

MINUTES

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

Held [Rāapa](#) / Wednesday 9 [Hakihea](#) / December

2020

PRESENT

Leanne Anderson, Nathan Bradley, Paul Knill (arrived 5.43), Erin Kreft, Sandro Ribeiro, Aaron Richards, Megan Stewart, Cedreece Tamagushiku, Catherine Thornley.

IN ATTENDANCE

M. Pieters, Minute taker.

APOLOGIES

P. Fojas, Monique Kearns.

A. O'Connell (in attendance)

The meeting was opened at 5.34pm with a prayer provided by C. Tamagushiku.

INTERESTS TO DECLARE

None to declare.

PREVIOUS MINUTES

Previous minutes tabled for discussion.

4 November 2020, Actions (from Agenda)

1. A. Richards will note "Investigation for on-site after school care", on each upcoming agenda until the plan is discussed in mid 2021.
2. A. Richards will communicate to the community that access to Hero for whānau is still not available and the reasons for this.
3. A. Richards will monitor unit allocation and consult with staff for solutions if units are not fully allocated. *Completed*
4. M. Kearns will acknowledge A. Bennett's contribution as DRS. *Completed*
5. M. Kearns will congratulate year 7-8 staff via the newsletter and a more personal communication to teachers. *This action changed to just in the newsletter.*
6. C. Tamagushiku will contact Mike Nolan, regarding the Board's has concerns regarding the schools' future property plans. *Meeting appointment made.*
7. C. Thornley will email vision information to the board. *Completed.*

23 November 2020, Zoom Meeting Actions:

1. T. Johnstone will contact J. Catton and arrange a meeting to discuss principal KPIs etc.
2. A. Richards will share P. Knill's planning document so everyone can add to the script
3. C. Thornley will share the Catholic document containing the virtues. *Completed.*
4. A. Richards, C. Tamagushiku, P. Knill and T. Johnstone will work on the presentation to simplify. This will ensure the community feels acknowledged. *Completed.*
 - Open with prayer from **M. Kearns**.
 - Welcome and introduction by Tamagushiku
 - **M. Stewart** presents a Kahoot about Board Roles.
 - **C. Thornley** initiates the vision/values discussion.
 - **C. Tamagushiku** outlines the Board has developed draft strategic goals that they believe are purposeful and offer direction
 - **P. Knill** presents on survey feedback and A. Richards' shortened action plan.
 - Mingle at the end with tea and cake (**M. Kearns and L. Anderson**).

Motion: That the minutes of the previous meeting (4 November 2020) are accepted and approved.

C. Tamagushiku/N. Bradley
CARRIED

Motion: That the minutes of the previous Zoom meeting (23 November 2020) are accepted and approved.

C. Tamagushiku/M. Stewart
CARRIED

CORRESPONDENCE

Correspondence Schedule tabled for discussion.

Query regarding feedback on Breens and Bishopdale School zone requests for feedback. These were sent on the 6th of December, and feedback (in favour or not) was due the following day. A. Richards indicated feedback is never given unless it directly affects St Joseph's School.

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

C. Tamagushiku/L. Anderson
CARRIED

TEACHING AND LEARNING

End of Year Data

Report tabled by A. Richards.

Graphs were presented for Writing, Reading, and Maths which included longitudinal data (note the red line represents decile 9 NZ school averages). A deep investigation is being carried out on those who have shown a decline in performance. Writing has decreased, Maths has reached a plateau, and Reading slightly increased but was below previous years in performance.

The data will be discussed with Team Leaders to deduce why the patterns may have occurred, for example, is it affected by new students, cultural, COVID, etc? The data will be analysed on the first Teacher Only Day in 2021.

The Board noted it was necessary to know what age group can be assisted now and how. They expected to see an increase in the next six months, once appropriate strategies have been identified and implemented. Data is now in Hero and can be tracked during the year. A. Richards will report back in 6 months time.

M. Stewart queried how achievement is measured in RE (Religious Education). The school did not previously collect RE data. Goals are now in place for this, with *reciting traditional prayer* an achievement target. The Board requests RE be included in data reporting in 2021.

Me and My School Survey

Report tabled by A. Richards

The survey was not a requirement this year, but it was done as leadership felt it was important data.

The survey will be completed again in Term 3, 2021.

MONITORING

OPERATIONAL REPORT

Principal's Operational Variance Report tabled for discussion.

NAG 1 – Curriculum / Learner Achievement

Reading Recovery

Report tabled from A.O'Connell. Unable to attend this meeting, she will report back to the Board at the next meeting.

NAG 3 – Personnel

[REDACTED]

[REDACTED]

Tagged positions

[REDACTED]

NAG 4 – Resourcing and Finance

School maintenance

The school remains in limbo as it waits to hear planning details from the Diocese. It is acknowledged that the current state of the property will have an impact on the feedback survey results in terms of, for example, perceptions of the school.

However, limited funds can be spent on buildings which may be demolished in the future.

The Board agreed to spend funds on a new heatpump for Ashby 1, noting it is important to deal with this issue as soon as possible and obtain any unit available. There are limited supplies due to COVID at this time.

NAG 7 – Special Catholic Character

M. Stewart queried the position of COL (Community of Learning, Kāhui Ako) which has not been filled in two years. This will be offered to incoming staff for 2021.

Discussion around encouragement and support of staff taking on extra responsibilities and leadership. There are PD opportunities offered each year, including leadership courses.

Motion: That the Principal's recommendations be approved:

1. Accept the Operational Report.
2. Ratify the appointment of the fixed term leaders.
3. Ratify the allocation of fixed-term units.
4. Accept and approve the 2021 Budget.
5. Approve the purchase of a new heat pump for Ashby 1.

A. Richards/P. Knill
CARRIED

FINANCE REPORT

Financial Report tabled for discussion by P. Knill.

Draft Budget

Note this budget is accepted under the Operational Report Recommendations above. Some components of the budget are set, e.g., copiers, leases, but teaching FTE, utilities around kids, etc., are more flexible. In determining the budget, the previous year is considered; budget vs actuals. Figures are extrapolated from these past trends. Fixed expenses are mapped into the next budget, and the remainder is manipulated to reflect the budget goals.

A. Richards reports two extra international students for 2021 have recently signed up so will add an extra \$20k to the budget. This appears to provide a small surplus.

Budget notes include:

- Additional costs for T. Johnstone engagement.
- *Ready to Read* junior resources are now digital so there is increased resource with access to every reader, rather than previous print releases.
- Increasing allocation to Year 6 extension. This may promote retention of year 7-8 students in terms of providing added academic challenges beyond those currently available.

Principal's PA

A. Richards has requested funds be allocated for a PA. The Board requested details on what the position would entail. A. Richards provided details proposing the current Administration staff would share an extra 20 hours, providing administration support for specific duties currently covered by the principal. A. Richards would then be free to engage in essential leadership work including coaching team leaders and work on the cultural plan.

GOVERNANCE

REVIEW SCHEDULE

Report tabled by L. Anderson

The Board agreed all term's reviews should be undertaken at the start of each term, as modeled in 2020.

Privacy Policy

Everyone who reviewed the policy was happy with it. There will be changes to the policy in 2021 as Privacy and Ministry policies change. L. Anderson will check for updates.

Unit allocation

All JDs were provided to teachers, the date applications were due in online communicated. Information was provided to staff showing how many staff applied and who was allocated the role, along with what is left outstanding. The Board suggested A. Richards state clearly that transparency was requested and the specific ways in which transparency has been provided in this case.

Catholic enrolment

L. Anderson noted a communication from SchoolDocs regarding the option of linking to Catholic enrolment. A. Richards to consider the document and review if this is an option the school would like to take up.

Thanks to staff, Board and A. Richards for assurance and work in implementing it.

SPECIAL CHARACTER

Report tabled by M. Stewart

M. Stewart outlined the process for Special Character review and the focus for the year. Encounter with Christ was one of the four dimensions focused on for 2020. Indicators are provided, then the team creates an Action Plan. Attestation is completed in July.

Each year the document outlining indicators and evidence is sent to the Bishop. Feedback is not usually received on this.

The focus for 2021 is *Growth and Knowledge*.

STRATEGIC PLAN

Report tabled by C.Thornley.

Community and Staff Feedback

Feedback on the community feedback evening was positive overall. It was noted from feedback on the night and subsequent feedback that there was concern over the term 'leader' in the Vision Statement. Discussion clarified that this term could be further defined as part of the overall document. Leadership in terms of Board perspective is thought to be in all contexts, not just a 'leadership position' such as a political leader but for example, a leader in faith and personality, etc. It was noted this could be clarified through the newsletter.

A. Richards suggested instead of 'graduate profiles' the terminology could be 'future leader profiles'. He further indicated the vision statement could be advertised around school when students arrive in 2021.

It was noted that busy staff may not have noted the email opportunity to give feedback on the school vision statement. E. Kreft suggested she highlight it after staff prayers this week.

Discussion recognised the importance of embracing biculturalism in these plans. Mahi could be done on translating words but also consulting with Ngāi Tahu / local iwi on creating bicultural Vision and actions.

Discussion around leaving feedback open which will be communicated via newsletter.

MEETING CLOSURE

BOT ADMINISTRATION

Discussion around remuneration for BOT members. The maximum amount of meetings that can be claimed for are 11. Members may complete a form at reception to donate to the Family Care Team if desired.

ACTIONS

End of year data

- Richards to report back on progress to increase performance and meet targets in 6 months.
- Richards to include RE data in reporting for 2021.

Me and My School Survey

A. Richards will provide the focus for the Action Plan at the next Board meeting.

NAG 7 – Special Catholic Character

A. Richards to consult with J. Pasco on a strategy supporting staff to willingly step up and also to take into account succession planning.

Policy review

- L. Anderson will check for updates relating to Privacy Policy.
- In relation to Unit Standards Policy implementation, A. Richards will state clearly that transparency was requested in staff feedback, and the specific ways in which transparency has been provided in this case.
- Richards will consider the Catholic enrolment link.

Communication to Community

Newsletter

P. Knill to:

- Outline the Board's definition of 'leader' in the Vision Statement
- Consider leaving the link for feedback for the Vision active.
- Thank staff and Meri Kirimihete / Merry Christmas from the Board.

In-person end of year communications

- C. Tamagushiku to express thanks to the staff at Morning tea 10.30 on Rāapa / Wednesday 16th.
- C. Tamagushiku and A. Richards to give speech to students on Rātū / Tuesday 15th.

BOT dates

A. Richards to add specific meeting outcomes as titles alongside dates for each meeting:

- 24 [Huitanguru](#) / February - Action plan and Strategic Action Plan sign off.
- Mid year meeting – Assessment of School Achievement.
- Term 3 – Results of Me and My School Survey.

IN COMMITTEE

Motion: That the Board move into In Committee at 7.45pm.

C. Tamagushiku/P. Knill
CARRIED

Motion: That the Board move out of In Committee and close the ordinary board meeting at 7.57pm.

C. Tamagushiku/P. Knill
CARRIED

Meeting Closed: 7.57pm

Next Meeting: Rāapa / Wednesday 24 [Huitanguru](#) / February, 2021
5.30-7.30pm

Read & Approved:

Date: