

MINUTES

St Joseph's School (Papanui) Board of Trustees Meeting

Held [Rāapa](#) / Wednesday 1 [Hōngongoi](#) / July

2020

PRESENT

Leanne Anderson, Nathan Bradley, Pauline Fojas, Monique Kearns, Paul Knill, Aaron Richards, Megan Stewart, Cedreece Tamagushiku, Catherine Thornley.

IN ATTENDANCE

M. Pieters, Minute taker.

APOLOGIES

No apologies; Staff and Teacher rep not yet appointed.

The meeting was opened at 5.37pm with a prayer provided by M. Kearns.

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.

C. Tamagushiku / L. Anderson

CARRIED

CORRESPONDENCE

Correspondence Schedule tabled for discussion.

Many teachers have taken their one day discretionary leave. The Board encouraged the management team to take their leave as well.

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

C. Tamagushiku

CARRIED

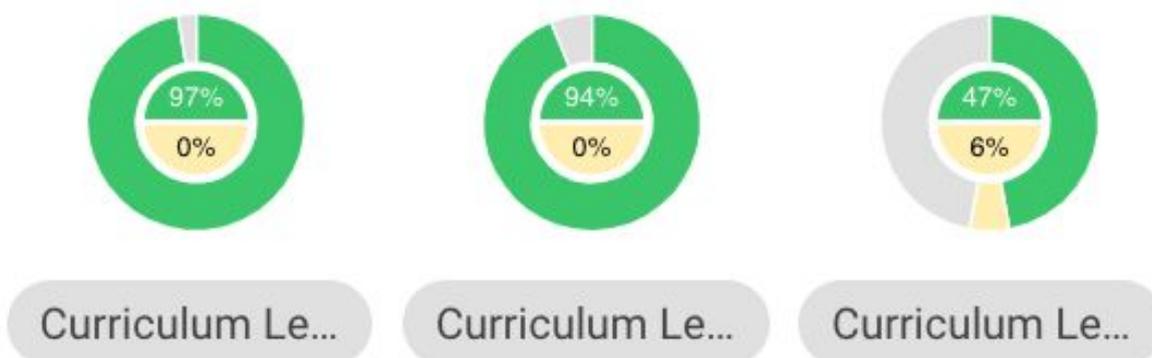
TEACHING AND LEARNING

Assessment schedule

COVID has interrupted progress on the assessment schedule, but this has now been updated.

A. Richards provided an on-screen demo showing what parents will see on Hero (SMS) under assessments. The written detail is in 'teaching language' but a plain English version will be included for whānau. Green/yellow buttons show what percentage of the rubric is achieved; yellow is next goals.

SJS English: Writing Goals



The school hopes to have discrepancies (as discussed in last minutes) rectified before the release to parents mid Term 3. The explanation to whānau is being developed now.

Summative data can be taken from Hero to assess progress on the achievement standard aims in the Strategic Plan.

St Patrick's (Kaiapoi) have shared their RE Rubric with St Joseph's so this can be further developed and adapted for our school. They have developed it but haven't used it yet. There is a Health PE Rubric available, but the school hasn't seen it yet.

Student-led conferences (SLCs) are opportunities for children to celebrate their achievements, including in subject areas outside those which will be reported in Hero. Parent-teacher meetings will present data for the first year and a half of the student's life at St Joseph's. Then reporting will be via Hero and the SLCs.

It was confirmed that RE could be put on top of the list of curriculum areas.

Homework procedures

Report tabled by A. Richards

New homework procedures have been developed to improve across school consistency. Parents have communicated they want this, and research supports it. This will change the way some staff have been providing homework.

It was noted that RE needs to be in the homework programme. A. Richards explained that this has traditionally been integrated into the curriculum. The strands of the RE document have been related to the lives of our students and integrated into school studies. The topic for each term relates directly to RE. It starts with investigating the Saints strand, then builds inquiry from this.

Collaboration

A. Bennett to provide presentation at next meeting.

MONITORING

OPERATIONAL REPORT

Principal's Operational Variance Report tabled for discussion.

Performance

Until M. Walsh stepped down as the Performing Arts unit holder, production preparations for the traditionally professional end of year production spanned the final term. Since then, no one has been willing to take her place, particularly as this is considered a very large undertaking. Last year, A. Richards took on coordination of a scaled down production which was undertaken over the last four weeks of term. There was mixed feedback from whānau.

The Board discussed the options and suggested that a focus on learners was the best approach going forward. It was suggested that A. Richards approach staff and suggest they form a committee of interested participants in organising the production. This committee would be empowered to decide how to run it going forward. Options include:

- A scaled back performance each year.
- Outsourcing the running of the production (this has been done before) with either a big or scaled back performance. The Board is happy for this to occur, given the ticket charge can cover this cost. This may involve consulting with Marion and St Bedes as part of our collaborations with local schools.
- A large production one year, and the alternate years, a smaller production (such as nativity).

DRS

A. Bennett is covering this position for Term 2 and M. Stewart reports this is going very well. Applicants for the permanent position will be sent to the Appointments Committee. Interviews can be undertaken in the holidays.

A. Johns Studies

The Board approved [REDACTED] for A. Johns' Masters studies.

First aid equipment

It was confirmed that the new first aid packs have been checked against the First Aid Policy in School Docs.

Holy Days

A query was raised in previous minutes concerning the celebration of Holy Days. M. Stewart confirmed that all the Holy Days in NZ have been changed to fall on Sundays except the Feast of the Assumption (August 15) and Christmas Day.

Motion: That the Principal's recommendations be approved:

Action or decisions for the board to consider:

1. Accept this report
2. Provide a recommendation on the future direction for the school production
3. Provide a recommendation on the attendance at Mass on holy days of obligation

I recommend that the board approve the following:

1. Ratify the fixed term appointment of Angela Bennett as DRS
2. Acknowledge Alice John's commitment to continuing her education by subsidising the cost of the Masters course [REDACTED]
3. Ratify the commissioning of a metal cross [REDACTED]

C. Tamagushiku

CARRIED

FINANCE REPORT

Financial Report tabled for discussion by P. Knill.

There is currently a surplus due to factors such as a closed school during the COVID Lockdown and the Ministry providing the Professional Development allowance earlier than normal. It is expected this will be used up as the year progresses.

There have been some unanticipated costs, such as fence and gate repairs.

The quality of the boys toilets was checked by Board Members, who found it acceptable as is. Quotes for installation of new basins were around \$15,500. It was decided this was not viable as the building will likely be removed as part of future upgrades.

Large quotes have also been gathered for sinking the fire alarm and data cable. Advice is being sought to deduce if this is a Health and Safety requirement.

Motion: That the Financial Report be accepted.

P. Knill / N. Bradley
CARRIED

Motion: That the payments for the month of MONTH June be approved.

P. Knill / N. Bradley
CARRIED

GOVERNANCE

SPECIAL CHARACTER REPORT

Parish Pastoral Connection

Report tabled by M. Kearns and M. Stewart.

There are four primary schools in the Christchurch North Parish, as well as St Bedes and Marion. M. Stewart and M. Kearns are sharing a 20 hour position charged with bringing these schools together and developing the Parish outreach. This work is starting with visits to each school to consult with the community, staff, students, and the DRS.

Board Retreat

The Board discussed the suggested retreat and concluded that holding it after Sunday mass and morning tea would be the best timing for the group. The idea could be trialled here, then employed at other schools.

Stewardship group

[Kāhui ako / Communities of Learning](#) have been established locally in different ways (geographic, Catholic, etc., and include stewardship groups). Schools come together to share resources and across-school leaders monitor collaborations across schools. The Christchurch Catholic Community of Learning, Northern Hub representative is J. Boyle (St Bedes), with D. Wichman from St Anne's (Woolston) and S. De Gouveia from St Theresa's (Riccarton).

Communications regarding what is happening in the hubs should be arriving soon.

M. Kearns the primary school representative in the hub (and his happy for someone else from the Board to take over this role).

REVIEW SCHEDULE

None sent by SchoolDocs.

COMMUNICATION TO COMMUNITY

MEETING OUTCOMES

Next meeting date 12 August.

IN COMMITTEE

Motion: That the Board move into In Committee at 6.47pm.

C. Tamagushiku / P. Knill
CARRIED

Motion: That the Board move out of In Committee and close the ordinary board meeting at 8.12pm

C. Tamagushiku / P. Knill
CARRIED

Meeting Closed: 8.12pm

Next Meeting: Rāapa / Wednesday, 12 [Hereturikōkā](#) / August 2020, 5.30-7.30pm.

Read & Approved:

Date:

ACTION POINTS

A. Richards

Assessment Schedule

- Put RE on the top of the list of curriculum areas.

Performance

- Approach staff and suggest they form a committee of interested participants in organising the production.

Special Character Review

- Provide A. Bennett with the report as part of her DRS role.

Appointments Committee

DRS

- Interviews can be undertaken in the holidays.