CONFIRMED MINUTES

BOARD MEETING NO2

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

At the **Board Meeting No3** on **20 May 2026** these minutes were **confirmed as presented.**

Name:	St Benedict's School Khandallah Board
Date:	Wednesday, 25 March 2026
Time:	6:00 pm to 7:44 pm (NZDT)
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, Michelle Bowmaker, Tania Savage
Attendees:	Meagan Blake

1. Opening Meeting

1.1 Welcome and prayer

Johanna opened the meeting with a prayer at 6pm.

1.2 Apologies

No apologies. Jools notified the board of late arrival.

1.3 Conflict of Interests Register

No interests to note.

1.4 Confirm Minutes from previous meeting

Board Meeting No1 25 Feb 2026, the minutes were confirmed with the following changes:

Campbell's conflict of interest was removed.

The minutes were approved with the following amendment:

- Remove Campbell's conflict of interest.

Approval of previous minutes.

The minutes of the previous board minutes held on 25 February 2026 were approved with noted amendment.

Decision Date:	25 Mar 2026
Mover:	Juan Rubio
Seconder:	Fiona Barnett
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

1.6 Board Training Register

2. Board Strategic Planning and Compliance

2.1 Policy Review

- Tania reminded board members to ensure they do the policy reviews, noting Digital Technology and Online Safety is particularly relevant as the schools social media is an area that may not align. Any social media from the school should have oversight from the board and the board needs to review their position on this.
- Digital technology and teaching around AI: This is under review. Currently students have no access to AI. Teachers have access. What will be included at this stage is up to the board to decide. Tania has reporting of any attempted access through Linewize. Network for Learning (MoE filtering system) seems to successfully block the same content. Linewize filtering has helped give teachers a bigger picture on what discussions are needed in the classroom.
- Tania will include a list of the policies to review in the agenda. All board members are to put their names next to the policies reviewed.

2.2 Proprietors Report

Johanna thanked Fr Alfred and the Proprietors Report team for putting the report together. She noted the report looks in a good state and opened the item to board members for questions of comments:

- Specific issues related to property: Auditors will ask for the property plan and maintenance and Tania will explain that ADW are contracting to have this completed for all 38 diocesan schools.

2.3 Correspondence

The board discussed the following correspondence:

A letter of resignation was received from the Finance Administrator:

- They have their work and role in a good state and will stay for the handover process. They aim to leave in the middle of Term 2 but can stay until end of Term if required.
- This is a part-time position for 17 hours.
- Tania is drafting comms and hoping to interview applicants in week 2 of Term 2. While a committee is not technically needed, Tania asked for assistance from committee board

members to interview. The position requires someone with financial experience who has good communication skills with children and the community.

MoE correspondence received:

- Information on audits and reasons for audits. Board members don't have much contact with the audit until final report and then the board can respond.
- Changes to ERO: This is the third change to ERO in recent years on how ERO will engage with schools. Previously this was a partnership model, although we have not had the expected follow up since the schools last ERO review. Regardless of the model ERO use, St Benedict's will have data on those areas, which board members also need to have an understanding of.
- Discussion of rhetoric regarding what is MoE recommended and mandated. The school will use the MoE SMART tool, although it was noted the tool doesn't provide the percentage report MoE are requiring. The SMART tool is not mandatory and school's can continue to use PAT's if they choose.
- Letter of the MoE notes the school is not required to make up the day closed for emergency.

3. In Committee

3.1 In committee minutes

The board went in committee at 6.40pm and came out at 6.46pm.

4. Principal report on Annual Plan

4.1 Principals Report including Health and Safety/Board assurance

The Principal's Report was taken as read. The board added the following comments and questions:

- It was noted the stand down in 2026 was an error from the 2025 template.
- Year 7 & 8: The Ministry provided resources same as previous year due to late curriculum change. Tania has released Year 7 & 8 teachers for one day so they can gather their own resources to teach year 8 math. Tania will check in with these teachers each term in case another day is needed.
- SMART tool: The school will be trying out the new MoE tool. Tania noted it was important St Benedict's students take the SMART test to support the validity and reliability of the tool. The tool is not mandated and school's can continue to use PAT's. All teachers have started doing SMART test modules. Have observed there are a lot of digital tools within it, and hope the ability to navigate all these are not an issue or distraction. The SMART tool does allow different time limits if needed, where as PAT's have one set time.
- PAT results: it was noted this is not a governance issue and this is a tool primarily for teachers and teacher/parent conversations to highlight any student competency issues should be happening well before any of those results are received. They are used in the greater context of teaching and knowledge of that child.
- Reporting: Tania will not be attempting to adjust our current report to match new requirements but will instead have a new report to align to what is required. Will use our student management system to bring in results that are not mandated, but could be included in the reports.
- The Education Act requires reporting twice a year, this is unchanged and the school will continue to do this.

- Noted a disparity in progress markers provided by the MoE and the new curriculum benchmarks, creating challenges for schools with reporting not aligning to measurement.
- Quote for door locks: This is expensive but falls under capital expenditure spending. The locks on the doors is an upgrade and is a safety issue for lock downs. Tania suggested going with the cheapest quote as the same keys and locks would be provided. Tania will finalise quotes for board approval by email.
- Security camera quote: 3 quotes were received. Replacing the outside cameras is not needed, mainly require two indoor cameras to cover the areas required. The board agreed to approve the lowest quote.

Annual Plan:

The school was expecting to have a new Strategic Plan for 2026, however MoE changes have delayed release of framework to 2027. Tania has created an Annual Plan draft, including board, community and staff feedback that was gathered in strategic plan consultation in 2025. The following points were highlighted:

- Key competencies have been removed. Values had to be taken out as all focus is now on the new curriculum and learning.
- Reporting has been moved from School Climate into Excellence for Education. A lot has changed since and this allocation makes more sense.
- The Well-being curriculum is still important but we currently have three areas that will feed into that. Recommended we go no further until 2027.
- Board measures for the end of 2026: the board discussed retaining current targets. The board agreed it was important to retain the current policy review target, have one board member attending events and targets for undertaking training. Any upcoming events requiring board member attendance would be included in the Principal's Report for board member allocation.
- Lucy volunteered to attend PB4L KiVa and Linewise in week 3 Term 2.
- Tania will complete final edit's, still to be done.
- The board agreed to change wording from "ensuring positive friendships" to "fostering positive friendships".

The report was tabled.

Approval of Prinipal's Report with Quotes and Annual Plan.

The Principals Report with quotes and the Annual Plan was approved with the noted amendments made and with the final security quote to be approved by email.

Decision Date:	25 Mar 2026
Mover:	Johanna Reidy
Seconder:	Lucy Woollaston
Outcome:	Approved

Board member to attend PB4L KiVa and Linewize event in Term 2, week 3.

Lucy volunteered to attend PB4L KiVa and Linewise in week 3 Term 2.

Due Date:	8 May 2026
Owner:	Lucy Woollaston

5. Financial Monitoring

5.1 Financial Management

Tania updated the board on communications with Accounting for Schools:

- Accounting for Schools have ensured us that the incorrect duplicate invoices will be removed and budget corrected.

5.2 Governance reports

Approval of Governance Reports.

The governance reports were approved.

Decision Date:	25 Mar 2026
Mover:	Lisa McGregor
Seconder:	Jools Munn
Outcome:	Approved

6. Catholic Character

6.1 Parish update

Fr Alfred updated the board:

- The Parish of Francis of Assisi is looking for feedback on how we are as a parish community and to consider what those spaces look like through overall feedback and data. Consultation is extended to many different areas of the parish and this is a time to hear from everyone. Those who can't attend in person can send feedback via the parish email address. The intention is for a parish vision to unfold out of the consultation.
- There is a consultation tomorrow for all board members and to allow all the feedback to inform a process of moving forward. Through the objective view of the data, any needs identified will be collated into a report.
- Natasha from the Parish Property Review group is leading sessions. These will look at community needs, what people can see in a particular property and any wider issues that will allow all of us to have a sense of belonging in the new facilities.

Tania, Alfred and Jools will be attending tomorrow and asked for issues to take forward:

- Options for the new church location: Johnsonville option seems a more natural hub. Newlands will be more difficult.
- Regarding the church including a community centre: No decisions at this stage and a valid point as this can be a multi functional space.
- Travel for grandparents day: this is manageable currently but how regularly and how far may come prohibitive.
- St Benedicts and St Bridgets are the two schools that feed into the parish.
- Parking is not an unusual challenge, community members can pay or there are park and ride and train options.
- Summary: Keep it accessible for everyone, particularly our peak events.
- Further feedback from board members and any personal opinions were welcomed by email.

7. Marketing and Communications

7.1 Board newsletter comms

Newsletter items:

- Road patrol reminder: Clear instructions on monitored crossings that require an adult and the process if there is not an adult on the crossing. Including names and the video link at the top of the newsletter has been helpful. Tania has been focused on ensuring someone is always there. Signage is now up to tell children that they cannot go onto the crossing without an adult.
- Include a call for a volunteer coordinator from the community for ensuring the crossing is always attended. This role would only require sending reminders to those on the roster and ensuring rostered days are swapped if they can't be there.

8. FWFC Liason

8.1 Correspondence to FWFC

Draft funding request:

- The FWFC Picnic is on this weekend and they have asked for requests for funding. Tania has compiled a list of items that align to FWFC criteria.
- A grant application has been submitted for the ipads but has been included in the case this is unsuccessful.
- Library relocation has been included.
- Furniture for the staff room can be covered by operational funds.
- When submitted, FWFC will review the school's proposed list and choose the items they feel align. Johanna will attend the meeting to present and answer any questions.

Approval of request for funding for FWFC

The board approved the request for funding list for FWFC.

Decision Date:	25 Mar 2026
Mover:	Lucy Woollaston
Seconder:	Albie Calope
Outcome:	Approved

9. Closing Meeting

9.1 Next Meeting Agenda

Items for next meeting:

- Variance report: this report will show our performance on last years strategic plan.
- Quick report on road patrol monitoring changes.
- May possibly have the completed audit depending on dates.

9.2 Closing Prayer

Johanna closed the meeting with a prayer at 7.44pm.

9.3 Google Survey

Board members were reminded to complete the google survey.

9.4 Close the meeting

Next meeting: Board Meeting No3 - 20 May 2026, 6:00 pm

New Actions raised in this meeting

Item	Action Title	Owner(s)
4.1	Board member to attend PB4L KiVa and Linewize event in Term 2, week 3. **Due Date:** 8 May 2026	Lucy Woollaston

Conclude the meeting with Prayer Tania Savage

Signature:_____ **Date:**_____