



"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 06 December 2022, 5.15 pm in the Parish Rooms

Prayer - Jo Holer

Reflection – Andrew Pullen. After two years of COVID, we now head into war (Ukraine/Russia), more Covid and inflation just at a time where families need a break, especially from rising household costs. There is also social media amplifying the negatives and the divisions. As a Board, with responsibility to staff, learners and whānau we should be cognisant of this.

1. ADMINISTRATION

1. **In Attendance** - Chris Hart (Chair), Chris Gladstone (Principal), Liz George, Father Marlon, Irene Firestone, Jaden Whiunui, Jo Holer, Andrew Pullen, Hamish Angus, Kaye Odinet (Minutes), John Armstrong (Guest)

2. **Apologies** – Fr Marlon, Mike Musso, Jaden Whiunui (for lateness)

3. **Declaration of Interests** – Nil

Chris H introduced John Armstrong. John is Principal of Henley School in Richmond and has been for 12 years. He has been seconded to the Ministry to work with schools Haast to Kaikoura to introduce and implement the professional growth cycle for Principals. The role has been extended twice, and a new contract as Leadership Advisor until 15 February 2023. There are 128 schools in this region ranging from 8 to 2000 learners. Two appraisals have been done then the Ministry changed the model, for the better. It is now more about working with the person and working with them.

Professional development was targeted around the Finances. 3-4 broad targets were agreed on. He acknowledges that St Joseph's Nelson has a very good feel to it. There is a lot of energy. Chris has been very open, honest and challenged as to changes and how to go about it. He has also worked with the Leadership Team as they get the traction on the ground.

Principal's Appraisal

In Committee: - 5.30 PM

Out of Committee: 6.05 PM

2. STRATEGIC DECISIONS –

1. Strategic decisions made (if required)

Governance Policy 1: Board Responsibilities (SD)

This outlines what the Board is responsible for.

Governance Policy 2: Board code of conduct

Not discussed

Health Safety and Welfare Policy

Not discussed

Alcohol/Drugs and other substances

Not discussed

School Swimming Sports

Not discussed

3. MONITORING

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.

First Aid certificates need refreshing, as does the Restraint Policy. Possibly to be held two hours per day (8 hours).

The Ministry has provided the Nelson Kahui cover for attendance.

Fun Day Friday is also an incentive to come to school. It is working very well.

We will need to remove old bark in the playground and replace with carpet and new bark overtop. Sam checks this regularly and always if there is an incident/accident. This is noted in the Hazards Register.

John Armstrong confirmed that the BOT are liable and can be prosecuted under the Health & Safety Act.

Jayden would like to see more reporting on the Kahui Ako, the long-term process.

Liz reported there have been meetings to briefly have a look at the data. From Rongohia te Hau data includes: observations of teachers, surveys from the Maori whānau, all whānau, staff and playground observations. We met with the Across School Teachers earlier today to look at next steps with the data. This process will take all of Term 1 2023. Teachers were observed on a cultural responsive continuum created with five different criteria. This is the continuum the Māori whānau / whānau and students created in a hui in Term 3. When NIS undertook this it took over a whole term to get it completed.

The data will bring up points to consider and will be implemented in the Action Plan.

It is an exciting process but it cannot be rushed.

Units have been re-jigged this year. Cultural Responsiveness 1.5 hours pw time to grow the space.

Moved the Principals Report be accepted.

Andrew Pullman / Jo Holer. Carried

2. Expert Presentation – John Armstrong “Principal’s Appraisal”. This was discussed In Committee.

In Committee: 5:30 PM

Out of Committee: 6:05 PM

John Armstrong left the meeting.

Moved that the External Report on the Principal be accepted.
Chris Hart / Jo Holer. Carried.

