

# MINUTES

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

Held [Rāapa](#) / Wednesday 20 [Haratua](#) / May

2020 via Zoom

### PRESENT

Aaron Richards, Paul Knill, Leanne Anderson (arrived 5.51pm), Monique Kearns, Catherine Thornley, Pauline Fojas (arrived 5.55) Cedreece Tamagushiku, Andre. de Roo; N. Bradley; Megan Stewart.

### IN ATTENDANCE

M. Pieters, Minute taker.

### APOLOGIES

L. Anderson to arrive slightly late.

The meeting was opened at 5.45pm with a prayer provided by N. Bradley.

### 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 / N. Bradley  
**CARRIED**

### CORRESPONDENCE

Correspondence Schedule tabled for discussion.

It was noted that A. de Roo has submitted a letter of resignation (A. Richards to add to Board documents).

Regarding parish communications, M. Stewart noted that there are many changes in the parish. She encouraged Board members to keep up to speed with the changes. M. Kearns and M. Stewart will present further information at the next meeting. Relating to this, A. Richards asked M. Stewart to approach Fr. to find out if the school can be represented in the parish decision-making on the building plans. The school may be able to offer practical input relating to the perspective of St Joseph's and other schools that may use the site and its environs.

Community communication was provided by M. Kearns about ERO. A. Richards would provide further communication via the newsletter about A. de Roo's resignation. C. Tamagushiku noted this position needed to be notified in the newspaper.

#### Matters arising from Correspondence

##### *A. de Roo's resignation*

A. de Roo indicated he will stand down from the end of the current general meeting, as he felt conflicted. He also had to focus on his family. He will continue to complete various property roles already underway such as the preventative maintenance schedule.

The Board has eight weeks from this date to replace the vacated position. This can be done via by-election or by asking for expressions of interest from the community. The latter has been the tradition.

**Motion:** That Board appoint a new parent position on the Board to replace A. de Roo via expression of interest from the community.

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

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

C. Tamagushiku / P. Knill  
**CARRIED**

## **CURRICULUM**

### COVID-19 Response – Learning from home

Report tabled by A. Richards

The Board would like to express their appreciation to all staff for their response to lockdown and the work that followed to provide online learning for students.

#### *Blended learning*

There will be ongoing blended learning models used in the school. Google slides was used by the Junior school, and is now part of the onsite learning programme as well.

The rest of the school is utilising Google Classroom. Staff are looking at how they can continue with this.

A flexible return to school is underway, with allowance for mufti made for several reasons, including families not having time or finances to purchase new uniform. The second-hand uniform sale will run at the end of this week. The school has also followed the advice to have more flexible learning with a focus on creativity and fun activities.

#### *Whānau in need*

The Board queried how whānau in need have been identified and supported over this time. There is financial assistance via avenues such as the PTA. There are various

ways the school identifies those in need. Some are identified through the parish and M. Stewart helps with this. Students communicate with teachers and so forth. Those identified have been supported in various ways such as aid with uniform provision, supermarket vouchers, etc.

## **MONITORING**

### **OPERATIONAL REPORT**

Principal's Operational Variance Report tabled for discussion.

#### Hero

A large HERO (SMS or Student Management System) project uploading rubric data undertaken by K. Burt over the lockdown, identified [REDACTED] in achievement data collected. The leadership team indicated that processes such as the implementation of HERO, redevelopment of assessment procedures along with improvements of the performance management programme would ensure that this problem would be resolved.

The errors led to incorrect assessment results for several students. Teachers have already approached whānau to indicate the school is updating the data, and what steps are being taken to provide support for improved performance if the student requires it.

Due to lockdown, reporting processes will be via a similar structure to last year such as leader-led conferences and hard copy reports to whānau.

#### Strategic plan updates

M. Stewart is helping A. Richards to complete the updates, with P. Knill providing any further support needed.

#### DRS applications

Despite advertising and approaches to staff, there has been little interest in the DRS position.

#### Leave for staff

Staff are already very tired as they have lacked a term break and have been heavily focused on learning new skills for immediate implementation of online learning since the lockdown. The Board agrees that staff should be supported to take a day's discretionary leave during this busy term in order to recharge and focus on wellness.

#### Health and Safety

Google identified a student who has broken the Digital Citizenship Agreement. This was dealt with via the necessary avenues. The student's digital access was suspended for the month of May, with pdfs of learning emailed directly to parents to ensure learning could continue during lockdown.

**Motion:** That the Principal's recommendations be approved:

1. Approve a public statement for the school newsletter regarding the recent ERO report.
2. Ratify the fixed term appointment of Emma Vertogen, Elizabeth Crampton and Sanne Tait.
3. Approve one day discretionary leave for all full time teachers and leaders.
4. Ratify the school COVID-19 closures

5. Accept this report

A. Richards / N. Bradley  
**CARRIED**

## **FINANCE REPORT**

Financial Report tabled for discussion by P. Knill

### April Budget

The April budget carried [REDACTED]

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

P. Knill / A. Richards  
**CARRIED**

### 2019 Accounts

The 2019 accounts have been signed off. A. Richards' significant work in changing an \$86,000 deficit to a surplus of \$43,000 was acknowledged.

**Motion:** That the 2019 accounts have been signed off and submitted for 2019.

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

### 2020 Budget

The budget for this year has been adjusted due to the COVID-19 situation. The team has taken a conservative approach, allowing for a deficit of \$9,000. During this process, C. Tamagushiku noted that the accountants had accidentally double counted lease payments, which has since been rectified. Budget not utilised in other areas such as learning resources can be reallocated this year.

Two positive foci are allocated for in this budget.

1. *Teacher development:* teacher expenses such as increased leader release time to prove teacher development.
2. *Staff culture:* additional funding allocated for T. Johnston's work with the school.

School donations remain strong, [REDACTED] Contributions provided for school activities can be held over until next year. Increased costs due to COVID-19 sanitation requirements has been accounted for.

**Motion:** That the budget for 2020 and Financial Report be accepted.

P. Knill / A. de Roo  
**CARRIED**

## **GOVERNANCE**

## **SPECIAL CHARACTER COMMITTEE**

Report presented by M. Kearns.

### Action plan

The Special Character Committee has made some changes to the Action Plan as highlighted in the documents. Due to the impact of COVID-19, some of the event dates have been adjusted, such as the retreat. Minutes from the meeting will be added by A. Richards for the Board to read.

#### *PTA Cross*

It was noted that the previously discussed PTA cross is still planned for. This will be an internally focused feature in the centre of school by the playground, rather than an external feature presented outside the school.

#### *DRS actions*

In the absence of a DRS, the Leadership Team is undertaking the DRS actions from the Action Plan. They may delegate others to help as well. N. Bradley noted that there are many actions; should these be prioritised, given the time pressures this year? It was noted that any actions not completed would be 'emerging issues' for 2021. The Board supported this.

#### *Behaviour management*

M. Stewart is supporting the formulation of actions relating to Catholic virtues and values to ensure consistency of behaviour management across the school.

#### *Attestation*

The school is currently compliant with the number of tagged teachers required, noting the DRS role is on top of the required number. Of the four positions which will be advertised, it is suggested two will be advertised as tagged. Representatives from the Catholic Character Committee will also sit on the Appointments Committee.

#### *School reports*

It was noted that RE was not listed separately in the school reports last year. It will be a priority to add this into this year's reports.

#### *Feedback*

Could the Board please review the Action Plan and add any comments.

#### *Care packages*

Care packages were dropped off to whānau in need. The Board acknowledged A. Richards' work in getting these delivered.

## **REVIEW SCHEDULE**

Report tabled by L. Anderson

### Documentation and Self-Review Policy

The Board agreed that the two overarching policies were clean, clear and concise and could be submitted.

- Documentation and Self-Review Policy (Board)
- Employer Responsibility Policy (Board & Staff)

It was also agreed that no further school personalisation was needed.  
EOTC policy and unsubmitted Term 1 policies were already agreed on.

## **MEETING CLOSURE**

### Communication to community

To communicate:

- A. de Roo's resignation, plus a thank you to him for his work on the Board.
- ERO report information written by M. Kearns.
- Thanks to staff for their work during the lockdown.

### Board and committee meeting dates

1 July is the next Board meeting

M. Stewart will replace A. de Roo on the PTA meeting schedule.

### Subcommittee

**Motion:** The Board approve formulation of two subcommittees, one to handle complaints and concerns, the other to manage T. Johnston's work with the school.

C. Tamagushiku / P. Knill  
**CARRIED**

## **IN COMMITTEE**

**Motion:** That the Board move into In Committee at 7.17pm

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

**Motion:** That the Board move out of In Committee and close the ordinary board meeting at 7.49pm.

C. Tamagushiku / P. Knill  
**CARRIED**

**Meeting Closed:** 7.50pm

**Next Meeting:** Rāapa / Wednesday 1 Hōngongoi / July 2020 5.30-7.30pm

**Read & Approved:**

**Date:**

## **ACTION POINTS**

### **A. Richards**

#### Correspondence

- Add A. de Roo 's letter of resignation to Board documents, notify the community via the school newsletter and notify in newspaper if this is a requirement.
- Replace A. de Roo's scheduled meeting attendance with M. Stewart.

#### Special Character

- Add minutes from this meeting to the Board documents.

### **M. Stewart**

#### Correspondence

- To approach Fr. regarding school representation in group considering rebuild.

#### Meeting closure

- Replace A. de Roo on the meeting schedule, such as on the next PTA meeting.

### **The Board**

#### Catholic Character

- Review and add comments to the Action Plan.