

# MINUTES

## St Joseph's School (Papanui) Board of Trustees Meeting Held Rātū / Tuesday 3 Hakihea / December 2019

### PRESENT

Aaron Richards, David Harrison, Paul Knill, Nathan Bradley, Leanne Anderson, Andre de Roo, Monique Kearns, Cedreece Tamagushiku, Fr. Benito (left at 8.37).

### IN ATTENDANCE

M. Pieters, Minute taker.

A. O'Connell (left 6.05), M. Verweij (left 7.03), J. Culling (left 6.17), M. Clease (arrived 5.48pm, left 6.33). C. Thornley.

### APOLOGIES

No apologies.

The meeting was opened at 5.34pm with a prayer provided by P. Knill

### NOMINATION OF THE CHAIR:

Call for nominations for Chair. C. Tamagushiku nominated.

**Motion:** That C. Tamagushiku is accepted as Chair of the Board.

M. Kearns / L. Anderson

**CARRIED**

### 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 / P. Knill

**CARRIED**

### CORRESPONDENCE

Correspondence Schedule tabled for discussion.

Query insurance of property out of school use. The school's insurance company has offered quotes on various additional insurances such as when the property is in use outside of school purposes, which is currently not covered. For example, several groups hire the hall for out of school activities such as Table Tennis. Income received from the hire will be weighed against the costs of insurance.

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

A. Richards / L. Anderson  
**CARRIED**

## **CURRICULUM**

### Reading Recovery

Report tabled by A. O'Connell

Students enter the programme who are identified as 'at risk' and are able to start the programme as close to their 6<sup>th</sup> birthday as possible (and before their 7<sup>th</sup> birthday). 6 year olds are usually at level 11 on the Reading Recovery scale. Students exit the programme when reaching at least level 16; 7 out of 8 students have achieved this in 2019. Each child has 30 minute Reading Recovery sessions.

There is a close connection between A. O'Connell, teachers and whānau which helps balance the child's workload. Daily logs of the student progress and Reading Recovery homework is sent home. Students are often dealing with double homework; Reading Recovery as well as class homework. It is understood that the Reading Recovery homework generally takes priority, but open communication ensures it is achievable for each student. A weekly progress report is sent to teachers.

Ongoing improvement of the programme and teaching is gained through avenues such as peer support training and practicals, as well as feedback from the children via survey.

When children exit the programme, they may remain at risk and are monitored by teachers. Sometimes TA (Teacher Aide) time can be allocated to a child if it is deemed necessary.

The Learning Support Committee, M. Verweij, A. Richards, M. Cleese and A. O'Connell met once a term to discuss students and flag any for monitoring. Currently students are actively monitored by A. O'Connell for two sessions per term. The Board queried how they can support this programme. This could be discussed with the Principal, but ongoing monitoring could be funded (outside current funding).

### Religious Education Targets 2019

Report tabled by J. Culling.

#### *Target 1*

Students learn prayer. This is undertaken in strands with prayers for each level. Where possible, the prayers are those that are part of the mass, and those used as regular prayers at school to help children learn.

Deficits were identified and strategies were put into place to improve performance.

The latest data showed significant increase in prayer knowledge from over 50 not knowing, dropping to 6.

### *Target 2*

SOLO Rubrics are being used to assess Church, God, Jesus and the Holy Spirit strands. Going forward, the school is focusing on the Church strand.

## ESOL Report

Report tabled by M. Clease

Anyone with English as Second language qualifies for the ESOL programme. Funding is limited; about [REDACTED]. 12 terms of funding is allocated for Aotearoa/New Zealand born children; migrant children are allocated 20 terms.

About 30 students a week are taught for 1.5 hrs in groups of 3-4. Juniors are allocated a spread of three half hour sessions per week.

Those who complete the 12 term funding, stay on the register and join the groups that remain funded.

Data shows the number of students has greatly increased over the years. The Board queried workload, especially if this growth continues. This last term, A. O'Connell has provided a couple of hours a week. If the cohort becomes too big, Teacher Aides may be able to help under M. Clease's instruction.

M. Clease also works to keep 'culture' on the class/school agenda. For example, celebrating Filipino culture, St Joseph's celebrated Filipino Independence day this year.

An advantage of this programme is that M. Clease develops relationships over many years of working with the students, enhancing her support of them and the Classroom teachers.

## Student Target Report

Report tabled by M. Verweij

Progress over time data was requested by the recent ERO team visitors. The Ministry target is to set targets for progress as follows.

3 targets:

- Overall target
- Student achievement
- Teacher targets

### *Reading*

The target is 90% which was achieved in 2017. Since then, the school has struggled to achieve this high target, falling slightly short.

### *Writing*

85% have achieved this target, with good successes in writing this year.

10 of 13 students who were below target, have been moved to 'at the level'. The slow progress reflects an interest and motivation problem for boys which is not unexpected.

Students are often unwilling to edit a piece of work once written, for example. A successful intervention has been to add 20 minutes extra working time for some students.

### *Maths*

A drop in maths performance for [REDACTED] students will be attended to.

The focus is now on students below 'achieving' such [REDACTED].

The Board queried how tracking of individual students occurs. M. Verweij keeps detailed records and notes, collaborating with teachers to ensure progress stays on track. In addition to those of the teachers. The new SMS (Student Management System), Hero, is more visual and can track individual data better. As per ERO guidelines, over a year, the school can track the progress of a cohort identified as not achieving.

Reading or maths targets were not reached in middle school. Staff will consider these and look schoolwide to see if something else needs attention. It is through a combined effort between community and teachers that ensures progress is as expected.

All data is currently available to aid collaboration. This enables the new year to be started with strategies in place to help each student.

## **MONITORING**

### **OPERATIONAL REPORT**

Principal's Operational Variance Report tabled for discussion.

#### Student led conferences

Student led conferences have been undertaken with a refined process that should be consistent across all syndicates. Turnout was much less for seniors (particularly Filipino and high achieving students) than the junior/middle group. In the latter groups, parents don't book their own appointments online. Increased attendance has been achieved through teachers ringing parents to invite them and book in a time.

The school is considering how the feedback process will work to gain more engagement. Six monthly reports are changing to on-going feedback. Assessment outcomes will be available to the community as they are loaded on the Hero SMS.

#### Personnel

Several staff have recently been employed or re-employed by the school to cover vacancies. [REDACTED] in a fixed term position, along with two other fixed term positions (as they are not tagged; no tagged teachers applied).

[REDACTED] fixed term for Term 1, 2020 to fill the gap from the Year 7-8 lead position. The leadership role component will be filled as per below.

[REDACTED], fixed term for one year. He will work collaboratively with K. Burt to lead the year 0-4 team. E. Kreft will co-lead the Year 5-8 team with M. Verweij who will fill this role while the lead position is readvertised.

#### Principal PDL

The principal has requested funding to attend a Trans-Tasman conference in Melbourne in August, 2020. He has never attended this conference before and indicated that Melbourne has previously been known as a model for good education practices locally. The Board requested that a professional development plan be presented to the Board at the next meeting, with indications of what the conference offers in terms of potential ideas and processes that can be implemented at our school.

#### School reorganisation

This process is behind in schedule because of ERO preparation and presentation. It will be back on track with a staff meeting this week to communicate changes and staffing allocations.

**Motion:** That the first Principal's recommendation is approved and the second be reconsidered at the next meeting, pending a report to the Board on the conference schedule and benefits to the school of the Trans-Tasman Principal conference.

1. Accept this report
2. Approve the principal's attendance at the Trans-Tasman conference in Melbourne in 2020.

A. Richards / P. Knill

**CARRIED**

#### **FINANCE REPORT**

Financial Report tabled for discussion by P. Knill.

#### October 2019

The surplus has been reduced. In addition, teacher wages will take [REDACTED] end of year surplus. The Ministry standard is to carry three months of surplus cashflow at any one time. Currently over 60% of schools carry cash surpluses.

A number of items will not need to be financed in Learning Support and Curriculum, releasing approximately \$10,000 to be spent on 'wishlist' items.

#### 2020 Budget

The budget has been drafted. This will be correlated with the Strategic Plan, to allocate funding, for final presentation in 2020. There will be an increase in budget required for the restructure. Teacher wages will need to be increased to enable mentoring in class with lead teachers. This may be resolved via options such as reduced spending elsewhere, or operating on a deficit.

It was noted that grants have helped the budget considerably in 2019.

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

P. Knill / C. Tamagushiku

**CARRIED**

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

## **SPECIAL CHARACTER REPORT**

Report presented by M. Kearns

### Personnel

The Board welcomed C. Thornley (Proprietor's Rep) to the meeting and noted that it was sad to see Fr. Do leaving. The Board wishes him all the best for the future and warmly welcomes any return visits to the school and community.

### Dimensions

Three dimensions are explored 'internally' at the school, on a three year cycle. Last year was 'Christian Witness'. A new dimension: 'Encounter with Christ' will be explored in 2020. The action plan and objectives will be developed and worked towards this year.

Some objectives will carry through from this year, such as wellbeing for staff and students.

J. Culling and A. Richards will meet to discuss reworking the targets for the RE curriculum.

For the current required end of year report, the school will send the action plan with commentary on how all goals were achieved for the current 'Christian Witness' dimension. This evaluation will be sent to the Board for approval.

## **PTA**

Reported by P. Knill

The PTA continues to struggle to gain membership and support in running activities. The same small number of people are doing the majority, or all of the work. The Secretary has stepped down and has not been replaced. The PTA may not be able to continue next year. The Board will support the PTA as much as possible, and is seeking ways to aid.

There are not enough volunteers for the upcoming camp which means it may not be run. The volunteers that do attend are those that often volunteer to help the school. Sports will also be a potential issue for 2020.

A reminder that PTA drinks with the Board is scheduled for next Monday; the Board will attend and reiterate the intent to help.

It was suggested that staff check with other schools in the network to deduce what they do differently to succeed. It was further suggested that staff refer back to the school motto and values to cement vision and associated expectations and actions for the school and community. For example 'Faith in Action'. Staff and community need to actively shoulder tap those with relevant skills and availability.

## **GOVERNANCE**

### **REVIEW SCHEDULE**

Report tabled by L. Anderson.

### Revision process

A. Richards and L. Anderson met with a SchoolDoc representative. She suggested it would be more effective if the Board be reminded to access the policy well before the Board meeting and set aside time in the agenda to discuss and provide feedback on policy and implementation. The feedback would then be collated and entered as Board feedback rather than individual Board Member feedback.

Resolutions can be requested via the internet, but a 100% response rate is required. C. Tamagushiku emails the approval which is tabled via the Correspondence schedule at the next Board meeting.

The Board needs to record the approval of nationwide amendments via formal meeting motion.

### Revised policies

There were no major changes in revised nationwide policies as posted by SchoolDocs. There were some items for the school to note and clarify:

#### *Safe drinking water*

This is the responsibility of the Board. As an urban school, St Joseph's is on town supply so this shouldn't be a problem for our school.

#### *Road Patrol*

A. Richards and L. Anderson are to check school specific information on Road Patrol.

#### *Interschool sports tournaments*

A. Richards will check which BOT representative is required to sign off on the inter-school sports tournaments.

#### *Sunsmart*

Does St Joseph's wish to become a Sunsmart accredited school? The school currently don't comply as seniors wear caps rather than full brim hats. A. Richards to look into requirements, etc.

Sunscreen is available in class, though children are encouraged to have their own. If they don't have a hat, they are currently required to play in the shade. The school will need funding to provide more shade such as over the Senior playground.