3. **Data Analysis** - Chris G reported this was a huge job. Chris H said it was great to see the embedding of it and the progress to follow. It was big due to there being nine objectives. There are three strategic goals which is what most schools have.
Chris G consulted with staff and it will get tightened. There is a double up in the Education and RE and they should be linked together.
The previous BOT created the Strategic Plan with the three strands - tikanga Māori, mātauranga, and te ao Māori. This will be continued 2023 - 2024.

Moved that the Principal's Report, as tabled, is accepted.
Chris Gladstone / Chris Hart. Carried.

4. **Exploration of key result area (goals)**
Not discussed.
5. **Finance and audit report** – This was discussed In Committee.
In Committee: 6:24 PM
Out of Committee: 6:55 PM

Moved that Income of \$744,916 and Expenditure of \$734,634 is approved as the 2023 Budget.
Chris Hart / Jo Holer. Carried

4. Strategic Discussions

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

Review of Strategic Plan

Property Report

Junior block painting from 2022 to 2023 as it was not pressing.

Garin Block interior painting 2023. The hallway is being painted now.

Room 5 2022 to 2023 Ortex paint for part of it.

Room 5A and 8 exterior painting moved from 2022 to 2023.

Painting of pool will not be required for 10 years.

Admin/Hall shared with parish.

Intermediate roof - this is over and above the budget and is with the Council. Gerard is working on this. ADW will finance.

The outdoor space is looking awesome.

We should make contact with ADW as to what future projects we have. Intermediate courtyard a (tree root-hazard), paving outside the library area.

Playground - get Sam to add extra lines for bark etc.

Pool - making sure we are future proofing it. Whatever we do is easy for the Caretaker. A new robot is required. \$55,000 grant money is still available for spend plus \$17,000 in donations.

NZCT money needs to be spent before the end of January. Aquaflow should do a part invoice for the next lot of work. We will need one more filter, one sanitation looks after two pools however we need one for each pool.

New pump - the current pump still has life left in it.

Thermal covers

Heating

Irene will go back to Aquaflow to ascertain the priority spend.

Board Report to Community

What do you want the Chair to Report? Chris H provided a verbal report to all at last Friday's School concert.

He will write up something for the newsletter promoting the community fund to parents and reporting to the parents about how much stationery has been purchased, how many school camps placements were donated, camps, a message regarding the Strategic Plan.

2. Education Gazette

Not discussed.

3. Staffing Matters

Not discussed.

5. IDENTIFY AGENDA ITEMS FOR NEXT MEETING

6. ADMINISTRATION

1. Confirmation of Previous Minutes

Funding

Moved that the minutes of meeting dated 25 October 2022 be accepted **subject to** the amendment of spelling:

- Jo Holder should be **Jo Holer**

- Pool - Remove wording "We do not pay her, instead she takes a cut from successful applications" to correct wording: ***"She is paid \$595 for every successful grant over \$10,000. This is about to change to being paid per grant application"***.

Chris Hart / Chris Gladstone. Carried

Matters Arising from Previous Minutes – Nil

2. Correspondence

Outwards – Nil

Inwards – Thank you from Debbie for the School Concert on Friday night.

Thank you to Chris H for attending the last PTA meeting.

7. MEETING CLOSURE

1. Comments on Meeting Procedures and Outcomes

Not discussed.

2. Preparation for Next Meeting

Next meeting date:

- Tuesday, 14 February 2023 : 5.15 – 7.15 pm

- Proposed 2023 dates:
 - Term 1 week 3 - Tuesday 14 February
 - Term 1 week 8 - Tuesday 21 March
 - Term 2 Week 2 - Tuesday 2 May
 - Term 2 Week 8 - Tuesday 13 June
 - Term 3 Week 2 - Tuesday 25 July
 - Term 4 Week 2 - Tuesday 17 October
 - Term 4 Week 8 - Tuesday 28 November

A reminder to all of the Staff/BOT luncheon on Thursday 15 December.

Prayer: Fr Marlon

Reflection: Mike Musso

The meeting closed 7:10 PM



24/2/23

