

MINUTES

St Joseph's School Board of Trustees Meeting Held 22 May 2018

PRESENT

Steve Prentice, Monique Kearns, Aaron Richards, Jon Robertson, Wendy Skinner, Rachel Scott, Debbie Behmes; Marietjie Verweij (left at 7.08pm).

APOLOGIES

Fr John Adams, Steve Glen, Michelle Sharp.

The meeting was opened at 5.30 with a prayer provided by J. Robertson.

IN ATTENDANCE

M. Pieters, Minute taker; M. Cleese (left at 6.10pm).

INTERESTS TO DECLARE

None to declare.

PREVIOUS MINUTES

Previous Minutes tabled for discussion

Corrections to previous minutes noted by M. Verweij:

- Under Science review section, replace 'Deborah Dawson' with 'Carmen Kenton.
- Liz Beattie is starting week 6, not week 5.

J. Robertson noted payments need to be approved in last minutes and added to minutes going forward.

Motion: That the minutes of the previous meeting are accepted and approved.

W. Skinner, D. Behmes
CARRIED

CORRESPONDENCE

Correspondence Schedule tabled for discussion

L. Prendergast (student) wrote an illustrated letter to the Board regarding school uniform. He requested the option of long trousers during terms 2 and 3 for boys as he felt it was too cold for shorts.

Discussed by Board who support continued wearing of shorts but recommend wearing warm clothes around the torso and the uniform beanie. J. Robertson to respond accordingly.

Auditor letter – W. Skinner to sign on our behalf.

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

CURRICULUM

ESOL Report

M. Cleese reported St Joseph's has an increasing number of international students this year, mostly Filipino. The school qualifies for ESOL Ministry funding; more time will be given to those that need it.

The *Progress of ESOL students against English Language Learning Progressions Report* shows students achieve in most indicators most of the time. Note that it is difficult to compare levels as students move up through the levels.

It is generally considered that students arriving with no English language skills, will take 5-10 years to achieve native speaking level.

The senior school employs more academic language than the lower levels, so there is increased support and focus on gaining these skills in this area.

The ESOL verifier was pleased with progress and advised to keep applying for funding until students have gone through all the levels.

It is noted that the school could further support international student families and students and enhance their learning by reflecting their culture and language at school. An extract from an ERO report, *Responding to language diversity in Auckland - April 2018*, noted it is important for children to feel like they belong and that their culture is valued. For example, M. Cleese suggested the use of bilingual flip books containing text in one language one way, and English the other way.

M. Cleese will work with St Joseph's support staff to allow her more time to focus on ESOL. Other St Joseph's Support Staff will take over some of M. Cleese's release work so she can focus more on ESOL needs.

R. Scott suggested a calendar of cultural event celebrations be put up around the school for students as well as families to view.

AsTTle Reading Test

M. Verweij reported that the e-asTTle Reading test was recently administered. Students sit the test at their level which aids in individual goal setting. 102 year 7-8 students were tested; all did very well. The year 8 median was above the national upper quartile; the year 7 median was also higher than the national median.

Students were above the median for self-assessed self-regulation during reading; this was the first time this was tested. Great results for boys, with year 8 above the national upper quartile. Girls assessed even higher.

Reading is taught well at this school with a wide range of texts used.

The reporting tool currently generates data for Māori and non-Māori.

MONITORING

OPERATIONAL REPORT

Principal's Operational Report tabled for discussion.

Motion: That the Operational Report be accepted

A. Richards/W. Skinner

CARRIED

Science review

M. Verweij is working on a planning template for the school wide integrated unit plan. There is a re-focus on the iLearn enquiry model. Professional Development will develop science capability.

Assessment

Evaluation Associates have been employed to facilitate consultation around a school-wide assessment programme. Issues with current tools include student capability measures variation between teams and concerns with the school report template. The approach is from a clean slate perspective. The facilitator has started working with staff, ensuring everyone has developed a shared understanding of concepts such as what collaboration and assessment is. The facilitator is well known and received well by staff.

Pasifika Community Consultation

The Pasifika school community consists of 8 children from 6 families. 4 families attended who appreciated the invitation and indicated their children were happy and felt welcomed at the school. Due to the limited representation, individual issues were discussed rather than broader Pasifika issues. Different issues were identified between families, such as the use of multiple Pacific languages at home. English language support was identified as a priority for these students.

Strategic Plan

Getting most of this completed. Different parts of this plan become action plans that various people work on during the year.

