

MINUTES

St Joseph's School (Papanui) Board of Trustees Meeting Held [Rāapa](#) / Wednesday 4 [Whiringa-ā-rangi](#) / November 2020

PRESENT

Leanne Anderson, Nathan Bradley, Pauline Fojas, Monique Kearns (left at 8pm), Paul Knill, Erin Kreft, Sandro Ribeiro, Aaron Richards, Megan Stewart, Catherine Thornley.

IN ATTENDANCE

M. Pieters, Minute taker.

APOLOGIES

C. Tamagushiku

The meeting was opened at 5.33pm with a prayer provided by C. Thornley.

INTERESTS TO DECLARE

None to declare.

PREVIOUS MINUTES

Previous minutes tabled for discussion.

Corrections

- E. Vertogen, P.Gray and A. Johns were shown as tagged, but should be listed as not tagged.
- Remove action: S. Ribeiro discuss device suitability with Rev IT (ICT provider).

Motion: That the minutes of the previous meeting are accepted and approved with the above corrections.

P. Knill/L. Anderson
CARRIED

Action update

1. *A. Richards to report to the Board with updated student achievement data.*
This will be presented in this meeting.
2. *Communicate investment of funds to community via newsletter.*
Completed.
3. *M. Stewart to attend as part of the staff interview panel.*
Completed, and noted consistency achieved though having A. Richards and M. Stewart on every interview panel.

4. *To invite Marian School to meet and discuss school plans and sharing of resources.*
Completed and presented in current Operational Report.

CORRESPONDENCE

Correspondence Schedule tabled for discussion.

On-site After School Care

It is considered desirable for the school to support whānau by supporting an on-site after-school care provider. It was suggested that a survey could call for expressions of interest from whānau.

After school care organisations have approached St Joseph's with offers to provide on-site care. There is no longer on-site care offered.

C. Thornley noted the *MASH* offer desired a five year commitment. Given the uncertain school development timeline, this may not be possible.

M. Kearns noted the Proprietors Rep team could investigate if the Parish was still considering options to provide care.

Subsequent discussion resulted in the decision to defer this investigation and process until mid 2021 to enable Board energy to be focused on current high priority work. This will be noted as a future action point on each upcoming agenda.

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

P. Knill/N. Bradley
CARRIED

TEACHING AND LEARNING

Report tabled by A. Richards.

Standardised test results

School Report (2020 data) Years 3-8, PAT Mathematics

Discussion of graphed testing data.

Dots are individual children and in Year 3, many are above the 'norms'. This is expected as a decile 9 school. The red line is the national average (not the average of decile 9 schools).

A. Richards considered this a pleasing result as the school is meeting expectations.

M. Stewart queried whether the teacher aide hours are targeting the children below expected performance levels. A. Richards confirmed this.

This form of standardised data helps to verify formative assessments taken. OTJ testing is still to be presented.

MONITORING

OPERATIONAL REPORT

Principal's Operational Variance Report tabled for discussion.

NAG 1 - Curriculum/ Learner Achievement

1.1 Authentic learning gets results

An article about the Year 7-8 collaboration's participation in the Antarctic Academy online Learning Programme is to be published in the Education Gazette. Year 7-8 collaboration staff put considerable work into this; the Board is to congratulate them via the newsletter and a more personal communication to teachers from the Chair.

1.3 Learner Achievement

S. Ribeiro queried progress of parental access to Hero. This was discussed in a parent meeting earlier this year. Access to some data was to be provided in term 4, however A. Richards confirmed this is still not possible and reports are still being utilised this year. A. Richards is to communicate to parents that access is still not available and the reasons for this.

NAG 2 - Governance / Self Improvement

Policy Implementation Review - Unit Allocation

A. Richards presented a table with unit allocations for 2020. Once the appointment process is complete, this information will be updated for 2021 and be communicated to staff to ensure transparency.

M. Stewart expressed concern around staff taking on significant unit workloads, though A. Richards confirmed this was being appropriately managed. The Board queried how uptake on units can be encouraged, acknowledging already busy staff workloads. As an example, the Arts unit is a huge workload, including aspects such as the Stage Challenge, Kapa Haka as well as the end of year school production. Much of the time spent on these is out of school hours.

It was noted that consultation with staff allowed problem solving such as the end of school production being managed by two staff, rather than one. If units are not allocated, then teachers are to be consulted to deduce if anything can be done to improve the situation. A. Richards confirmed staff have always been welcome to share units.

M. Stewart noted that NZCEO is developing a policy framework specific to Catholic school boards.

NAG 3 – Personnel

3.1 – Appointments

Three permanent teachers have been appointed, and three fixed term positions have been extended.

A. Richards recommended changing the Appointments Policy by substituting "Senior Management" with "member of the Leadership Team" on the panel ensuring the Leader has input into appointing who they are required to lead.

Process was discussed, with E. Kreft highlighting she had been part of the interview process for some of the appointments but had not been part of the final decision-making process which was handled by the principal. It was clarified that The

Board delegates the recruitment and appointment of all employees to the principal. A. Richards has provided the Board with assurance that appointment policy and process has been correctly followed.

NAG 4 – Resourcing and Finance

4.2 Future building work

A. Richards met with the principal of Marian College to discuss the plans affecting the current St Joseph's School site. The aim is to work together to ensure 'that we maximise the use of facilities'. It was communicated that the St Joseph's School community have expressed frustration with the lack of transparency around plans affecting the school's future.

It is evident that plans for Marian College are at the fine details stage and include aspects such as cutting significantly into St Joseph's current field space. St Joseph's has had no communication regarding the future of the school, though will be significantly affected by Parish and Marian College plans.

The Board expressed unanimous concern about this situation and wish to formalise their concerns. A letter will be communicated ASAP from the Chair of St Joseph's to Mike Nolan, indicating current plans for Marian College and the Parish significantly affect our school. The Board has many concerns, including transparency of communication to community, practicality and Health and Safety of plans. The school wishes the planners to consider alternative options that may suit all parties. P. Knill and C. Tamagushiku to work on this communication.

4.3 - Budget Performance

The school is in a good position and surplus will be further reduced by the current high rate of relievers due to significant sick leave (a relieving pattern currently matched in other schools).

4.5 – Draft Budget

This budget is yet to be reviewed and will be deferred until the next meeting.

NAG 6 – Legislation/Regulations

6.2 – International Students

Concern initially expressed around care of International students who become NZ residents and are then declined re-enrolment as residents. This is because they are non-preference. Students do have the opportunity to become preference.

6.4 – Length of the 2021 School Year

A correction to dates was noted by C. Thornley.

Motion: That the Principal's recommendations be approved:

1. Accept this report
2. Ratify the appointment process for the permanent teachers
3. Ratify the extension to the current fixed-term teachers
4. Develop a committee to work with the diocese on the future plans for the school and communicate transparently with our school community on the changes ahead.
5. Ratify the enrolment process.
6. Change the Appointments Policy by replacing the term "Senior Management" with "Leadership Team".

GOVERNANCE

REVIEW SCHEDULE

Report tabled by L. Anderson

Privacy

The Privacy Act has changed but is not yet updated in this review. The policy was given four stars because it is not yet up to date. The safety of the SMS (Hero) was queried. A. Richards confirmed privacy is protected as it is password protected, for example.

Salary units

4 stars awarded.

CRT (Classroom Release Time)

Discussion around response to community feedback provided on policy. This policy was given feedback from the school parent/whanau community (limited policies are also open to feedback beyond school staff). This feedback is anonymous so cannot be responded to, however the Board can consider the feedback and investigate any issues if necessary.

SPECIAL CHARACTER

Report presented by M. Kearns

A. Bennett has done a great job of stepping up as the DRS. She completed the internal review which needs to be submitted. The Committee will use areas identified as needing more work, to form an action plan.

The Committee will write a thank you to A. Bennett from the Board who are very grateful for her hard work. Acknowledgement will also be made via the newsletter. A gift will also be presented to her as she is about to go on maternity leave.

Another successful Forming the Faith evening was held.

STRATEGIC PLAN

Report presented by C. Thornley.

The Committee met on 19 October to collate feedback. A special dispensation has been provided for St Joseph's School by the Ministry, that requires planning for 2021 be started immediately. Recommendations will be emailed to the Board for consideration.

MEETING CLOSURE

COMMUNITY COMMUNICATION

- The Board is to congratulate year 7-8 staff for the Education Gazette entry, via the newsletter
- Acknowledgement of A. Bennett's contribution as DRS.
- A. Richards is to communicate to the community that access to Hero for whānau is still not available and the reasons for this.

MEETING OUTCOMES

A. Richards

Communication

Investigation process for on-site after school care to be noted on each upcoming agenda until plan developed/discussed in mid 2021.

NAG 1 - Curriculum/ Learner Achievement

1.3 Learner Achievement

A. Richards is to communicate to the community that access to Hero for whānau is still not available and the reasons for this.

NAG 2 - Governance / Self Improvement

A. Richards to monitor unit allocation and consult with staff for solutions if units are not fully allocated. Report back in the next Board meeting.

Special Character

Acknowledgement of A. Bennett's contribution as DRS.

A. Richards and C. Tamagushiku

NAG 1: Curriculum/ Learner Achievement

1.1 Authentic learning gets results

The Board is to congratulate year 7-8 staff via the newsletter and a more personal communication to teachers.

P. Knill and C. Tamagushiku

4.2 Future building work

A letter will be communicated ASAP from the Chair of St Joseph's to Mike Nolan, indicating current plans for Marian College and the Parish significantly affect our school. The Board has many concerns, including transparency of communication to community, practicality and Health and Safety of plans. The school wishes the planners to consider alternative options that may suit all parties. P. Knill and C. Tamagushiku to work on this communication.

C. Thornley and the Board

Strategic Plan

Recommendations will be emailed to the Board for consideration.

IN COMMITTEE

Motion: That the Board move into In Committee at 7.28pm

P. Knill/P. Fojas
CARRIED

Motion: That the Board move out of In Committee and close the ordinary board meeting at 8.21pm.

P. Knill/M.Stewart
CARRIED

Meeting Closed: 8.46pm

Next Meeting: Rāapa/Wednesday 9 Hakihea/December 5.30-7.30pm

Read & Approved:

Date: