

MINUTES

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

Held [Rāapa](#) / Wednesday 23 [Mahuru](#) / September

2020

PRESENT

Leanne Anderson, Pauline Fojas, Monique Kearns, Paul Knill (left 8.40pm), Erin Kreft, Sandro Ribeiro, Aaron Richards, Cedreece Tamagushiku, Catherine Thornley.

IN ATTENDANCE

M. Pieters, Minute taker.

APOLOGIES

N Bradley, M. Stewart.

The meeting was opened at 5.37pm with a prayer provided by P. Knill.

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. Fojas
CARRIED

CORRESPONDENCE

Correspondence Schedule tabled for discussion.

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

C. Tamagushiku/L. Anderson
CARRIED

CURRICULUM

Assessing and Reporting Student Achievement

Report tabled by A. Richards.

Reading

Data was presented on progress for reading by year. This is showing large portions of children below expected levels. Management is analysing this data as it is apparent there may be inconsistencies with testing and/or data input into the SMS, Hero.

Assurance was given that any students identified with reading issues are constantly being dealt with as per normal team processes.

This problem will be worked on over the holidays; the Board requested data be presented when it is updated and reliable.

MONITORING

OPERATIONAL REPORT

Principal's Operational Variance Report tabled for discussion.

NAG1

1.4: Production

E. Vertogen and M. Tucker will run a Wearable Arts production this year. This has been done in the past. The runway performance will be broken up with entertainment from school groups such as the Kapa Haka and Choir.

NAG2

2.5 - Parent Education

Tours were undertaken of the Mercy block. Some parents have provided positive feedback, praising teachers for their work. In a similar model, staff will be visiting different classrooms to see how teaching is undertaken in different teams.

NAG 3 - Personnel

3.1 - Appointments

The school currently has the required 60% tagged positions (classroom/curriculum teachers, not including the DRS or Principal):

- S.Ward & P.Green (equivalent to one teacher),
- A. Johns
- N. Kickhefer

- M. Walsh
- E. Kreft
- A. Fraser
- S. Philpott
- L. Beattie
- A. Bennett
- E. Vertogen

A. Richards noted that M. Nolan is responsible for signing off that teachers are tagged.

Query whether there is a strategy for increasing the tagged percentages above requirement (this could be part of a planning strategy to support Catholic Character). The principal noted that the best applicants are interviewed. If Catholic, they are considered preferentially.

Query from the Board regarding what is considered in the application process. Criteria include experience, conflict management, whether the applicant would bring in new/positive energy, professionalism.

M. Stewart will be the Board Representative on the appointment panel.

3.2 – Professional Development

Cultural competency is one of our focuses. We are building a relationship with our local Iwi. Workshops at Tuahiwi Marae were organised by M. Cleese and have been attended by teaching and support staff.

A. Richards indicated the Kahui Ako/Community of Learning may also be able to promote relationships between this local marae and the hub schools.

NAG 4 – Resourcing and Finance

4.4 – Digital Device Lease

Query around device platforms. A. Richards clarified that Google classroom is used for years 5-8. It is thought younger students in year 1-4 would find this difficult to operate so will use Google slides instead. In terms of transition to High School, different schools use a range of different platforms, including within schools, depending on subject areas. Advice is to expose learners to diverse platforms, reflecting ICT in workplaces which also utilise many different platforms.

4.2 – Future Building

M. Stewart, M. Kearns and A. Richards attended a meeting with the Parish Rebuild Committee. Discussions ranged from aspects of spirituality to practicalities of design, for example incorporation of a café.

Marian College staff queried drainage in our field which highlighted the fact that their school plans are at the fine details stage. It is evident from the plans provided that the school build will encroach on the St Joseph's School field.

Discussion around these plans raised concerns about what control the school has in what happens on our site and what land must be given up or shared. Marian's build plans are the first to be developed and completed. The Parish

plans will then be developed (including encroaching on current school space on the hall site, etc). Once these are complete, the St Joseph's plans will be developed, including moving classrooms onto the field.

It was felt there is likely significant impact and encroachment on the current St Joseph's school site. Planning decisions are fully controlled by the Diocese, however it was felt that it was important to represent the interests and voice of the school community and raise these concerns.

The Board recommended communication between the school boards, and that representatives of the Board engage in discussions to highlight St Joseph's needs. In addition to attending the meetings with all stakeholders, it was suggested that a meeting be arranged with Marian College in order to consider plans and how resources might best be utilised and developed.

Communication with the community needs to be considered as part of the planning process.

NAG 6 – Legislation/Regulations

Enrolments

Query regarding returning students to year 7/8. Usually about 10 students do not stay on for the final two years. This year, 4 have notified they will be leaving.

Motion: That the Principal's recommendations be approved:

1. Accept this report
2. Approve spending on the following over budget items:
 - A) Increasing teacher aide time \$4,000
 - B) Purchase of ex lease ipads \$7,500
 - C) Purchase digital device secure storage units \$15,500
 - D) Replacing the blinds in the Kealy block \$1,000
 - E) Install bag storage on the Kealy block \$2,000

P. Knill/S. Ribeiro
CARRIED

FINANCE REPORT

Financial Report tabled for discussion by P. Knill.

Surplus

The school budgeted for a deficit of 9k. Due in part to unprecedented circumstances of COVID this year, there is a surplus of 100k. Ministry funds have also had an impact. A 40k bill for teacher wages will help offset this surplus.

Budget was allocated for children's resources, but activity and curriculum budgets have not been spent. A. Richards was asked to create an action plan to spend this budget which includes more teacher aide time, student IT devices and some property maintenance.

Query around devices and clarification of the message to whānau considering purchasing of devices; is the aim to be an 'Apple school' or are alternative devices welcome? It was also noted with COVID that Apple is a significant investment and that not all whānau can afford this. Is this the best investment for usability and

futureproofing? S. Ribeiro suggested checking this. I pads are the preferred device preferred as it is a closed system that can be monitored. Extra school device purchases should help with access to devices.

School Donation

Discussion around donation increase which should be communicated to the community as soon as possible. The Bishop notified that fees for RE and attendance will increase significantly which will affect the school donation amount.

Discussion to clarify reserves the school should hold at any one time. It was noted that A. Richards has done a great job ensuring the required 3 months of estimated expenditure is set aside as reserves. This will also help ensure that if a COVID increase in levels occurred again, the school will have reserves towards covering the expenses.

Motion: That the Financial Report be accepted.

Two names
CARRIED

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

Two names
CARRIED

GOVERNANCE

REVIEW SCHEDULE

Report tabled by L. Anderson

Several required reviews have already been completed via previous meetings.

Child protection review

It was noted that useful feedback was provided on SchoolDocs from staff who commented.

COMMUNITY COMMUNICATION

Whānau have been informed that staff are meeting to create an action plan from the survey results, on the first Friday of term 4.

A. Richards to communicate investment of funds as approved in this meeting.

MEETING OUTCOMES

ACTION POINTS

A. Richards

Curriculum - Reading

To report to the Board with updated student achievement data.

Finance

Communicate investment of funds to the community via newsletter.

M. Stewart

NAG – 3 Personnel

To attend as part of the staff interview panel.

C. Tamagushiku and A. Richards

NAG – 4 Future Building

To invite Marian School to meet and discuss school plans and sharing of resources.

S. Ribeiro discuss device suitability with Rev IT (ICT provider).

IN COMMITTEE

Motion: That the Board move into In Committee at 7.12pm.

C. Tamagushiku/L. Anderson
CARRIED

Motion: That the Board move out of In Committee and close the ordinary board meeting at 8.46pm.

C. Tamagushiku/L. Anderson
CARRIED

Meeting Closed: 8.46pm

Next Meeting: Rāapa/Wednesday 4 November/Whiringa-ā-rangi
5.30-7.30pm

Read & Approved:

Date: