026	Tania Savage
6.1	Review Christian Witness. **Due Date:** 24 Jun 2026	Johanna Reidy

Signature:_____ **Date:**_____