Personnel

- M. Devcich and M. Smith have started (L. Beattie will begin in 2 weeks).
- Up to 7 positions can be non-tagged. There are currently 6. 11 positions must be reserved for tagged teachers.
- 7 teachers are on fixed term contracts; 3 are relieving for teachers on maternity leave who are expected to return in 2019. Excluding the roll growth teacher (M. Devcich in Timoney 2), there are 3 fixed term positions to fill.
- It is recommended that the 2 fixed term positions be converted to permanent positions in term 2 (one tagged and one not tagged). In term 3, another 2 permanent teachers can be appointed, thus managing the retirement of L. Lodge (Junior Team Leader), and possible return of two teachers from maternity leave.
- The school recently celebrated the birth of R. Cook's son Benjamin Leslie.

PTA

- Funds have been donated towards re-instating the school gardens; 3 Eco Warrior teachers have been allocated to this task in order to ensure continued motivation.
- Further funds have been allocated to two new metal soccer goals.

Health and Safety

- *Emergency evacuation* drill still needs to be completed.
- *Emergency communication* flier was sent to all families explaining how the school will respond to emergencies and how it will communicate with parents.
- *Hazard management procedures* have been drafted and sent to team leaders for consideration. The document will then be reviewed and sent to staff for feedback.
- *A Food Safety Plan* is required due to the amount of food prepared at school. This is a comprehensive document which costs \$230 to register and involves significant compliance procedures. This licensing allows the PTA to hold other events which will not require licensing such as the school Fair food stalls.

Enrolment

- The roll remains healthy and above minimum requirements.

Length of the school year/Industrial action

Last term the union organised 5 staggered events around the city, allowing internal coverage of teaching hours so impacts on students were minimised. The next meeting in June is one event at Horncastle Arena. There are therefore two options: keep school open (employ relievers), or close school at 1.30. The length of the school year was extended to take into consideration this potential industrial action, thus no time will be lost to students.

It was decided that school close at 1.30 on the day of the union meeting. M. Verveij will put notices to this effect in the newsletter every week.

Police vetting

All non-teaching staff have been vetted within the last 3 years and regular volunteers within the last two. Parents helping at camp have also been vetted.

Personal wellbeing audit

- *Medical information.* Records are being updated with all students who have medical issues or require medical attention at school; this information will be stored with Emergency Evacuation packs.
- *Epipens.* School Docs policy is that all medication be kept in the First Aid room. However, some staff currently keep epipens in their classrooms. Discussion concluded that the policy be supported.

Special Catholic character

- Group met on the same day as the Board meeting.

Principal's Recommendations

1. Accept the Principal's Operational Report – May 2018.
2. Approve the advertisement of two permanent positions.

3. Board ratify the current Medication Policy and support the principal in effectively implementing procedures that comply with this policy.

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

A. Richards/W. Skinner
CARRIED

FINANCE REPORT

Financial Report tabled for discussion.

Motion: That the Financial Report be accepted.

W. Skinner/J. Robertson
CARRIED

Noted that the school is building healthy reserves and this level is meeting all Ministry requirements. Significant funds have been budgeted for maintenance, but have not yet been spent.

All school China trip airfare expenses have been reimbursed by families of the travellers.

The Annual Report has been communicated to Auditors and has been signed off.

Motion: That the payments for the month be approved.

W. Skinner/S. Glen
CARRIED

Motion: That the Annual Report is accepted and approved

W. Skinner/S. Glen
CARRIED

Motion: That the monthly report for March / April is approved.

W. Skinner/S. Glen
CARRIED

GOVERNANCE

Attestation

The annual internal audit of the special character compliances for Catholic schools has been completed. The school is currently fully compliant. The school can have up to 5% non-preference; currently the school has 0.5% (2 students).

Noted that Mass is continuing monthly.

Visitor Policy Review

- Contractors are briefed once a year; thereafter they must check the Hazards Board when visiting during the year.
- It was concluded that visitors arriving between 9.30am – 2.30pm must sign in. A Hazards Board is being made for above the sign in ipad.
- It was suggested that a building evacuation Clear/Not Clear Board be used to highlight rooms that have not been cleared. Teachers will clear students from rooms as a priority. The Clear/Not Clear Board enables emergency services to quickly see which areas they should prioritise for checking.
- The board also requested changing wording of '*strange*' to '*unusual behaviour*'.

Protected Disclosure Policy Review

Note that criminal action can be reported directly to police rather than via the school first.

COMMUNICATION BACK TO THE COMMUNITY

J. Robertson and W. Skinner will work together to provide a plain English and short synopsis for the newsletter about how the school is funded, providing links to the financial documents (Annual Report and Analysis of Variance) on the website.

MEETING PROCEDURES

Meeting dates and times listed on the agenda are suitable.

IN COMMITTEE

Motion: That the board move into committee to discuss a personnel issue at 7.08pm.

W. Skinner and J. Robertson
CARRIED

Motion: That the board move out of committee and resume the ordinary board meeting at 7.29pm.

W. Skinner
CARRIED

Meeting Closed: 7.30pm
Next Meeting: 3 July 2018, 5.30-7.30
Read & Approved:
Date: