



***“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 29 March 2022, 5:330 pm held virtually (due to Covid)**

1. **MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER**

**Prayer** – Father Marlon

**Reflection** – Irene Firestone. While out walking with friends today we were filling in each other on what is happening in our lives. It brings to the fore that while you are good friends, you don't know what is happening for everyone. We need to continue to be kind and patient because everyone has a different journey in their lives.

**In Attendance** – Angela Osborne, Chris Gladstone, Irene Firestone, Hamish Angus, Alistair Kwan, Ros Allen, Jaden Whiunui, Liz George, and Father Marlon.

**Minute Taker** - Kaye Odinot

**Apologies** – Chris Hart

**Interest Register and Declaration of Interests** – Hamish Angus is doing a teacher placement at St Josephs for four weeks, followed by a four-week break, then another four-week placement. The Board Chair could not see a conflict of interest but thanked him for his openness. The remaining members of the BOT could speak if they wished. No further discussion.

2. **GUEST TO PRESENT – John Armstrong**

Angela welcomed John to the meeting. Thank you to John for his time and for supporting Chris G on behalf of the Board. Chris feels very supported by you and communication is open and concise. As a Board we are happy you are working with Chris.

John – thank you for the invite to tonight's meeting. Hopefully next time we can meet F2F.

John's role, as an endorsed appraiser, means he supports and helps grows Principals across the region. His new role is more targeted towards serious intervention type work. Every principal has the potential to grow as a leader and have unique challenges within their schools. The challenges at St Joseph's is its financial situation. However, it looks very good this year following on from the draft 2021 accounts. This is pleasing to see as it would otherwise have put the school in a precarious position.

One of the biggest changes is that it has been renamed as a professional growth cycle. For a first-time Principal there is a lot of learning to do. They move upwards from being a beginner,

to developing, to experienced, then to leading. Chris is moving into the experienced principal stage. This is her 6<sup>th</sup> year as St Joseph's School Nelson Principal. The previous model was a formalised standard job description. This is not a requirement under the new framework. It is not serving any sort of purpose for a compliance-based appraisal, it is a high trust model. The relationship between the Principal, the Board Chair and the Facilitator is the trust model.

John is happy to re-circulate the principles from the Teaching Council. There could be broad targets, personal targets and how a Board might support a Principal to achieve these.

Looking at St Joseph's in particular, we did a lot of work around financial sustainability and getting accurate reporting to make it a viable operation. Along with everything happening with COVID and other goings on, there was the appointment of a Deputy Principal. There was a risk in having only Chris at the helm. Last year there was a massive exodus of school principals throughout NZ, most left because of the high stress level of the job. There is a high mortality rate for Principals and a board must look after their Principal. There are few leading Principals left in the Nelson/Marlborough/West Coast regions. A number of them did not have a good support network under them in terms of senior leadership. Last year Liz George was appointed to the Deputy Principal role. It would be a good idea to bring her more into the leadership of the school in having two heads to problems facing schools – anxiety, attendance, literacy and numeracy.

For 2022 Chris and John have met and identified a functioning leadership team at the school to ensure the school is well positioned for the future. The DP can fill into the role – succession planning. Chris agrees and they have begun working on a plan. Chris said she is reducing the number of meetings because everyone is currently dealing with so much (COVID). It is slow off the ground this year however it is because of the current situation. John will work up a plan with Chris to build up leaders for the future of the school.

The other area focussed on in 2021 is the Education Review Office coming to the school. ERO are working on a different model where they work alongside to see how the school is functioning. John has been a Review Officer himself and can support Chris through that. He has done 70-80 reviews in recent years and knows what to look for. The main goal is for the Board, Principal and School to be open and upfront. Reviewers are just as anxious as the members of the school.

Area for assessment and working with Aide Bonisch. She is an expert, approachable and current. At the moment, lots of schools gather a lot of information on children and they gather for the sake of gathering it but what do they do with that information? An external set of eyes on what you are gathering and how it is informing the next steps for teachers is crucial for the understanding of learners.

Angela reported that the Board do not yet have a copy of that report, although Angela had provided a summary. It was due to be handed out at the first 2022 meeting however a day before the scheduled meeting, it was moved to being a virtual meeting due to the COVID outbreak at the school. It was agreed with the principal that it is not appropriate to provide such privileged information electronically to the Board. She is still holding onto hard copies and will provide the full report to the Board at the next F2F meeting.

John said it was a very tough year for schools and school leaders. One of the suggestions he can share is that in terms of the leadership team, Chris appreciated having Liz supporting her in her role. The Leadership Team could look at the strengths and weaknesses in that group and between Chris and Liz. They can be done with personality type testing e.g Myers Briggs, who is best placed to look at certain aspects of the role, and with the leadership team so that they can understand each other better. This is identified as Priority Number 1 as Chris has a good opportunity to work with them. DP's often burn out because there is not a lot of job satisfaction if not working on strategic things with a Principal. Making pathways for a DP's future is a good thing to do.

