



"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 25 October 2022, 5:20pm in the Parish Rooms

Prayer– Chris G. A peace blessing

Reflection – Chris H. Thank you all for volunteering to be part of the Board. The past few years have been different for a lot of people. The previous Board had a lot to deal with in Nelson, the school, the community we live in. Notwithstanding COVID and lockdowns, floods, cost of living. We are here to make a difference to the children of St Joseph's.

1. ADMINISTRATION

1.1. **In Attendance** - Chris Hart (Chair), Chris Gladstone (Principal), Liz George, Father Marlon, Irene Firestone, Jaden Whiunui, Hamish Angus, Jo Holder, Andrew Pullen, Mike Musso, Kaye Odinet (Minutes)

1.2. **Apologies** – nil

1.3. **Declaration of Interests** – Chris H - his wife works at St Joseph's as a Teacher Aid. She is also a volunteer in the School Uniform Shop.

Jo Holder is currently on the PTA and on the Nelson Kindergarten Assn Board

Andrew Pullen is on the Nelson Kindergarten Assn Board

Jayden Whiunui – his wife is a release teacher at St Joseph's

Hamish Angus – works as a trainee teacher and has previously had a secondment to the school.

Mike Musso – wife Carla works at the school

Irene Firestone – on the Victory Boxing Board

Father Marlon - Nil

2. **STRATEGIC DECISIONS** – this is a new draft agenda that works with our Strategic Plan.

2.1 Strategic decisions made (if required)

Governance Policy 1: Board Responsibilities (SD)

This outlines what the Board is responsible for.

That is governance but, not day-to-day management, curriculum and self-achievement, health & safety and welfare, legislation.

This information can be found on School Docs which is an online portal where all our school documents are held.

There is a three-year timeline of policies that have to be reviewed.

Previously we delegated a team to look after various areas.

The new proposal is for all new and existing Board members to look at these.

Propose we do not have a committee for Policy but are reminded to log in and look at

school docs for those terms.

You can click on and sign in as a Board Member, Staff Member, Parent.

Chris H had sent out the username and password in an earlier email (last two weeks).

Jayden said the link to the School Bus Timetable does not work.

Action: (Chris H and Chris G)

1. School Bus Policy to be added to School Docs.

2. Policy and Code of Conduct to be added.

Governance Policy 2: Board code of conduct

Each member was handed a paper copy to sign. There is a need to observe the confidentiality of what is dealt with by the Board, at meetings and outside. We are all parents of the school and part of that community. Sometimes we hear things but to remember that you are a Board member and are loyal to the school. Good advice is that you are a board member at the table but a parent outside of this room.

Between now and next meeting Chris H will send an email to BOT as to what to review before the next meeting.

Health Safety and Welfare Policy

Not discussed

Alcohol/Drugs and other substances

Not discussed

School Swimming Sports

Not discussed

3. MONITORING

3.1 Ongoing summary of progress to date in relation to annual implementation plan (*the Annual Plan, Goals to Achieve, Health & Safety, Attendance*)

Chris G talked to her Principal's Report, previously tabled.

3.2 Expert Presentation – N/A

3.3 Data Analysis - Chris G said that everything is going well. A big push from teachers in Term 3 to get reporting done. This has had a positive impact on Teachers' well-being. She is proud of results achieved in Term 3 for Reading, Writing and Maths. Priority learners have been identified for 2023 – Pacific People, Māori, English Language Learners.

Staff Survey – embedding on what we have been doing.

Numbers for Writing are incorrect – two rows repeated.

We are very well resourced for English Language TA's. They are doing well.

Unjustified leave – this is possibly due to children going on a family holiday. The MOE acknowledges this as unjustified.

Parking outside the school – parents/caregivers have adjusted to parking. Chris has notified Pip recently regarding parking behaviour of parents of Nelson Central School.

Usage of staff is a formula, it is not measured in days. Any time we use relievers or professional development, that reduces staffing hours available.

Andrew P - What is the reason for the significant operating surplus.
Chris H said that some of it was the banked staffing of around \$90K. The school usually runs very lean. We can choose how we wish to spend the money e.g. no furniture spend could be put towards funding Teacher Aides.

Moved that the Principal's Report, as tabled, is accepted.

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

3.4 Exploration of key result area (goals) – N/A

3.5 Finance and audit report – there is no Finance Committee set up yet but will need to be done before the next meeting.

Before then and now is to look at next year's draft budget.

Justin and Chris G will put this together and the new Committee will look at the budget in more detail and bring to the Board.

This will be approved in draft and then gives Chris G the remit to plan.

It will be approved at the first meeting of 2023.

Chris H has already asked Justin to put forward a draft budget.

He would also like to see the number of budget lines reduced.

Chris G said that some directives are resulting from our audits

Solutions in Services are also employed to produce quarterly reports to keep an expert eye on our finances.

Finances, as noted in the Principal's Report are reported in Xero.

4. Strategic Discussions

4.1 Exploration of specific issue or project (eg principal performance review process, local curriculum consultation, delegations)

Review of Strategic Plan

The Strategic Plan has a three-year life. The Board develops it with consultation from staff.

The previous Board made a strategic plan at the end of last year that will run out to the end of 2024. Chris H is reluctant to make huge changes to this and intends to carry on with the current SP.

The Strategic Plan covers –the main goals cover Academic, Wellness & Community, Spiritual/ Cultural.

This all feeds into the staff professional development and feeds back into an Analysis of Variance Report that Chris G produces. This will be reported at the next Board meeting and approved at the first meeting of the Board in 2023.

A Strategic Plan takes three years to embed.

Ensure the SP reflects community and wellbeing for the three stands of tikanga Māori, mātauranga, and te ao Māori

Delegations

The Board can, at different stages, delegate authority to smaller groups to make decisions, and the amount of power to those groups. For example, this could be staff mediation; a staff survey

Traditionally we have had Standing Committees and they have the power to make a decision.

Irene explained the Property Committee. They would catch up 2x term and consult back to the Strategic Plan on things like pool, roof, painting, R&M, where the money comes from.

We have a 10-year plan from the Archdiocese in Wellington.

We are in the Central Zone so are competing with other central area schools for the same money.

Currently, we have been caught with huge increases in building costs as a result of supply chain issues, COVID, international events.

Gerard McDonnell has been around for a long time. He had 9 years on a previous board. He is an architect but still helps out supporting the school. We are very lucky to have him.

Pool – the PTA has been amazing at fundraising. We are working with a “grants person” who applies to charity organisations on our behalf. We do not pay her, instead she takes a cut from successful applications. She has secured significant funds from applying to charity organisations.

So far we have managed to paint the pool (should last 12 years), two filters that are not a long term fix but to be up to standard more.

The previous Board could not afford to upgrade the pool in one go. Therefore, it has been upgraded in stages. We do get MOE money to maintain but it is never enough.

The pool is now 20 years old. It has needed a heating system, new filters, painted, sanitisation. Sanitisation has just been finalised now.

The Property Committee is: Irene, Jayden, Hamish.

Finance Committee is: Chris H, Chris G, Mike, Andrew

10-year Plan; monitoring throughout the year; items outside of the budget to be brought to the Board, current feedback of situations.

4.2 Education Gazette – N/A

In Committee – 6:41 pm

Staffing Matters

Out of Committee 6:54 pm

5. IDENTIFY AGENDA ITEMS FOR NEXT MEETING

6. ADMINISTRATION

6.1 Confirmation of Previous Minutes

Moved that the minutes of meeting dated 13 September 2022 be accepted.

Moved: Chris Hart / Seconded: Irene Firestone. Carried

Matters Arising from Previous Minutes – Nil

6.2 Correspondence

Outwards – nil



Inwards – A thank you from Debbie at the PTA. She has invited all BOT to the **Tuesday 8 November, 7pm** meeting in the school staffroom.
Irene and Jo H will be the Board liaison.
Chris H intends going to the 8 November meeting.

The PTA have invited us to man the BBQ at the end of year function **Friday, 2 December 5.15 pm**. Food from 4.00 pm.

7. MEETING CLOSURE

7.1 Comments on Meeting Procedures and Outcomes

School finishes for the year on **Thursday, 15 December** (children finish at 12.25 pm).
Staff and BOT are invited to a lunch catered by Chante at Nourish Catering.
In the past, the budget is \$30 per head.
There are 40 staff and 9 BOT.
Chris G will check with Chante this is an applicable amount per head.
Agreed in principle, a budget of \$30 per head plus drinks.

Property budget is currently in the shared drive.

Chris H will coordinate a Finance meeting to organise a time for 2023 budget.
Action: Bring Justin in for that meeting for his knowledge and explanation.

7.2 Preparation for Next Meeting

Next meeting date:

- Tuesday, 6 December 2022, 5.15 – 7.15 pm.
- Proposed 2023 dates to be brought to 6 December meeting.

Items for Discussion:

Draft budget or Strategic Plan from Chris G
Principal's Appraisal report (John Armstrong)
Approve dates for Chris G's sabbatical leave 2023
How we report to the community as a Board

Prayer: Jo

Reflection: Andrew

The meeting closed 7:10 PM

ACTION POINTS (Chris H and Chris G)

- 1. School Bus Policy to be added to School Docs.**
- 2. Policy and Code of Conduct to be added.**
- 3. Justin to attend Finance Committee meeting for his knowledge and explanation of the school financials.**