

MINUTES

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

Held [Rāapa](#) / Wednesday 4 [Poutū-te-rangi](#) / March

2020

PRESENT

Aaron Richards, David Harrison, Paul Knill, Leanne Anderson, Monique Kearns, Catherine Thornley, Pauline Fojas, Cedreece Tamagushiku, A. de Roo (arrived: 5.40) N. Bradley.

IN ATTENDANCE

M. Pieters, Minute taker.

APOLOGIES

Fr. Edwin.

The meeting was opened at 5.35pm with a prayer provided by C. Tamagushiku.

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.

Leave requests

Discussion around leave requests. The principal can make decisions on leave for time periods up to one week. The Board decides on leave from 2 to 6 weeks.

A leave request that includes discretionary leave of up to four weeks of term time, was considered. This is the only leave request for that period. Referral to policy; consideration of leave should take into account if any other leave has been approved in the last year. A. Richards will track all staff leave to keep track of what has been requested and precedents which will help decision-making.

Leave supported.

Resignations

Two teachers have resigned, D. Harrison and J. Culling. Applications have closed for the senior teacher's position (this teacher could go into Hanrahan 1). Advertised fixed term position currently filled by [REDACTED]. One of the staff leaving will vacate the DRS role. This has been advertised internally; at least one application has been received.

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

C. Tamagushiku / A. Richards
CARRIED

MONITORING

OPERATIONAL REPORT

Principal's Operational Variance Report tabled for discussion. Note there is a briefer format, as per last minutes.

Staff Leave

Leave is structured so there is minimised impact on children's learning. The same relievers are used to fill CRT (Classroom Release Time) so learning remains as consistent as possible.

Discussion around Discretionary leave. The Board acknowledged some of the difficulties experienced around discretionary leave submitted recently, as highlighted by the principal. They suggested applying the policy consistently and clearly and agreed it is important to keep a record of leave details which will help establish precedents. It was advised not to put any limits on the amount of discretionary leave as this is necessarily kept open; each application should be considered on a case by case basis by the principal. Referral to the clear policy would clarify, and help make transparent, decisions around discretionary leave.

The Board recommended referring staff back to the clear definitions of discretionary leave via the following:

- A reminder sent to staff at the start of the year, highlighting the policy and definitions of discretionary leave.
- Online requests for leave including the policy at the top and the hyperlink to the definition of discretionary leave.

Personnel

There are two Kāhui ako within school teacher positions. [REDACTED] appointed to fill the one. The other has been advertised with the Senior Leadership position (making the role more attractive). This will effectively fill the position left by [REDACTED]

The role growth teacher position (Timoney 2) has also been advertised and will start [REDACTED]

Employment into fixed term positions is the responsibility of the principal. Applications for permanent positions require the additional input of N. Bradley (Board Personnel Representative and a Special Character Representative).

Motion: That M. Kearns be appointed as the Special Character Representative on the Appointment panel.

L. Anderson / P. Knill
CARRIED

Police Vetting

All non-teaching staff and active volunteers have current police vetting.

10 Year property plan

The 10 year plan is out of date and will need updating. It cannot be completed at this time as the school continues to await information from the proprietor on the future of several school buildings.

The proprietor is covering the cost of any structural work required in the Kealy and Mercy blocks; quotes are being gathered by WPS Opus. The school will cover the cost of carpets and wall linings, etc, which has previously been agreed to by the Board.

PTA donations

The board suggested the PTA advertise what PTA money will be put towards in the school newsletter, helping raise the profile of the wonderful work done by the team.

The PTA wish to concentrate fundraising efforts on one big project such as the Hall. However, the diocese is still to provide a plan for the site and have requested the school wait before fundraising. The Board noted their ongoing support of the PTA's efforts.

Health and Safety

Note that the emergency evacuation practice still needs to be completed.

Two serious harm events have occurred but investigation indicated all safety measures were in place with facilities compliant. Students are recovering well.

Bullying including cyber bullying has occurred. Cyber and physical bullying are considered serious so whānau are contacted and relevant consequences employed such as loss of access to devices for a month.

Fence coming away from bricks between school and carpark which will be fixed by anchoring to the ground.

Legislation / Regulations

The current collective agreement includes the use of eight Teacher Only Days (TOD) to be used by the end of 2021. The Ministry and NZEI provide guidelines for the use of these days. The principal has drafted the term dates for the next two years with this in mind. Four TODs have been utilised this year and four in 2020.

It is noted that the school finishes on 16 December this year, and is calculated to start on 15 February next year (unusually late). The school can alter the start and finish dates, but not the school holiday dates between Term 1 and 4. Parents have previously requested the school end late rather than earlier.

The Board is asked to check the calculations.

Motion: That the Principal's recommendations be approved:

1. Accept this report
2. Appoint a proprietor trustee onto the appointment panel.

A. Richards / C. Tamagushiku
CARRIED

FINANCE REPORT

January Financial Report tabled for discussion by C. Tamagushiku.

The school is still working from the previous budget. The new budget will be discussed after the charter review in February. This year's budget will take into account trends from last year; if the discretionary leave spike continues, for example, the school will budget for this in 2020.

It was noted that there was a deficit, which is considered positive. A. Richards was very successful in gaining donations via various applications, so there was more income than budgeted for. This compensated for the spike in certain expenses.

The school has previously had lower than desired in reserve. Guidelines indicate a school should have three times the monthly expenses in reserve. The school was lower than this at the end of last year. In comparison with other schools, some hold higher reserves and thus make more surplus; others have lower. It is considered wise not to have too much surplus.

Motion: That the Financial Report be accepted.

C. Tamagushiku / P. Knill
CARRIED

Motion: That the payments for the month of January be approved.

C. Tamagushiku / P. Knill
CARRIED

SPECIAL CHARACTER REPORT

M. Kearns outlined some of the details in the Special Character Action plan. The focus is on providing opportunities for the whole community for *Encounter with Christ*. This document will be shared with the Board.

Some action suggestions include a retreat in North Canterbury as a Board and/or Special Character team, as well as collaborating with St Patrick's (Kaiapoi) who we may wish to model some actions on.

Specific action targets are being developed for each year group at school.

A. De Roo queried attending church for the holy days of obligation such as Ash Wednesday, which was carried out at school. It was noted that there are difficulties

around the attendance of priests. For Ash Wednesday, a priest was expected, but did not arrive and there was no communication around this.

The DRS met with a church representative earlier in the year to set dates for 2020 school holy day observations and priest attendance. It has subsequently become evident that not all days are in fact covered by priests, although it was assumed all dates and associated attendance had been confirmed at the meeting. The lack of staff was raised as a concern, acknowledging that Fr. Edwin is still in recovery after ill health.

It was noted that there is currently no space onsite that can house all our students to observe holy days. It has cost around \$180,000 to transport children from school to St Gregory's and back since the earthquakes.

It is a significant part of the school charter to connect with the faith based community. It was suggested that perhaps our school could combine with another school such as St Bedes to observe these dates. A. Richards and M. Kearns will follow up with the DRS, currently J. Culling and a church representative to express these concerns and re-check the dates for 2020.

PANDEMIC PREPARATION

In light of the Coronavirus outbreak, the Ministry of Education has indicated the school must have a pandemic plan in place. Note this is not specifically a plan for Coronavirus, but a pandemic plan. A. Richards completed an audit of all the relevant sanitisation units in school. Every class has one (or two) hand wash units by the doors. Soap and towel dispensers will also be installed above every sink, if not already. Quotes are being sought for additions of sinks. It was noted that there may be a plumber in the school community who could provide a quote to support the school.

A supply of paracetamol will also be stocked. The school should also have a supply of masks, but these can currently only be supplied to hospitals as they are in short supply.

Whilst the Ministry has the pandemic preparation at the 'pre-planning stage', the school is instigating part of the next stage or the 'green stage' of the plan to ensure we are prepared in advance.

Discussion around what has been communicated to the community regarding the virus. Handwashing signs and a hygiene Youtube clip have been provided at school. The newsletter will confirm that measures are in place and could include informing parents of our preparation and focus on hygiene practices with referral to the official information links from the Ministry.

Discussion around leave and declaration of travel for the school community. The school has staff travelling overseas this year who are aware they may need to self-isolate on return, if directed to. This may result in extensions of discretionary leave.

Discussion around reviewing sanitation procedures. Students are encouraged to report problems. The caretaker is present in the mornings to deal with any issues. A. Richards deals with problems outside these hours. It was suggested alternative options are explored. A. Richards will approach Crest to find out what services they can provide outside caretaker hours. The caretaker may also be able to outline any further issues and possible solutions.

PTA

A new secretary has just started and the group is still urgently seeking new members/support.

Due to these issues, the PTA has cut back on their fundraising activities and wish to focus on a few large fundraising events. The Fair will go ahead, and there were plans for Hall fundraising (discussed earlier in these minutes).

The Board wish to continue to offer the PTA their active support and show solidarity especially as some of the ideas such as the cross and hall fundraisers have had to be put on hold. It was suggested that a community meeting be held to deduce what support the community could provide. Another suggestion was to provide a welcome pack to new parents/guardians introducing the school and promoting engagement in PTA activities in some way. In the past, a member would phone a new whānau to welcome them and invite them to an event. It was suggested three Board members meet with the PTA to help brainstorm ways to support them; the principal plus two other members. A. Richards will assign members to PTA meetings on a rotating roster; Board members to check this roster.

GOVERNANCE

CHARTER & STRATEGIC PLAN

A. Richards is working these plans, guided by the discussion from that last Board meeting. Many of the themes discussed related to values and morals and taking a holistic point of view. A. Richards compared the themes discussed to how themes are presented in other schools. It seems useful to focus on three big values that are easily remembered by pupils and become the signature 'St Jo's Way'. For example, Jesus/Others/Self. Three or four strategic goals will be written to match the overall vision discussed by the Board.

The initial parts of the document will be uploaded on Googledocs from next week, enabling Board editing. The draft will then be circulated to teachers and the wider community, including children. It was suggested that it is written in 'plain English', for example, without educational acronyms. This improves accessibility to those in the wider community and those unfamiliar with some of the educational language.

BUDGET

P. Knill sent a list of queries to A. Richards regarding the budget. A. Richards to clarify and respond. This information will be collected for the record.

The levels of resourcing needed for 2020 will be discussed in future meetings. It is noted the Strategic Plan currently under construction, will guide the budget for this year.

REVIEW SCHEDULE

Report tabled by L. Anderson

Some policy reviews have been held over until the next meeting. As previously discussed, the Board has adopted the recommended collective reviewing process. In reading the documents before the meeting, the Board should to focus on the opening page of each policy; it is not necessary to view the content of each hyperlink.

L. Anderson will re-attach instructions for accessing the documents before the meeting; this info is also in the Board website. The embedded links in the agenda documents streamline this process.

Sunsmart review

The small response size was noted. Applying to gain status as a Sunsmart School has been discussed in previous meetings; this will be left for management consideration. The policy reads that the school supplies sunscreen. It should be checked if this is the case at our school and if this is advertised as such.

Staff leave policy

Considered to be a clean and concise policy with clear implementation.

MEETING CLOSURE

Communication to community

P. Knill outlined communication to be provided to the community including:

- The roles of the different Board members.
- Clarifying what the Board is working on, such as the strategic plan and action plan, budget, pandemic planning.
- Call to action for the PTA – promoting positions and their positive work.
- Thanking the school heroes (volunteers, such as the PTA).

Comments on meeting procedures and outcomes

Request to have the relevant Board documents shared on the Friday preceding Board meetings, allowing adequate time for review.

Board and Committee Meeting Dates

Board names have been added to the PTA meeting times; Board members to check this timetable.

A. De Roo has applied for leave from the Board. He wishes to return by 20 May. The Board wishes him and his whānau well for the birth of their next child. He can attend the next Health and Safety meeting which is next week. C. Tamagushiku will cover this role until A. De Roo's return.

IN COMMITTEE

Motion: That the Board move into In Committee at 7.57pm

C. Tamagushiku /L. Anderson
CARRIED

Motion: That the Board move out of In Committee and close the ordinary board meeting at 9.42pm.

Meeting Closed: 9.42pm

Next Meeting: Rāapa / Wednesday, 8 [Paenga-whawha](#) / April 2020, 5.30-7.30pm.

Read & Approved:

Date:

Date:

ACTION POINTS

A. Richards

Correspondence - Leave requests

A. Richards will track all staff leave.

Operational report - Legislation regulations

The Board is asked to check the calculations for the 2021 term dates.

Pandemic plan

Approach Crest to find out what services they can provide outside caretaker hours. The caretaker may also be able to outline any further issues and possible solutions.

Charter and Strategic Plan

The initial parts of the document will be uploaded on Googledocs from next week, enabling Board editing.

Budget

P. Knill sent a list of queries to A. Richards regarding the budget. A. Richards to clarify and respond.

Policy

Applying to gain status as a Sunsmart School has been discussed in previous meetings; this will be left for management consideration. The policy reads that the school supplies sunscreen. It should be checked if this is the case at our school and if this is advertised as such.

Meeting procedure

Request to have the relevant Board documents shared on the Friday preceding Board meetings, allowing adequate time for review.

M. Kearns

Special Character – Special Character Report

Share the action plan with the Board

A. Richards and M. Kearns will follow up with the DRS, currently J. Culling and a church representative to express concerns around attendance at holy days and re-check the dates for 2020.

Communication to community

With **P. Knill**, communication to be provided to the community including:

- The roles of the different Board members.
- Clarifying what the Board is working on, such as the strategic plan and action plan, budget, pandemic planning.
- Call to action for the PTA – promoting positions and their positive work.
- Thanking the school heroes (volunteers, such as the PTA).

Board

PTA

Check the PTA roster for attending meetings.

L. Anderson

Policy Review Schedule

L. Anderson will re-attach instructions for accessing the documents before the meeting.

C. Tamagushiku

C. Tamagushiku will cover the Health and Safety role until A. De Roo's return.