

ST JOSEPH'S SCHOOL NELSON

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF ST JOSEPH'S SCHOOL NELSON
HELD IN THE PRINCIPAL'S OFFICE, ST JOSEPH'S SCHOOL, 1/18 MANUKA STREET, NELSON
ON TUESDAY 13th FEBRUARY 2018, COMMENCING AT 5.15 PM

PRESENT: Chris Gladstone (Principal), Nicola Hewitt (Teacher's Representative), Father Bill Warwick, Gerard McDonnell (Proprietor's Rep), David Cogger, Suzanne Beuker, Jim Dicken, Henry Kham Suan Thang Tunglut, Neil Benson and Angela Osbourne.

IN ATTENDANCE: Jacqui Jones (Minute Secretary)

APOLOGIES: Melissa Munro

PRAYER: Gerard McDonnell

REFLECTION: Nicola Hewitt

WELCOME

Suzanne welcomed everyone to the meeting.

MINUTES OF LAST MEETING

MATTERS ARISING

Motion: *THAT the minutes of the Board of Trustees meeting held on 13th December 2017, as circulated and read by Trustees, be confirmed as a true and correct record of the meeting.*

Gerard/Angela

All in favour. Carried

Motion: *THAT the Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2017 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.*

Suzanne/Gerrard

All in favour. Carried

Motion: *THAT The Board approves the inclusion of a budget for the 2017 Statement of Financial position and a budgeted Cash Flow, which are derived from the Board's 2017 operating and capital purchases budgets.*

Suzanne/Gerrard

All in favour. Carried

Motion: *THAT the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2017 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2017 year and will include amount and an equivalent expenditure budget.*

Angela/Gerrard

All in favour. Carried

Motion: *THAT the Board approves the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost include an income amount and equivalent expenditure budget.*

Suzanne/Gerrard

All in favour. Carried

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ELECTION OF CHAIR

Suzanne explained the role and notion of the chairperson. Melissa had previously expressed that she is happy to be the chair until the middle of the year but is equally happy to handover at any time prior if someone is willing to take on the role.

The Board discussed the workload and expectations chairperson.

Motion: *THAT Gerard put forward Melissa for Chair*

Gerard/Suzanne

All in favour. Carried

MANAGEMENT REPORT

ERO REVIEW

ERO have indicated that they will carry out a review of the school this year. Maureen Philips from St Pauls' School in Richmond came to talk to the teachers to give her experience of their ERO review in term 4 2017. She directed the Board to a Ministry for Education ERO self-check list that is on-line.

NEW STAFF

Chris discussed the excitement of the new teachers and teacher aids. The feedback from children and parents has been very positive.

STRATEGIC PLANNING

A weekend half day session has been set for 24th Feb from 9am-11am in Chris's office. This session will be to set the annual plan. Chris will send out the initial ideas for the annual plan out via email prior to the meeting to ensure time efficiency at the session.

STUDENT ACHIEVEMENT /MAORI STUDENTS MATH RESULTS

Dave brought up the issue about the drop in results. Nicola explained that assessment has changed and is more robust. This has altered the results from 15% below or well below, to 35.7% in 2017. Dave questioned why this has occurred and what is to be done to solve this. Significant improvements have been made in the actual capturing of information and the teachers now feel they have an accurate starting position moving forwards. The school has employed a maths consultant to drive our teaching and increase student engagement. This forms part of teachers' professional development. Dave also questioned what Renee Jepsom is doing to set a target to help the Moari students with their maths. The Kahikatea – how is Renee going with implementing this and does she need more help with it? Dave expressed the need for more interaction with the families of these children to help make a positive change.

UNIFORM SHOP PROPOSAL TO GO ONLINE

The uniform shop staff are proposing to have a website with online purchasing services. This would require the uniform shop to have a separate bank account. The staff are 'volunteers' and therefore the bank account needs to be a school account but volunteer staff would have 'view only' access to this bank account.

Motion: *THAT a separate uniform bank account be set up that volunteers have 'view only' access to.*

Angela/Dave

All in favour. Carried

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WISH LIST FOR PTA

The PTA have asked the Board for a global wish list.

The heating system for the pool needs to be replaced. Gerrard raised this with ADW however they indicated it would not be funded this year but have not ruled it out in principle. Les has had one quote for solar heating system.

Garin Block needs re-roofing. This should be done at the same time as the the solar heating on this roof.

The Board needs to create a funding plan, categorised into 3 areas:

1. Property
2. Resources
3. Opportunities (such as scholarships)

The funding plan also needs to be further categorised into 3 funding streams:

1. ADW
2. Ops Grants
3. PTA

A Possible wish-list for PTA could be:

1. Resource room for junior reading books.
2. New furniture for junior room

Once the Board have finalised the funding wish-list and plan, they need to take this back to the PTA and also staff.

Chris to take the list back to staff meeting and to establish a google drive document.

WELL BEING SURVEY

Dave identified the key issues of the survey and asked what was being done to address these. The most concerning issue being bullying in the school.

The Board acknowledged that the first step is for teachers to give the children knowledge what is considered to be bulling and also addressing the school rules within the class and in class.

There are five programs that the police run about 'keeping ourselves safe'. There are also Ministry of Education programs for anti-bullying. Nicola stated that these programs have been run in the past and need to be carried on. The new student reporting system will make it easier to see where the issues are and the longevity of the issues. These issues are logged against the student(s) involved and is a flag to address the issue. Student

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Management System has now been implemented that provides staff with a better ability to monitor pastoral care.

The school doesn't currently record issues of bullying and Chris agreed that this will be done.

The results were discussed with the staff meeting. The resources to combat this were discussed and where the staff thought they could do better, particularly around getting to know individual student's cultures better.

The Board agreed that there needs to a whole-school programme implemented to solve the students' perception of bullying.

BUILDING WORKS

The Board have confirmation from the Parish Community to integrate the land for the new classrooms. Chris thanked Bill and Gerard for securing this.

Still awaiting a start date for building the new classrooms. The Board needs to consider the possibility of alternative/temporary accommodation as the new classrooms are unlikely to be built by the end of the year.

ENROLEMENT POLCY/ ROLE UPDATE

The Board were all in approval of the new enrolment policy and Jenny Gordon has also approved it.

The role is 351 and the role is currently closed. The school isn't able to fulfil the maximum role as it is still two classrooms short.

OUT: Nil

IN: Nil

NEXT MEETING

Tuesday 27th March, 2018 commencing 5.15 pm.

PRAYER: Father Bill

REFLECTION: Melissa

Confirmed:

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Chair

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Date