

# MINUTES

## St Joseph's School (Papanui) Board of Trustees Meeting Held [Rāapa](#) / Wednesday 12 [Hereturikōkā](#) / August 2020

### PRESENT

Aaron Richards, Paul Knill (left 8.55pm), Leanne Anderson, Catherine Thornley, Pauline Fojas, Cedreece Tamagushiku, N. Bradley; Megan Stewart, Erin Kreft.

### IN ATTENDANCE

M. Pieters, Minute taker.

T. Scollard (trainer) Left 6.36.

A. Slee (prospective Board member). Left 8.03.

### APOLOGIES

M. Kearns.

The meeting was opened at 5.31pm with a prayer provided by P. Fojas

### Dealing with complaints and concerns – Tom Scollard

1 hour training session about the role of the Board in dealing with complaints and concerns.

### 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.

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

## **MONITORING**

### **OPERATIONAL REPORT**

Principal's Operational Variance Report tabled for discussion.

#### NAG1: Little Joes Programme

Board members agreed to schedule their attendance at the Little Joes Programme, along with PTA members. This ensures a first, visible and welcoming connection with key members of the school community.

The programme runs in 6 week blocks each term. P. Knill and M. Stewart. Agreed to attend this term; L. Anderson in Term 4.

#### NAG2: Strategic Plan

The Strategic and Annual Plan is near completion and will be sent to the Board on Monday. Student Achievement targets are not yet completed. The Board will be required to motion it's acceptance via email by the end of the week.

The plan was written in a different format, based on a successful model from St Joseph's in Takapuna.

Discussion around completion of the plan in relation to the community consultation process and outcomes. Consultation with T. Johnston was noted in the current plan. It is overdue due to the impact of COVID; updating of the document for 2021 should start immediately.

It was queried whether it needed to be viewed by staff and students before being set. A. Richards noted that the first, general, section (in blue) is usually the section that is circulated for community information, as the remainder is more technical detail. Wider circulation will be an aim for next year's release, due to current time pressures.

#### Section 2.5 – Community consultation

P. Fojas wished it noted in the meeting, it is important to recognise that some parents were still not satisfied at the end of the meeting.

#### 3.3 Principal's Appraisal

The principal's appraisal was deferred to align with T. Johnston's consultation. It was agreed that the appraisal process start now. This will be discussed further at the next meeting.

#### 4.4 Cables

Discussion around cables in the proposed playground. Health and Safety concerns led to a check of the cable locations. A. Richards suggests these are left as they do not need to be relocated. They are protected by ducting so don't have to be dug underground.

#### 4.5 Chromebooks vs Macbooks

Macbooks are expensive, whilst Chromebooks are cheaper and can provide some access that ipads can't. It was noted that families were previously advised to purchase ipads. These will still be used.

#### 7.3 Loving for Life

Clarification that this favourable programme will be budgeted for in 2021, not the 2020 budget.

#### Ramp

The parent of a child enrolled for Term 4 requires a wheelchair access ramp into their child's Timoney classroom. This has been investigated and quoted for.

#### Fences

Repairs to the wooden fence is quoted for, the metal fence has a second quote in process.

**Motion:** That the Principal's recommendations be approved, except where amendments are noted.

1. Accept this report
2. Undertake to cover the costs of the Loving for Life programme for the 2021 school year.
3. Confirm the closing date of 25 September 2020 for the submission of applications for enrolment for the 2021 school year.
4. Approve the lease for digital devices up to the cost of \$1000 per year.
5. Ratify the appointment of Caitlin OSullivan as Director of Religious Studies.
6. Approve the appointment of a Senior Team Leader and two classroom teachers.
7. Approve funding to have the following maintenance work completed:
  - Replacing the fence on the east boundary of the school behind McAuley 4
  - Fixing the metal fence between Kealy and the staff car park. *Board amendment: await second quote.*
  - Building a ramp for the Timoney block ready for a child with a wheelchair. This will be at the school's expense.
  - Burying cables between Mercy and Cremin. *Board amendment: not approved, as recommended after discussion.*

A. Richards/C. Tamagushiku  
**CARRIED**

#### **FINANCE REPORT**

Financial Report tabled for discussion by P. Knill.

Two sets of accounts have been generated since the last board meeting. There is currently around a \$100,000 surplus which will be reduced over time. Many costs expected over the last few months were put on hold due to COVID, for example, staff Professional Development.

First Aid Kits are 250% over budget as they were reviewed and found to be lacking important items. COVID related expenses are also high, such as sanitiser purchases as we return to level 2 lockdown.

**Motion:** That the Financial Report be accepted.

P. Knill/N. Bradley  
**CARRIED**

**Motion:** That the payments for the month of July be approved.

P. Knill/N. Bradley  
**CARRIED**

## **SPECIAL CHARACTER REPORT**

### *Mass attendance*

A class mass attendance problem has been identified. Recently, only six students from a Year 7 class attended. Some that did not attend had been allocated roles. This put unfair pressure on those that were there to fill the gaps.

It was noted that there is an explicit attendance expectation when students enrol for St Bedes. Perhaps a similar practice could be initiated at St Joseph's. Next year, an assessment will be carried out to consider how well Special Character is represented across the whole school.

### *DRS*

A. Bennet is the DRS until her maternity leave on 15 November. The incoming DRS has not currently been provided with release time to attend St Joseph's. Dialogue will continue on this matter. Cover for the period between appointments will be delegated, though it is noted that much planning is carried out in advance. Furthermore, last year's planning for this period can be used to plan for this year.

Priests' visits are now scheduled for Friday mornings (except for this Friday).

**Motion:** That the Special Character Report be accepted.

C. Tamagushiku/P. Fojas  
**CARRIED**

## **PROPERTY COMMITTEE**

Report submitted by C. Tamagushiku

A meeting with the Bishop was attended by representatives from the three stakeholder schools, Marian, St Bedes and St Joseph's and the Parish Council. This was the first of such meetings.

Marian's school plans have been completed in detail with completion around 2023. St Joseph's plans are currently merely an outline with much planning work still to go. Essentially, the Parish space takes the school space where Timoney and Ashby Blocks are. Senior classrooms are sketched in as flowing out onto the field.

All principals agree to work collaboratively between the spaces.

For example, Marian doesn't need a hall but they do have a gym space planned. St Joseph's can use gym and Marian can use the School Hall. Our students currently bus to Breens for technology, but students will be able to go to Marian or St Bedes instead. A combined caretaker team with members specialising in different fields, can look after the schools. Economies of scale can reduce costs such as using one ICT system between schools.

Discussion around collaboration on the Strategic Plan as a result of closer collaborations with the other two schools. The Principal outlined collaboration at the Kāhui Ako level. It was suggested that St Joseph's invite the Chairs from each school to meet once a term to look at across-school strategic issues.

## **GOVERNANCE**

### **REVIEW SCHEDULE**

Report tabled by L. Anderson

#### Appointments

Confirmation that the policy, including use of the templates, is being used by the school. Star rating: 5 for policy; 5 for implementation.

It was queried where the unit allocation information sits. A. Richards to check.

#### Learning Support

It was noted that there can be advocacy for additional learning support, but not for Reading Recovery which is managed differently.

#### Child Protection

The school community is provided with information regarding child safety in different contexts, such as behaviour management. A. Richards will be reporting on this at the next meeting. Policy on digital technology and cyber safety have already been sent to whānau.

Star rating: 4 for policy as parts are ambiguous. Implementation not fully clarified by school so currently rated at 4.

## **Communications**

### PTA report

It was suggested that it would be helpful to consider in advance what Board information would be relevant for the PTA in advance of the meeting.

#### *Quiz night*

Currently not enough tables have been sold (8 tables, while 14 are needed to break even). It is thought this will change when sales are released to the Parish and perhaps a reminder via the newsletter.

#### *Cross*

Stainless steel, though more expensive, was decided on as the material for the cross as it lasts longer.

The PTA wish to organise a working bee to paint the toilets, with Board approval. The Board agreed if no funding outside the PTA is needed, then this can be approved. The Board do not wish to fund any projects on buildings that will be demolished.

A PTA member is stepping down and leaving school. The Board will acknowledge her commitment to school via letter and gesture of thanks, alongside acknowledgement in a newsletter towards end of year and in the end of year speeches.

#### COVID

A note in the next newsletter should reassure the community that there is a COVID plan in place for the school.

#### **Meeting outcomes**

##### Update from last meeting regarding the School Production

Six staff have taken up the offer of forming a committee to consider Plan A and B options for the School Production.

##### T. Johnson Consultation

Once results have been provided, the Board needs to meet to consider the advice and next steps.

##### Principal's Appraisal

N. Bradley to investigate starting the Principal's appraisal process and report at the next meeting.

##### Strategic Plan

A. Richards to email Strategic Plan on Rāhina/Monday 17 Hereturikōkā/August. Board to approve via email by the end of the week.

##### Policy Review

L. Anderson investigate technical issues with submitting feedback on policy.

##### Next meeting date

Raapa/Wednesday 23 Mahuru/September.

**IN COMMITTEE**

**Motion:** That the Board move into In Committee at 8.03pm.

C. Tamagushiku/P. Fojas  
**CARRIED**

**Motion:** That the Board move out of In Committee and close the ordinary board meeting at 9.20pm.

C. Tamagushiku/M. Stewart  
**CARRIED**

**Meeting Closed:** 9.20pm  
**Next Meeting:** Raapa/Wednesday 23 [Mahuru](#)/September 5.30-7.30pm  
**Read & Approved:**  
**Date:**

## **ACTION POINTS**

### A. Richards

#### *Monitoring - Strategic Plan*

Email completed Strategic Plan to Board Members on Rāhina/Monday 17 Hereturikōkā/August.

#### *Review Schedule*

Investigate where the unit allocation information sits in the policy documents.

### C. Tamagushiku

Investigate inviting Chairs from St Bedes and Marian to monthly Strategic meetings.

### N. Bradley

#### *Principal's Appraisal*

Appraisal process to start; for discussion at next meeting.

### P. Knill/M. Kearns

#### *Communication*

Newsletter message assuring the community there is a plan in place for COVID eventualities.

### L. Anderson

#### *Policy Review*

Investigate technical issue preventing feedback submission.

### Board members

#### *Monitoring – Little Joes Programme*

P. Knill and M. Stewart. Agreed to attend this term; L. Anderson in Term 4.

#### *Strategic Plan*

Board members to vote via email on acceptance of the Strategic Plan by the end of the week beginning Rāhina/Monday 17 Hereturikōkā/August.

#### *Community Consultation*

Meet as a committee and consider results from T. Johnston community consultation and assess next steps.