

"that we may have life and have it to the full"
(based on John 10:10)



MINUTES

Ordinary Meeting of St Joseph's School
Nelson Board of Trustees

Tuesday 15 February 2022, 5:15pm held virtually

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

Prayer – Angela Osborne

Reflection – Chris Gladstone reported that today she was supposed to be speaking to 17 new beginning teachers about what it is like to start their teaching career. However outside events saw that opportunity not go ahead. She is in awe of our teachers. Every day they greet the students with a smile upon their face. They have a calling. All children are unique. Inspiration is the teachers' force. Teachers make differences in children's lives.

In Attendance – Angela Osborne, Chris Gladstone, Chris Hart, Irene Firestone, Hamish Angus, Alistair Kwan, Ros Allen, Jaden Whiunui, Liz George

Minute Taker – Kaye Odinet (Minute-taker)

Apologies – Father Marlon, Hamish Angus (for lateness)

Interest Register and Declaration of Interests – Nil

Angela stood down while discussion was held around the election of a Chairperson. Chris G advised that the Board needs to nominate the Chairperson who will carry on until September 2022 when the new elections will be held. Chris has had a korero with Ange who is happy to put her name back in. Is there anyone else who would like to take on that position? As there were no other nominations, Chris declared Angela Osborne remains as Chairperson of St Joseph's Nelson School Board of Trustees until the school elections in September 2022.

2. GUEST(S) TO PRESENT – Nil.

3. MONITORING

Principal's report – as tabled.

This report has been uploaded to the Shared Drive.

Questions Arising from the Principal's Report:

Chris Hart – asked if the 4-5 April meeting had plans in place for potential online. Chris G said it was looking more and more likely it will be held virtually.

Chris H – asked if Chris had an organised delegation in place should the school be forced into self-isolation and illness. Chris G replied YES. The delegation plan was:

Chris Gladstone to Liz George

Term 1 Liz George to Chris Biggam

Term T2 Sarah Bouchet

Term 3 Tracy Malthus.

Each team has a team leader to step up if that person is not available.

Moved: That the Principal's Report is accepted.

Moved: Chris Gladstone / Seconded: Irene Firestone. Approved.

Appointments Update: Nil

Health & Safety Report / Update – Provided for in the Principals Report.

Finance Report

Chris Hart reported the Finance Committee met 8 February. Minutes are in the Shared Drive. There was a quick discussion on the impact of COVID on the roll.

The Solution in Services for Schools report is located in the Finance Report section in the Drive. There are no surprises there. Angela queried a lot of reimbursements from teachers. It was not about the money but more about the administration that Justin had to do. Discussion followed about streamlining the process with maybe accounts with stationery companies.

Community Fund – this is the fund that the BOT is supposed to control, however, Chris G manages the funds. There are currently no funds in it and needs are high. Some businesses are potentially shutting down for a few weeks because of the need for self-isolation. How do we ask these businesses for assistance in these times? We could target the costs, it might encourage people to donate, eg. \$50 buys one lot of stationery, \$100 buys 2x stationery \$300 might get a child to school camp.

Ros – when you pay online, could people pay for stationery twice. If we use the HERO finance system it costs around \$10 which is paid for by the user. We need to encourage people to pay by bank transfer rather than HERO.

Irene said that we need to make it easier of people to donate and the ideal platform is when parents/caregivers pay their school fees.

Ros – people are not always aware of disadvantaged families.

There are 366 on the roll with forecasted 400 at the end of the year. The Finance Committee recommended that they would like Solutions in Services to continue with the financial reports for 2022.

John Armstrong has been approached to work with Chris G on her Principal's appraisal this year.

Pool – pool not opening to the public has meant nil income revenue stream. Those who did purchase keys were refunded. It has resulted in a \$18,000 deficit.

Another bottom-line impact is that under RED COVID setting, we are not renting out the hall to community groups during Term 1 – an estimated \$1,000 reduced funding. It has knock-on effects for everything.

Angela – pool money. The keyholders who were refunded, they were offered a refund or whether they would like to donate their key money back to the school and into the community fund.

Moved that the Finance Report be accepted. Approved.

Property Report

Irene Firestone reported the Property Report had been emailed out. Does anyone have any questions?

With regards the funding letter. Elizabeth Young, is a professional applier who makes applications to funding organisations, will make six applications on our behalf. If she is successful in getting funding, she takes a cut of the donation. If not, then there is no charge. Any funds we receive will go directly to the pool. We need to note if anyone has a conflict of interest with any of the following groups:

- Air Rescue Services \$8,000
- Pub Charity - \$30,000 – we had talked previously about that.
- Rata Foundation \$15,000
- Lion Foundation \$25,000
- Milestone Foundation \$15,000
- Mainland Foundation \$25,000

Irene will also ask for Sport Tasman, Fifeshire Foundation, Pic's Peanut Butter to be included in the approach.

Angela has received an update from Gerard on the APIS money. We were advised that ADW had approved \$120,000 for the roof and extra for the outside space for the LM's. The APIS money of \$249,000 has been received separate to that. Gerard is making sure that our smaller pot will go further. Because the roof, fire alarms and outdoor learning space is Policy 1. Any request we make to ADW they categorise as Policy 1, 2 or 3.

At this time, we can only do two of the three projects.

For each of those three items, he does a one-page application to ADW, they approve in principal then we go out for quotes. That is the process we are required to follow.

Firstly, he will put in first three. If all three are approved – great. If not, then the Board will have to decide on the other priority.

Alistair said that we should ensure that we see the application before it gets sent in to make sure they align with last year's figures. Gerard is doing this on behalf of the Archdiocese, not the school. Alistair voiced his concern at the conduct of ADW and it's representative. Angela reminded Alistair to be mindful of communication and making public accusations. It is important to maintain our longstanding relationship with ADW and its representatives.

Catholic Character – Father Marlon has joined our community. Chris G has met with him. He is very excited to get alongside the school and the Board. He has been on a Board in Taita. We are forming a partnership however our hands are tied with COVID restrictions. Chris said he is like another Father Raymond, a very popular priest from the past.

Ros or Hamish have not connected with him yet – from a proprietorship perspective.

COVID and a positive case in the school.

Thank you to Chris G, Liz, Justin and the team for an arduous and clinical process. Justin ensured every child was on the list to the Ministry of Health. The system works.

Irene said the feedback she had was that parents were very impressed with the quick and proper communication.

Chris G said it was a joint effort with the School, MOE and MOH who supported us.

Liz said that Chris G needs to take full credit for the work she did and especially last week. The document was very helpful. Chris G thanked Liz because she was also part of that process.

Angela – from the Board’s perspective is to look after Chris, the staff who in turn will ensure student well-being that will flow on. Communications will come from Chris, not the Board however Board support is there if required. Chris will continue to ensure the Board that we are adhering to all guidelines and mandates.

The Media Policy is that we respond positively via Chris G and Angela (BOT). Anything communicated from the Board, members will be contacted first for approval, if time allows. The first Stuff article was written without any communication from either Chris G or Angela. Any numbers will come from the Ministry of Health, numbers will not come from the School.

Five staff, three Teacher Aides and three classrooms are currently affected. They were verbally informed they will need to self-isolate for seven days (not 10 days). First day today, fifth day tomorrow. Tests are required on both days however some only had their first test yesterday.

Chris H – asked about sick leave allocation for COVID isolation leave.

Ros said there was a clear flowchart via the Union. There is sick leave and COVID leave. Discretionary leave will be leave taken when looking after a family member. She thought there may be financial support coming from the MOE. She had definitely seen some proposals. By this time next week it will affect many more schools in the region.

Chris G and Angela said the school applied for that last time and we did not receive a dollar.

Staff Matters:

The meeting went In Committee 6:14 pm

Out of Committee 6:50 pm

Catholic Character — Proprietor’s report. Covered in the Principal’s Report

4. STRATEGIC DECISIONS

5. STRATEGIC DISCUSSIONS

6. MATTERS TO BE CONSIDERED ‘PUBLIC-EXCLUDED SECTION’

The Board exclude the public in accordance with Section 48, Local Government Official Information and Meetings Act 1987.

The general subject of the matters to be considered while the public are excluded, the reason for passing this resolution in relation to each matter and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act

1987 for the passing of the resolution are as follows:

Mif	General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
	Principal's Appraisal	Matter between the Chairperson BOT, the Principal and the Appraiser	Confidentiality
	Staff Members Requests for LWOP	Matter between the BOT and The Principal	Confidentiality
	Property Matter	Matter for the BOT	Confidentiality/Sensitivity

7. IDENTIFY AGENDA ITEMS FOR THE NEXT MEETING

Alistair – next meeting the BOT discuss working groups for the Charter for 2023 and replacement of the Vision statement

8. ADMINISTRATION

Previous Minutes

Moved that the Minutes of 12 December 2021 be approved

Moved: Angela Osborne / Seconded: Chris Gladstone. Approved

Matters Arising from Previous Minutes - Nil

Correspondence: Inwards and Outwards - Nil

Next Meetings:

Term 1|

29 March 2022 (week 9)

Term 2

17 May 2022 (week 2)

Prayer: Father Marlon /

Reflection: Irene Firestone

With regards to future meetings, Chris G advised that for the foreseeable future, The Parish will not allow anyone to use their rooms, and when/if we do there will be a \$30 cleaning charge.

Chris G would like to thank Ange for her support for going through the mandate, the termination of three staff in 2021 due to COVID vaccine mandate, and for the rocky start to Term 1 2022. Ange humbly accepted.

9. **MEETING CLOSURE:** The meeting closed 6:50 pm.

Minutes accepted as True and Correct: 29 March 2022

Signed: 