John will work with Chris during term time and will provide a report to the Board at the end of each term. It is an evolving process with some broad goals. At the end of the year there is a summary. It signals Chris for meeting the standards for a Principal's role. A Board can't do that themselves unless there is a registered appraiser on a schools Board. John enjoys working with Chris, Liz and the school. It is a much better relationship working this way than coming in at short notice to fix a problem with a school. Building a new relationship with a new board does increase the workload of a BOT.

Angela thanked John for his support and work with Chris. There will likely be a change of Board towards the end of this year. We need to put processes in place for a new Board so that they are comfortable coming in and ensure the least disruption to Chris, Management and the school. Hopefully we can meet in person at the next meeting.

John left the meeting at 6.00 pm.

### 3. **MONITORING**

**Principal's report** – as tabled

#### **Questions Arising from the Principals Report:**

Alistair said regarding the note about the curtains. He noted that there are entries for lining and for curtains. Chris would like to catch up with Alistair about this.

Ros – regarding the student survey, she asked how was the survey collated? Liz said the Year 0-4 students were asked by a classroom teacher aid. Years 1-4 can't read – yet! Students Years 5-8 did through Google Classroom. It was conducted two weeks ago and within a few days. Chris said we have not dug deep and made sense of that information yet, however it will be. As many children as possible responded. We have not considered surveying absent children, but we should do that. We are looking at whether we alter the way we are teaching priority children.

Jaden - can we review that against any data we had gathered previously?

Liz - this is more about the perception of themselves as learners. We are starting to make changes with certain learners about inclusion. Maori students are doing an annual student voice, looking at their areas of needing support, relationship with teachers etc. We have done the groundwork but not been able to do anything with it this year. That information is shared with the teacher to see if there are any commonalities we can bring together and sharpen up. Liz said that the lens is on literacy at the moment but we also asked about numeracy. The answers will help form a learner profile. We had assumed we would be undertaking this this

term but it is not going to be.

Alistair – do these results mirror the results in the Asttles? Chris said there has not been time. Liz we are not working with an Astle prompt but we are using the writing survey for that purpose. Feedback to the Board will come in time.

A Māori student survey is being undertaken and is underway but not complete yet. The reason being it is only Liz doing it in some afternoons.

Alistair thought that if parents were reading in these minutes that a survey was being undertaken it is because a survey is being done for Māori and all students and until the results are collated, then we can decide whether we want to share it with the community. A follow up analysis is coming.

Chris said she always updates parents and shares with the community however it is impossible right now.

Alistair said maybe it isn't a survey but rather an assessment.

The Kāhui Ako is hosting an iwi symposium on 3 June. This was created under the previous lead, Rachel, and it is looking like it is going ahead on a TOD. There could be up to 2000 people taking part in this. Our new lead, Di, wants us to know that it is not a Kāhui Ako created event, but an iwi event, they are the drivers of this. Chris said she will need permission from the BOT to put this to parents/whanau. June 3 is the start of a long weekend. Term 2, week 5. It is an online event.

Moved that the Board accepts Friday, 3 June 2022 be deemed a Teacher Only Day, including Teacher Aides for teachers to attend the virtual iwi symposium.

Moved: Angela Osborne / Seconded: Hamish

Jaden – a couple of links do not work in the Principal's report.

Number of learners numbers 374 – 377 but have the numbers done down. Chris will check that.

Health and Safety – H&S Officer (Liz) has to scrutinise the process to make sure that everything that could be done has been done.

[Information redacted as it relates to a particular incident and, therefore may identify the student. Angela].

Angela – under Health & Safety, 5.1. Currently the priority is the well-being of staff and students. How do we know that these things are happening? Is the well-being of our students while they are away and when they come back after isolation being checked on with parents/caregivers. Is anyone from the school checking up with these families. Liz said teachers are fallible. The teacher is sending information regarding home learning. If there wasn't a check in about the child's well-being, then it is a good reminder to know it should be happening. It has been very chaotic. We can easily remind staff to do more check-in's. The only two tests will be Astle Reading and Writing when they come back. There will be no other tests as it could be too stressful for the learners.

Point 2.1 Interviews with Whanau/Parents – the options are now face to face or telephone due to restrictions being eased. It is in the educational guidelines that interviews can go ahead. Chris has sent an email to staff so that staff know it is legally OK to go ahead. There are six H&S guidelines are adhered to.

Liz said when Chris asked staff at a meeting, none said they were unhappy to do Face to face.

Moved that the Principal's report be accepted. Seconded: Irene Firestone.

In Committee 6:41 pm.

Out of Committee 7.14 pm.

As a result of the discussion in committee above, the Board agreed to pre-empt and form an ad-hoc committee to assist consisting of Chris, Angela, and Ros. Their delegated authority is to be a conduit between the Board and parties and bring any potential decisions to the Board. Further delegations may be required.

### **Financial report**

The Finance meeting did not happen due to COVID related isolations/sickness.

We had agreed to review the finance documents in the shared drive and bring any questions to this meeting.

### **Property Report**

Alistair reported that the Property Committee did not meet for the same reasons as the Finance Committee. We met Gerard a few weeks ago and we have a decision to make later in this meeting. Gerard has sent through quotes for the roof of the Intermediate Block. We have checked with Council rules on how to repair it.

The prices are going up all the time and Gerard will work with the Archdiocese to get Priority 1 funding. In terms of classroom use, we have to pay extra attention to ventilation. Mechanical ventilation will not be available for EPM funding and will have to look at open windows. Parents should be advised that children will have to wear extra clothing in the winter months. Long pants are optional for boys and girls. Hats, jackets and scarves can be worn.

### **Catholic Character**

Fr Marlon did not have anything to say other than he was new to the processes etc. He is still learning. He wishes to have a good interaction with parents, children and teachers and that God should be part of their learning.

Alistair wished to say thank you to something that happened in his son's class. Seeing how Fr Marlon integrated theology, critical thinking, science, etc was a great shift. Ros also wanted to second that.

Angela thanked him for participating on the Board and welcomed him and will support him in the role.

## **6. MATTERS TO BE CONSIDERED 'PUBLIC-EXCLUDED SECTION'**

An OIA request had been received by Chris for the Board. The request was sent to a lot of schools with inappropriate questions that were never going to be answered as it was sensitive questions. The MOE have now been involved. The request was re-sent with a "sorry" and

since then have had a second request that is just one part of the original request.

There are processes to follow by those requesting information through the OIA. Angela will respond appropriately on behalf of the Board.

### **APIS Funding Projects**

Angela had sent plans etc for all to review prior to the meeting. We have to decide what we will spend our \$249,000 on. The cost of repairing and replacing the intermediate block roof is not coming out of this funding, ADW will cover this cost. ADW has tasked Gerard to send them a one-pager to approve in principle. Gerard will then come back to the Board to consult any further.

The options that link with our 10-year plan:

1. The Garin Block Rooms 6 and 7 and 7A– sliding doors to the outside area behind the convent. Inside Garin and Outside Garin
2. The Junior area
3. Front façade concrete area of intermediate block to make it more workable.

Due to APIS's timeframe, the decision has to be made tonight as the next board meeting will be past the due date. Although not participating in this meeting, Chris Hart had indicated to Angela that the money would be well invested in the Garin block and not in the Intermediate. Irene left the meeting but had also indicated to Angela that it was her view that Gerard puts applications in for all three projects.

Chris said the PTA would look to funding a special prayer area in the Garin Block area.

Vote:

Option 1 – Liz, Chris G, Alistair, Hamish, Jaden, Angela, Roz (and Chris H and Irene as above) – motion is passed.

Angela will let Gerard know so that he can complete the forms.

### **7. IDENTIFY AGENDA ITEMS FOR THE NEXT MEETING**

ERO meeting 11 April that Angela will attend and then advise the Board with an update as to what our next steps are.

### **8. ADMINISTRATION**

Angela had been advised by a BOT member that she does not have their confidence and that they spoke on behalf all of the trustees. Angela asks for transparency and that if that is the case, then she would appreciate transparency on that. Alistair said he had made the comment that it was all board members. Alistair said he should not have said that as he was not speaking on behalf of all trustees and it was a moment of frustration that he took out on Angela. Alistair believes that Angela is still the best person for the job.

Chris G wanted to see respect for Angela. She is doing a thankless job.  
Angela – thank you for listening and for the support.

Liz would like to say that this year has been highly chaotic, boots on the ground. Her role is to listen to Chris. We have felt supported by Chris and she has mentioned that to Angela. Angela has walked beside them and is grateful for that. Chris seconded that.

Angela reminded all trustees that any communication to Chris or external parties is not to be done on behalf of the Board, unless you have received that delegated authority. Individual trustees cannot request work or tasks from Chris unless the full board has justified and requested it.

Kaye had to leave the meeting as Security needed to alarm the E Block building at NMIT.

#### **Previous Minutes**

Moved that the Minutes of 15 February 2022 be approved.

Moved: xx / Seconded: . Irene mentioned an amendment to the wording relating to the correspondence with Gerard. Agreed and Approved.

#### **Matters Arising from Previous Minutes – Nil**

**Correspondence:** Inwards and Outwards – as previously discussed

#### **Next meetings:**

##### **Term 2**

17 May 2022 (week 2)

**Prayer:** Ros Allen-Hall

**Reflection:** Alistair Kwan

Approved:

17<sup>th</sup> May 2022, Angela Osborne  
