



*"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 14 February 2023 at 5.15 pm held virtually via Google Meet**

**Prayer** - Chris Gladstone (for Father Marlon)

**Reflection** – Mike Musso reflected on a very warm Saturday during the last long weekend. He had taken his children to the school pool and saw it full of people having a good time. He thought what an amazing facility it is to offer to families and the community. He got the same feeling at the Kai and Korero function at the stage area of the school. To have those facilities and spaces to enable us to hold these kinds of events is truly a blessing. This is what makes our school so special.

### 1. ADMINISTRATION

1.1 **In Attendance** - Chris Hart (Chair), Chris Gladstone (Principal), Liz George, Irene Firestone, Hamish Angus, Jo Holer, Andrew Pullen, Mike Musso, Jayden Whiunui (for a short time), Kaye Odinet (Minutes)

1.2 **Apologies** – Father Marlon

1.3 **Declaration of Interests** – Nil

1.4 **Elect Presiding Member for 2023**

Moved that Chris Hart is offered the position of Presiding Member (Chair) for 2023, noting he will be away at some times during this year, especially Term 3 and will need a stand in.  
Chris H Accepted.

Chris Gladstone / Jo Holer. Carried.

### 2. STRATEGIC DECISIONS

2.1 **Strategic decisions**

**2022 Analysis of Variance Report - to approve**

Moved to approve the Analysis of Variance Report 2022, previously accepted in draft.

Chris Hart / Andrew Pulled Carried

**Annual Implementation Plan 2023 - to confirm and approve**

This has been linked through Chris G's Principals Report. This was laid down by the

previous Board and the three strands they wished for the school .. The AoV was taken into account.

Chris G – this can take three+ years to grow. The pathway commenced last year and this year have clear direction from the Rongohia te Hau survey, community consultation. There are some new initiatives. Noting that an Annual Plan can change depending on the circumstances of the school. This will be done in consultation with the Board.

Andrew P – noticed on the timeline that we need to sign off on it. ERO are currently waiting for it.

Irene – a lot of work has gone into this and she was under the impression it was good to go.

Chris G thanked Liz George for her work on this. 2021 was impacted heavily by Covid. There was more discussion on moderation between the syndicates re independent judgments. We produce evidence to show what is happening with the children's learning.

Mike M – do we set a goal for those markers for 2023? Chris G said that the advice is that we simply "want to improve".

Chris H – there is a focus on priority learners and supporting those that need support. What PD is given to teachers to support that? How is everything assessed at the same level?

Chris G - The thread of cultural responsiveness is also in there.

Mike M - with regards to priority learners , do we target the groups or target the individuals?

Chris G – for the last five years the priority learners have been Maori. There has been much improvement. Of late it is our Pacific Island learners and English Language learners. We are always supporting the "tail". This year each teacher will have a priority learner from Maori or Pacific plus a child that is doing very well so that we can see if we are hitting the mark for those children as well.

Liz G – we are being encouraged to have vertical groups in the classrooms, that is a multi-level of ability working in groups. Now we need to use that on our Pacific Island learners. We are in the process of changing how we are reporting. There is now a bigger realisation nationally that gathering of data/observations is how we go and how we transfer that information. That will flow through in our assessment and moderation.

Moved that the 2023 Annual Plan is accepted.

Chris Gladstone / Jo Holder. Carried.

1. Legislation and Administrative Policy
2. Privacy
3. Official Information Requests.
4. Physical Restraint Policy – the school has done work on this. Chris G said they have signed up for the 6-hour course on understanding and responding to restraint behaviour. Noting how children become that way and understanding how to deal with that. It is held in two-hour blocks. There are more updates to that policy coming even though the new policy was effective from 7 February 2023.

### 3. MONITORING

#### 3.1 Principal's Report

Banked Staffing. From what we have been given and what we have used, 2 ½ hours per week is left over. We have \$18,000 budgeted for this "pot" which is sometimes used for the start-up class in the Juniors. We will have some wriggle room in Term 3. If it grows, we will have another conversation. It is inevitable that we will run over with banked staffing. Justin had alerted the Board to this.

No further questions/comments.

Chris H commented the attendance reporting was interesting. Chris G said it is a MoE focus this year and they are keeping a tight rein on data. Our reporting shows 55% attendance yet reporting from MoE showed 90%. Last year there was a lot of flu, Covid, the August floods and families visiting overseas family following the borders reopening. Chris G does not feel that attendance is a problem. Mikey M wondered where the missing 35% were. Truancy/support people will be in place for schools that have attendance problems.

Mike asked if there were any serious issues. Chris G reported that Justin very promptly contacts parents/caregivers regarding unreported absences.

Moved that the Principal's Report is accepted

Chris Hart / Jo Holer. Carried

#### 3.2 Expert Presentation - Nil

#### 3.3 Data Analysis - Student Progress - as reported in Principal's Report

#### 3.4 Exploration of key result area (goals) - as reported in Principal's Report

#### 3.5 Finance and audit report

##### 2023 Budget

The Finance Committee is Chris H, Chris G, Andrew, Michael

The draft budget was presented to the Board at the 6 December meeting and accepted.

There have not been any changes since that meeting.

They identified a small profit of circa \$10K.

There are healthy cash reserves currently.

Noted the banked staffing is tight for 2023 and is an area we might overspend.

Today we present the budget back to the Board to accept as a final to enable the Principal to carry on with the year.

The only caveat to that is information from the Auditors asking us to add two extra lines to the budget, being Land Use and Teachers salary. The amounts are credited back to the school. Mike explained it is technical accounting. When you receive things you haven't paid for you need to show the value of the goods or services you have received and the corresponding goods and services. It has zero impact on the bottom line.

Irene enquired why do we take cyclical amount out, then have to spend it?

Cyclical maintenance – the MoE provides funding for this . It is a complex calculation. It is more to do with accounting standards where you have to create a balance sheet item that you then roll through the P&L over time. The MoE does not own the buildings so there is a different way in which it is treated.

We have a 10-year property plan and the MoE funds that. Some property is owned by ADW. We get a large amount of money that is separate from operations. Cyclical maintenance is what they provide over a period of time that we can spend.

Sam has advised Irene the pool clean robot is broken. \$6-8,000 for a replacement. Sam to be advised by Irene to get quotes.

Moved that the 2023 Budget, be approved.

Andrew Pullman / Chris Hart. Carried

### **Signed Statement of Responsibility**

MOVED that the Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2022 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

Chris Hart / Andrew Pullman. Carried

### **Statement of Financial Position (Balance Sheet) and Statement of Cash Flows**

Moved that the Board approves the 2022 budgeted Statement of Financial Position and budgeted Statement of Cash Flows derived from the Board's approved operating and capital budget.

Solutions & Services have prepared a 2022 Budgeted Statement of Financial Position and Budgeted Statement of Cash Flows derived from the Board's approved operating and capital budget

As we haven't seen these documents, we cannot approve them.

***Action Point: Justin to provide Mike Musso with the budgeted cash flow for 2022 so that he can look over it and compare to the P&L. Mike will then report that. We can approve at the next meeting. It will need to be done before the audit.***

NOTED: Solutions & Services to be advised this is to be done for the **2023** Budgeted Statement of Financial Position and Budgeted Statement of Cash Flows as well.

Motion denied.

Moved that the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2022 Statement of Comprehensive income. The budget shall be equal to the actual teacher salary costs for the 2022 year and will include an income amount and an equivalent expenditure budget.

Chris Hart / Andrew Pullman. Carried

Moved that the Board approves the inclusion of a budget for the use of land and buildings equal to the Proprietor's estimate of notional lease cost for 2022. The 2022 figure will include an income amount and an equivalent expenditure budget.

#### 4. STRATEGIC DISCUSSIONS

##### 4.1 Exploration of specific issue or project

###### **Principal Performance Agreement Process**

The Board accepted John Armstrong's Principal Performance report (in December 2022).

Chris would appreciate being able to work with John Armstrong again this year as they have a good working relationship and John provides exceptional mentoring skills. Chris H has approached John and he is keen to work with Chris Gladstone and St Joseph's again in 2023.

Irene – we have budgeted for it and we should not change what is working. Andrew agrees.

Moved that the Principal's Performance Agreement is agreed and that Armstrong Consulting is approved to work with Chris Gladstone for 2023.

Chris Hart / Hamish Angus. Carried

###### **Delegations**

As the Board only formed in December Finance and Property representatives were determined:

Finance Team – Chris Hart, Andrew Pullman, Chris Gladstone, Mike Musso

Property Team - Irene Firestone, Hamish Angus, Chris Gladstone

Irene apologised to Hamish for omitting to include him in Property matter emails.

Jo Holer and Irene Firestone as liaisons to the PTA.

Agreed to remain with the status quo Finance and Property Team representatives.

It was noted the Property Budget was large. Mike M explained that bulk funding was put into the balance sheet so it should be moved over in monthly lots. This is extra work for Justin but should not be onerous, just an extra 10 minutes to journal across. The \$200,000-surplus is mainly in relation to the additional funding received in 2022 for funding in 2021 that we didn't know we were going. The MoE gave it to us and it hasn't been spent.

Before the 21 March board meeting Mike, Chris and Justin will sit down together to discuss.

###### **Property Report**

Irene reported. Notes had previously been emailed out. The Intermediate roof has been given consent. The costings have come in more than worked on. ADW have agreed to the increased cost. It was due to start in April but has been delayed. Gerard will get back to us with a start date. There will be different entry/exit points for the learners whilst scaffolding is up and work being carried out.

The 10-year plan wish list. Corinne now requires by the end of the week.

Identified:

- School-wide Fire alarm upgrade

- Intermediate Courtyard redevelopment
- Library carpark with contribution from the Parish
- Carpet or heating replacements (Junior rooms)
- Upper, Lower and Junior playing field drainage
- Solar Panels – however ADW pays the power so it wouldn't be a monetary saving for us. However, for environmental reasons we should look at continuing with this. The pool could potentially be heated by solar.
- Resurfacing the back entrance pathway - Craig Moore (a new parent) has offered to contribute some money towards this. It is part of the original grounds project we did some years ago. We should look at getting a community grant for this.
- Resurfacing of tennis courts.

Irene – could we please look at furniture upgrades from the Ministry surplus money.

Chris G – blinds for the Garin block. It costs around \$17K to refit classroom furniture. What is there currently does not fit our pedagogy. Mikey says we could use this money or look at the returns we make from investing that money. Term deposits are looking good now and you may make \$30-40K a year on interest.

Irene to have a catch up with Sam shortly on the pool upgrade. Mike Marfell and Simon Topp are looking at different heating options. Grant money has been allocated but not spent. As agreed earlier (Irene had left the room), a new pool cleaning robot to be purchased for a budget of between \$6,000-\$8,000.

**Action Point: Irene will email out the school grounds plans to BOT members.**

**Action Point: Agreed to bring a 10-year plan back to the next meeting for approval.**

**Action Point: Irene to ask Gerard if new classrooms should go on this list. Currently we have to space (Juniors for the overflow, and one next to Room 8).**

Chris G thanked both Finance and Property committees for making things easy.

#### 4.2 Education Gazette – N/A

### 5. IDENTIFY AGENDA ITEMS FOR NEXT MEETING - Nil

### 6. ADMINISTRATION

#### 6.1 Confirmation of Minutes

Moved that the minutes of meeting dated 6 December 2022 be accepted.

Chris Hart / Chris Gladstone. Carried.

#### Matters Arising from Previous Minutes – Nil

#### 6.2 Correspondence

Outwards – Te Kahui Matauranga email/survey. Email received from a group that represents the Top of the South iwi. They are requesting a group be established to create and

support a network for tanga te whenua and the Treaty . How they can best support Te Reo Maori Board members. Chris G has replied. The survey asked what we have and what we have not got in terms of Maori and iwi representation on the Board. We have Jayden Whiunui.

Inwards – Staff Leave Requests

The meeting moved into Committee 6:58 pm

Out of Committee 7:32 pm

## 7. MEETING CLOSURE

### 7.1 Next meeting date:s

- **Tuesday, 21 March 2023 5.15 – 7.15 pm.**
- Term 2 week 2 - Tuesday 2 May
- Term 2 week 8 - Tuesday 13 June
- Term 3 week 2 - Tuesday 25 July
- Term 3 week 8 - Tuesday 5 September
- Term 4 week 2 - Tuesday 17 October
- Term 4 week 8 - Tuesday 28 November

**Prayer:** not allocated

**Reflection:** not allocated

The meeting closed 7:35 PM

### **ACTION POINTS**

- ***Justin to provide Mike Musso with the budgeted cash flow for 2022***
- ***Irene will email out the school grounds plans to BOT members.***
- ***Irene to bring a 10-year plan back to the next meeting for approval***
- ***Irene to ask Gerard if new classrooms should go on this list.***

*CK*  
*2/6/23*