### **ERO DEBRIEF**

The school is expecting a positive report which will be presented in no less than 6 weeks. Staff wellbeing was specifically mentioned as an issue to attend to.

### **END OF YEAR**

Several events are scheduled between now and the end of the year, including:

- Year 8 retreats, lunch.
- End of year mass
- Production
- End of year lunch for staff (Rāpare / Thursday 19 Hakihea/December 2pm)

## **COMMUNICATION BACK TO COMMUNITY**

### Restructure

When class lists are decided and communicated, the restructure information will be presented at a meeting, indicating why the process is occurring.

### ERO

The report result will be communicated next year as it is currently confidential. It is possible to indicate that it was felt to be a positive process and outcome.

### Annual thanks

A. Richards and staff will be thanked in the Newsletter and speeches for their year of hard work. The PTA will be thanked for their substantial work. The information will outline the physical benefits to the school and children, of the significant money raised (for example, ipads in all classes).

## **MEETING PROCESS**

### Order

It was suggested that in order to reflect the Board's governance role, strategic discussions should be undertaken first, with operational detail reports discussed last.

### Length

It was noted that the meetings have been too long lately. Solutions would be to provide all reports, links to policies, agenda, and a reminder, well before the meeting to ensure enough time for reading. Reports can then be tabled as read, without reviewing in meeting. Any issues can be raised as discussion.

Operational reporting may be abbreviated, for example, to reporting only on objectives.

Keep in attendance reports to the time (currently 5 minutes).

### Dates for next meeting

Meetings usually take place twice a term, in week 4 and week 10.

The next meeting for 2020 is scheduled for Tuesday 18 February at 5.30pm in the staffroom.

## **GENERAL BUSINESS**

### **Property**

#### *Tag and test query*

Clarification needed around currency of certification for testing. If not current, recommend that certified electrician be employed to tag and test so the school remains compliant with health and safety and insurance requirements. Further discussion required.

## **IN COMMITTEE**

**Motion:** That the Board move into In Committee at 8.56pm.

C. Tamagushiku / N. Bradley

**CARRIED**

**Motion:** That the Board move out of In Committee and close the ordinary board meeting at 9.39pm

C. Tamagushiku / L. Anderson

**CARRIED**

**Meeting Closed:** 9.39pm

**Next Meeting:** Tue 18 Huitanguru / February, 2020, 5.30-7.30pm

**Read & Approved:**

**Date:**

## **ACTION POINTS**

### Finance Team

#### *Budget*

The draft budget will be correlated with the Strategic Plan, to allocate funding, for final presentation in 2020.

### The Board

#### *Special Character*

For the required end of year report, the school will send the action plan with commentary on how all goals were achieved for the current 'Christian Witness' dimension. This evaluation will be sent to the Board for approval.

#### *PTA*

- A reminder that PTA drinks with the Board is scheduled for next Monday; the Board will attend and reiterate the intent to help.
- It was suggested that staff check with other schools in the network to deduce what they do differently to succeed.

#### *Review Schedule*

- Reminded to access the policy well before the Board meeting.
- Resolutions can be requested via the internet, but a 100% response rate is required.

C. Tamagushiku

### *Review Schedule*

Resolutions can be requested via the internet, but a 100% response rate is required. C. Tamagushiku emails the approval which is tabled via the Correspondence schedule at the next Board meeting.

### *Communication back to community*

A. Richards and staff will be thanked in the Newsletter and speeches for their year of hard work.

### A. Richards (and others highlighted)

#### *Special Character*

J. Culling and **A. Richards** will meet to discuss reworking the targets for the RE curriculum.

#### *Review Schedule*

- Set aside time in the agenda to discuss and provide feedback on policy and implementation.
- **A. Richards** and **L. Anderson** are to check school specific information on Road Patrol.
- Check which BOT representative is required to sign off on the inter-school sports tournaments.
- Look into requirements to become a Sunsmart school.