CONFIRMED MINUTES

BOARD MEETING NO4

St. Benedict's

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

At the **Board Meeting No5** on **12 Aug 2026** these minutes were **confirmed as presented.**

Name:	St Benedict's School Khandallah Board
Date:	Wednesday, 24 June 2026
Time:	6:00 pm to 7:50 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, Lucy Woollaston, Tania Savage
Attendees:	Meagan Blake
Apologies:	Michelle Bowmaker

1. Opening Meeting

1.1 Welcome and prayer

The meeting opened at 6pm with a prayer.

1.2 Apologies

Apologies from Michelle Bowmaker.

1.3 Conflict of Interests Register

No conflicts to add.

1.4 Confirm Minutes from previous meeting

Board Meeting No3 20 May 2026, the minutes were confirmed as presented.

Approval of the previous minutes.

The board approved the previous minutes from the meeting held on 20 May 2026.

Decision Date:	24 Jun 2026
Mover:	Fiona Barnett
Seconder:	Albie Calope
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
24 Jun 2026	Review Christian Witness. **Status:** In Progress	Johanna Reidy

Tania will look into issues with Boardpro policy review actions and School docs not syncing.

1.6 Board Training Register

No training to note.

2. Board Strategic Planning and Compliance

2.1 Policy Review

Board members have until the 3 July to meet the Board policy review goal.

2.2 Correspondence

Communication regarding OIA's:

- Most OIA's are directed to the board and the Presiding Chair has delegation to respond and shares with the board prior to responding if it requires this.
- The board agreed they trusted in the Principal and Presiding Chair to manage this process.

Request from parent regarding uniform:

- To be incorporated into the Uniform Review.

Mid Term Election 2027:

- Board member places for the next mid term election in March 2027 are currently held by Lucy and Michelle.
- Important to start planning in the August/September meeting and preparing possible candidates, with a newsletter notice to go out in September/October.

2.3 Uniform Review

Johanna updated the board:

- Lucy and Juan formally joined the committee.

Approval of addtional subcommittee members

The board approved that Lucy and Juan would join the uniform sub committee.

Decision Date:	24 Jun 2026
Mover:	Jools Munn
Seconder:	Juan Rubio
Outcome:	Approved

2.4 Uniform stock

Approval of recoding of uniforms in Xero.

The board agreed that in Xero uniforms should be moved out of depreciation and becomes coded in inventory.

Decision Date:	24 Jun 2026
Mover:	Lucy Woollaston
Seconder:	Juan Rubio
Outcome:	Approved

- The review paper examined the margins on uniform sales to ensure the school is not making a profit from whānau ordering uniforms. The review found the school made a loss and offers three recommendations.
- This loss is a minor part of the school's overall depreciation, and was brought to the board for consideration.
- It recommends that the second hand uniform sale should be held earlier in the term. The uniform order can be placed mid term, to minimise the wait, number of shipments and costs.
- It was recommended that uniforms should be set up as inventory in Xero which will help to track items and costs.
- It was recommended the school liase with AFS to move uniform sales out of fixed assets because its not a depreciation item.
- It was noted the uniform is not changing from fabric and this review is not about changing the uniform. It is reviewing our offering, rules of wear and how we communicate it

The board agreed with the recommendations to bring forward the uniform sale and order, and that uniforms should be moved out of fixed assets and recorded in Xero as inventory.

3. In Committee

3.1 In committee minutes

The board went in committee at 6.44pm and came out at 6.53pm.

4. Principal report on Annual Plan

4.1 Principals Report including Health and Safety/Board assurance

The report was taken as read. The following items were noted:

- These meetings are valuable regardless of how many parents turn up. Tania recorded a video after the meeting, creating a resource that can be sent to parents when needed. The curriculum talk may be of interest when the new reports go out, and can be shared.
- The principal and teachers were acknowledged for the large amount of work has gone into the new reporting.
- The archdiocese had an expectation of 12 hours of PLD. The Principals Advisory Group advised that it wasn't possible with the current new curriculum workload. The board noted this is an impossible expectation in 2026. This may need to have a focus coming up but can only do our best with what is possible in the current environment.

- Tarikaka Principals Cluster is discussing working with Harrison Tew to review school emergency procedures and on implementing lock down drills etc. Valuable for St Benedict's to be involved. There is some cost but would be worth while.
- The proposed 2027 school dates were put to the board for approval. This being teacher only days on the 27th and 28th of January for Whānau meetings with a Term 1 start date of Monday 1st February and Term 4 end date of Thursday 16th December and two yet to be set curriculum days.

Approval of 2027 school dates

The board approved the 2027 school dates were put to the board for approval. This being teacher only days on the 27th and 28th of January for Whānau meetings with a Term 1 start date of Monday 1st February and Term 4 end date of Thursday 16th December and two yet to be set curriculum days.

Decision Date:	24 Jun 2026
Mover:	Johanna Reidy
Seconder:	Lucy Woollaston
Outcome:	Approved

Approval of Principals' Report

The Principals report was approved.

Decision Date:	24 Jun 2026
Mover:	Johanna Reidy
Seconder:	Lucy Woollaston
Outcome:	Approved

5. Financial Monitoring

5.1 Areas for improvement in Mangament reports

The monthly management report was received.

- It was agreed that the proposed recommendations would allow the board to get more out of the reports and they should be adopted going forward.
- The board accepted the May 2026 report as an accurate representation of the months financials.

Approval of recommendations.

The board agreed to adopt the recommendations as stated in the May 2026 Governance reports.

Decision Date:	24 Jun 2026
Mover:	Jools Munn
Seconder:	Lisa McGregor
Outcome:	Approved

5.2 Governance reports

- Tania confirmed Accounting For Schools was asked to separate out depreciation, and this needs to be included in the reports.

The board added the following comments:

- ASC revenue was slightly lower it would normally include a grant at this stage. This is an MSD issue. Another 20k will come in for this.

Approval of the Governance reports.

The board approved the Governance reports.

Decision Date:	24 Jun 2026
Mover:	Juan Rubio
Seconder:	Albie Calope
Outcome:	Approved

5.3 Grant application iPad

It was resolved that the board approved the application for the Trusts Community Grant.

Lucy Woollaston abstained from voting.

5.4 Finalised Financial statments and Auditors Completion report

The finalised Financial Statements were presented to the board. The following comments were added:

- The auditors have highlighted that the board needs to review the assets register in detail. The school had identified this already.
- The auditors have also highlighted the board ran a deficit budget in 2025 and again in 2026. The board management responded that board decisions in 2025 ensured the proposed deficit was halved.
- Highlighted the risk, which is why the board has a the breakdown of the depreciation, balancing the needs now and the needs later.

5.5 Application for release of EDI funding for specific project

- St Benedict's has received funding for three students who have joined from a school that has recently closed.
- This funding could go towards learning support for the individuals, but is not required in these cases.
- The school is then able to put some of this EDI money towards the library, board games area, and storage to improve spaces.
- This would include bench seating in the old library.
- Used alongside potential FWFC funding, this is an opportunity to create two really nice space's for the school.

Approval to allocate EDI funding.

The board agreed to put the EDI funding towards the improvement of the library, board game and storage spaces.

Decision Date:	24 Jun 2026
Mover:	Campbell Featherstone
Seconder:	Juan Rubio
Outcome:	Approved

6. Catholic Character

6.1 Parish update

Fr Alfred updated the board on upcoming events:

- Tania has attached the results from the consultation feedback. This process is moving forward, with consultation now closed. A survey of 12-26 year olds was undertaken last Sunday. This provides extra data for the final report in July which is under review by the Property Review team
- Sacramental Programme: dates have been finalised and these are on the school and parish website: Tuesday 30 June - An introduction. Sunday 9 July, 2pm - Sacramental Reconciliation. Sunday 2 August, Sunday 15 November - First Holy Communion (Two sessions each with the parents and students). Father Jerry and Alfred will contribute as well with 2 sessions per sacrament.
- Two events coming up: St Benedict's day, 2 July and Grandparents day 28 July (Fr John Vendercart will be standing in for Fr Alfred).
- Currently looking at the frequency of use on the parish website. This went down over the weekend.

6.2 Set up Christian Witness review

Johanna updated the board.

- This review is in progress.
- This is included in the end of year proprietors report.

7. Marketing and Communications

7.1 Board newsletter comms

Newsletter items:

- A thank you for the road patrol parent volunteers, who will be receiving email reminders.
- An acknowledgement to the teachers for all the work done on new reports and curriculum.
- The comms review has commenced.
- Note that it's great to see how engaged kids are in the work outside/school improvements and thanks for the work anyone contributed in any way.

7.2 Communication review

Lisa and Jools updated the board.

- The comms subcommittee was thanked for getting the review underway and understanding how to make the most of communication channels.
- The review has sharp focus on school and board external comms to parents.

7.3 Survey Induction

The Survey Induction was sent out for the first time in 2025. The board was updated with results from Term 1 2026:

- Comms issues have been raised through the survey so it has been a beneficial review.
- The results show transitions are smooth.

- Second hand uniform shop was also raised here and picked up in uniform review.
- Overall positive responses.
- The next induction survey may not be until 2028.

8. FWFC Liason

8.1 Correspondence to FWFC

Waiting on formal response from FWFC to confirm what items they will fund, before progressing further.

9. Closing Meeting

9.1 Next Meeting Agenda

- Uniform review update
- Comms review update
- Assessments

9.2 Closing Prayer

The meeting was closed with a prayer at 7.50pm.

9.3 Google Survey

Board members were reminded to complete the google survey.

9.4 Close the meeting

Next meeting: Board Meeting No5 - 12 Aug 2026, 6:00 pm

Approved decisions made between meetings

Approval of 2025 financial statements

The Board is happy for the financial statements to be approved and signed by the principal and presiding member.

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

0 Opposed:

0 Abstained:

Decision Date: 3 Jun 2026
Outcome: Approved

Signature: Johanna Reidy **Date:** 12/08/2026