

# MINUTES

## St Joseph's School Board of Trustees Meeting Held 20 February 2018

### PRESENT

Fr. John Adams, Debbie Behmes, Steve Glen, Monique Kearns, Steve Prentice, Aaron Richards, Jon Robertson, Rachel Scott, Michelle Sharp, Wendy Skinner, Marietjie Verweij.

No apologies

The meeting was opened at 5.30 with a prayer provided by W. Skinner

### IN ATTENDANCE

Manja Pieters, Minute taker.

### INTERESTS TO DECLARE

None to declare.

### PREVIOUS MINUTES

Previous Minutes tabled for discussion

**Motion:** That the minutes of the previous meeting are accepted and approved, with the addition of bullet points to the Operational Report (under the Monitoring section), by A. Richards.

W. Skinner  
**CARRIED**

### CORRESPONDENCE

Correspondence Schedule tabled for discussion

**Motion:** That the inward correspondence is accepted and the outward approved.

W. Skinner  
**CARRIED**

### PRINCIPAL'S REPORT

Report tabled for discussion

**Motion:** That the report be accepted.

A. Richards/M. Sharp  
**CARRIED**

### Land

Note that the integration of the land does not match the historical record (Parish owns parts).

### Industrial Information

Teachers Collective Agreement will be re-negotiated this year; union meetings have been organised locally. Staff asked to attend one meeting each at different times, to spread the load of work and limit impact on student learning.

Principals & Catholic DRS proposed itinerary for visit to the Holy land

For the information of the board only.

Account information - School camp

Camp information will be sent out earlier next year to ensure time for parent help Police Vetting procedures.

**Motion:** The following recommendations from the Principal's Operational Report are approved.

A. Richards/J. Robertson  
**CARRIED**

**ELECTION OF OFFICERS**

Wendy Skinner stepped aside. A Richards (Principal) temporarily took the chair for the election of Chairperson. A Richards called for nominations for chairperson.

**Chairperson Nomination:** W. Skinner

J. Robertson/S. Prentice  
**CARRIED**

**Subcommittee/Portfolios**

**Finance Committee:** W. Skinner and J. Robertson

**Treasurer:** J. Robertson

**Property:** S. Prentice and S. Glen.

**Special Character:** W. Skinner, J. Robertson, M. Kearns and Fr. J. Adams.

**Grants:** D. Behmes.

**Policy:** R. Scott.

**Appointments subcommittee:** D. Behmes.

**Communications:** M. Sharp.

**Ex Officio:** A. Richards and W. Skinner.

**Motion:** That the above delegation to the Subcommittee and Portfolio are approved.

W. Skinner  
**CARRIED**

**STUDENT ACHIEVEMENT REPORT**

Report tabled for discussion

**Motion:** That the Curriculum report be accepted.

M. Verweij/A. Richards  
**CARRIED**

- M. Verweij acknowledged Teacher Aides who have done an excellent job.
- 'Teaching as Enquiry' was noted as the reason for success in 2017. In 2018 teachers choose which areas to focus on; progress and process will be reviewed at the end of the year.
- Noted the need for students achieving above the expected levels to remain challenged and engaged. New programmes will aid this, as well as further consideration of data. Staff teams are deciding what tools to utilise.

## **PRINCIPAL'S OPERATIONAL REPORT**

Report tabled for discussion

**Motion:** That the Operational Report be accepted

A. Richards/ M. Verweij  
**CARRIED**

### National monitoring study

Students at SJS perform similar to or above the national score in this research of Year 4 Movement Studies students.

### Extra curricular

In addition to offering Mandarin, Korean and French language studies, music studies in band, guitar and drama are provided onsite. SJS is currently seeking an onsite piano teacher.

### Global Youth Ambassador Project

*Principal summit* scheduled for May in Sister City, Wuhan, China to gauge if the programme is suitable for SJS and 10 other associated schools, and promote SJS to international students. Health and safety will also be assessed. There is no charge for the Principals' summit.

*Field trip to China.* Up to eight children from SJS can subsequently travel to Panda camp over the SJS school holidays, a Chinese holiday programme where locals learn the English language. Every four SJS children will be accompanied by an SJS teacher. Year 8 students will be invited, with selection criteria to be confirmed; priority to Mandarin students and young leaders.

*Hosting Chinese students.* SJS will also agree to host a group of Chinese students at SJS for one week; SJS decides when and where. School families are paid for billeting these students. The School is also paid. As funds for travel costs may prevent some students from participating, it is suggested to use funds generated from international students to help subsidise these students.

The aim of programme for SJS is to gain valuable student and staff experiences, attract international students, as well as provide an attractive bonus to prospective staff.

**Motion:** That the board approves attendance at the Principals' Summit with the understanding that income from international students is used towards assisting students for whom funding may otherwise prevent their attendance. Furthermore, that the Principal's visit will determine whether the programme will go forward for SJS.

A. Richards/J. Robertson.

**CARRIED**

#### Community consultation schedule

Agreed that the following will attend:

Filipino Community – afternoon tea at 3.30 on 20 March - F. John & M. Kearns

Pasifika Community – meeting at 5pm on 7 April - S. Prentice, R. Scott.

Asian Community – meeting at 5pm on 31<sup>st</sup> July - J. Robertson, D. Behmes.

Māori Community – supper at 7pm on 24 October – J. Robertson, W. Skinner

M. Verweij and A Richards will attend all meetings.

W. Skinner

**CARRIED**

#### St Joseph's Day

To be held on Friday 16 March, with the building opening proposed for the same day.

Activities to begin with an open air mass, then children are to visit Spencer Park. Inviting guests such as the new Bishop, Mayor, Local MP.

#### Forming faith evening

Scheduled for 7 April at the Parish Centre. Aim is to engage with new parents of school, explaining the SJS special character. Expecting a good turnout as it has been a few years since this was offered.

#### Teaching Staff PD

Staff meeting once a fortnight with tight focus. Discussed TH504, Catholic social teaching and the HookED model. Various staff have been involved in this and have been sharing their experience with other staff.

#### Sponsorship

Discussion around sponsorship. All Sponsorship proposals needed to be approved by the Board.

#### Discussed roll increase

SJS currently at capacity. Outlined the need to consider solutions as a Catholic network, rather than individual school.

#### PTA spending

Grotto idea was revisited; noted this is still under discussion with relevant committee.

#### Term Dates

Term dates for 2018 and 2019 were tabled.

#### Principal's Recommendations

1. Accept the Principal's Operational Report – February 2018.

2. Approve a 90% achievement threshold for Reading and Mathematics.
3. Approve a 85% achievement threshold for Writing.
4. Approve start date for 2019 as Thursday 31 January 2018. Approve the last day for the 2018 school year as Thursday 20 December 2018.
5. Approve the school's participation in the Youth Ambassador Project
6. Ratify the appointment of Kim Collins as CoL within school teacher for Mathematics
7. Ratify the appointment of Mel Walsh as CoL within school teacher for Literacy
8. Ratify the following unit allocations
  - Sport Coordinator - 1FTU - Matt McGuire
  - Mathematics Leader - CoL - Kim Collins
  - Literacy Leader - CoL - Mel Walsh
  - Performance Arts Leader - 1FTU - Mel Walsh
  - Digital Learning Leader - 1FTU - Mark Scully
  - Science - 1FTU - Kim Collins
  - Science - 0.5FTU Marietjie Verweij
  - Junior Sport - 0.5 FTU - Angela Gilligan
9. Approve a grant application to the Southern Trust for shade sails.
10. Delegate the principal the authority to negotiate and organise sponsorship for various school activities or resources. The principals need to ensure that sponsors were fitting to the special character of the school. The principal would also need to ensure that any advertising was in fitting with a primary and was not unnecessarily overt.
11. Approve the date set to open the new classroom blocks - 16 March

**Motion:** That the Principal's recommendations listed above be approved.

W. Skinner  
**CARRIED**

## **FINANCE REPORT**

Report tabled for discussion

**Motion:** The Finance Report be accepted

J. Robinson/A. Richards  
**CARRIED**

**Motion:** Payments be approved

S. Prentice/W. Skinner  
**CARRIED**

- Noted a successful year.
- Noted that the format will be different for the Ministry report (e.g. include wages).
- Discussion around forecasting which was considered less necessary in this relatively predictable context.

**Motion:** That the Treasurer's Report be approved

S. Prentice/W. Skinner

**CARRIED**

## **CHARTER**

Draft Charter tabled for discussion

**Motion:** That the Drafter Charter be accepted for discussion.

W. Skinner

**CARRIED**

Noted this is a living document, to be amended as ideas arise. The document is available on Google Docs and will track changes when members make amendments. Fr. J. Adams will consider revising the first point under section D (marked in red).

**Motion:** That the Draft Charter be approved

A. Richards/M. Kearns

**CARRIED**

## **IN COMMITTEE**

**Motion:** That the board move into committee to discuss a personnel issue.

W. Skinner

**CARRIED**

**Motion:** That the board move out of committee and resume the ordinary board meeting.

W. Skinner

**CARRIED**

## **GENERAL BUSINESS**

M. Sharp requested leave for next two meetings.

W. Skinner

**CARRIED**

**Meeting Closed:**

**7.32 pm**

**Next Meeting:**

**10 April, 5.30-7.30**

**Read & Approved:**

**Date:**