

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 17 May 2022, 5:30 pm held at St Mary's Parish Room

1. MEMBERS PRESENT, APOLOGIES AND INTEREST REGISTER

- **Prayer** – Ros Allen
- **Reflection** – Alistair Kwan. We are told we suffer from first world problems. Alistair read some lines from emails received recently:
Last month very difficult with a lot of urgent matters.
There is the Ukraine situation
Internet did not work in my area due to explosions. It now works.
when this is over (the Russia/Ukraine War) this is what I want your help with
First world problems are still the problems we live with and we still need to work on them.
There is still hope to work on things that will make things better in the future.
- **In Attendance** – Angela Osborne, Chris Gladstone, Irene Firestone, Chris Hart, Hamish Angus, Alistair Kwan, Ros Allen, Jaden Whiunui, Liz George

This is the first meeting in a while that we have been able to sit around the table together and to be able to share some kai before our meeting.
- **Minute Taker** - Kaye Odinot
- **Apologies** – Nil
- **Interest Register and Declaration of Interests** – Nil

2. GUESTS TO PRESENT – Frank Wafer had asked to attend this meeting. Angela asked if he could attend another meeting due to this being the first face-to-face in a long time and we have a lot to cover.

3. MONITORING

- **Principal's report** – as tabled

1. Firstly in response to the meeting with Michelle Irving, ERO. She brought to our attention that we had some reviews of important things.

Restraint policy. We have been working through scenarios on how to respond. Non-teaching staff (includes office support, caretaker), can apply restraint if they have been given permission, in writing, by the BOT.

Ros – her understanding is that it is around three scenarios. We don't generally restrain. If

possible, remove the audience and the people around. The student should have a restraint policy, or thirdly a situation where a younger child who is neuro diverse and possibly dashing across the road.

Ros suggested we ask other schools in the Kahui Ako to see what they do. She said that it is probably best to release the monitor and step back. This is because of Flight or Fight.

Angela said our current policy specifies only teaching staff can currently restrain.

Chris G said it would be good if Sam and Justin could be available to assist in these circumstances.

The area where these identified students are located is in the junior area and all the teachers there are female.

ERO suggested training for all staff at the next staff training day.

The meeting agreed to defer to the next meeting once more information has been gathered.

2. Pita Pit lunches - PP offer school lunches. Orders are done online with no monetary transactions to the school. Agreed.

3. Chris G talked about VPN - Virtual Private Networks and it has come to her notice that the students know how to get around them. Chris H said they are a way to hide what you are clicking on. They learn from YouTube. They are smart enough to get around it. We are in the process of putting together a new BYOD policy for Year 5-8.

4. Ros asked for a policy on dogs. It is in the ERO reporting.

- **Appointments update** – Nil

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

Alistair commented on the student achievement section. He did not know what the numbers meant. Chris G said those are the number of priority children involved.

Ros urged people to go into the School Docs to look at the policies that need reviewing. The Behaviour Management review is the biggest. The link is in the Principal's Report.

Moved that the Principal's report be accepted.

Seconded: Father Marlon

- **Staff Matters**

In Committee 6.14 pm

Out of Committee 7.16 pm

- **Finance Report**

Chris Hart reported:

The Committee met last week and discussed:

1. Pay review for Office Manager as discussed In Committee.
2. Current budget
3. 2021 Audit
4. Potential financial implications of the employment matter

5. News from MOE about banked staffing

Current Budget – this is looking good.

2021 Audit – this has been accepted.

Employment matter – previously discussed. There could be a financial implication.

The School received letter on 8 May 2022 regarding banked staffing for 2021. We will receive \$97,095, and that will show in the 1 July 2022 operation grant.

- **Property Report**

Irene Firestone reported:

Blinds – the PTA had worked very hard to get blinds and curtains and within a very short time they were deemed not fit for purpose. Sam is currently still getting quotes for blinds.

The Intermediate block roof is under control and work will commence in the July school holidays. The leak is not in the water proofing but in the guttering.

The 10-year plan is under control.

Swimming Pool - Simon from Aquaflow is hoping to catch up with Sam to work out what has worked and what has not happened. We have done half of the filters. They may be able to reduce the number of filters, then the dosing system, followed by the heating. The high ball-park figure was \$273,000 and we have done around \$80,000 of that. The pool cleaning has worked so much better for Sam since the upgrade.

Electrical Testing - will be done in the next holidays.

Back up staffing for Sam if he is away on leave. Chris will look at that. There is a pool of fill-in caretakers.

Community Working Bee - to get the parents back in the school. It is a good thing for the school community. Last time there were around 50 families. Sam will come up with a plan for this.

Wobbly goal post – this has been dealt with by Sam. Cost \$1,200.

Air quality – current quality is very good, under 530 ppm's.

Furniture - \$10,000 per classroom. Start with rooms 6, 7 7A.

APIS Funding Project - we need a committee to work through with Gerard so that the Board is involved in that decision-making process. Have we got the cultural and spiritual aspects of the plan in place? We need to move on this quickly.

MOVED that a Committee be formed of Alistair, Irene, Chris G, Liz. Angela suggested upload updates into the G Drive.

Moved: Angela Osborne / Seconded: Chris Hart

- **Catholic Character** – Nil
- **ERO Reporting** – we met Michelle by way of Zoom (Chris G, Angela, and Liz). The second meeting was aimed at Health & Safety. Chris Bigham, Chris G, Liz, Ange, and Michelle went through some of the items. There are some things that need looking at. Chris will continue to update the Board.

Ange has put a document in the shared drive which are note and points that were raised in the meeting which must be followed up.

Some of them are:

Please use your BOT email addresses not personal ones.

Physical restraint policy

Bullying prevention policy

- **Approval dates for the succession planning.** This is in Principal's report and in the newsletter. Discussion regarding the suggested timeframe and confirm Justin to be engaged as Returning Officer, as he has agreed and will requests assistance if it is required.

Moved that the suggested timeframe be approved.

Moved that Justin be engaged as Returning Officer

Moved: Angela Osborne / Seconded Ros Allen

- **Staff Survey** – to be conducted in Term 3 so will be discussed at next meeting.

4. **STRATEGIC DECISIONS** – Nil

5. **STRAGTETIC DISCUSSIONS** – Nil

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:

	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
	Staff Matters	Matter between the The Principal and BOT	Confidentiality

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

Possible - Frank Wafer – Guest

8. **ADMINISTRATION**

Previous Minutes

Moved that the Minutes of 29 March 2022 be approved.

Moved: Angela Osborne / Seconded: Irene Firestone. Approved

Matters Arising from Previous Minutes – “Page 2 Assessment for Learning with Adie B”.

Correspondence: Inwards and Outwards – as reported earlier

9. **NEXT MEETINGS**

Term 2

28 June 2022 (week 2)

Term 3

9 August (week 3)

20 September (week 9)

Term 4

25 October (week 2)

6 December (week 8)

Next Meeting:

Prayer: Father Marlon

Reflection: Chris Hart

Meeting closed 7:44 PM

Approved:



28 June 2022