



"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 21 March 2023 at 5.15 pm held in the Parish Rooms,
St Mary's Parish, Manuka Street, Nelson**

Prayer - Hamish Angus

Reflection – Irene reflected on the importance of remembering that everyone comes to the table with the same journey.

1. ADMINISTRATION

1.1 In Attendance - Chris Hart (Chair), Chris Gladstone (Principal), Liz George, Irene Firestone, Jaden Whiunui, Hamish Angus, Jo Holer, Andrew Pullen, Mike Musso, Kaye Odinot

(Minutes)

1.2 Apologies – Father Marlon

1.3 Declaration of Interests – Nil

2. STRATEGIC DECISIONS

2.1 Physical Restraint Policy

New policy effective from 7 February 2023.

Link to the new information:

<https://www.education.govt.nz/school/student-support/special-education/behaviour-service-s-to-help-schools-and-students/minimising-physical-restraint-in-new-zealand-schools-and-kura/>

Liz reported there is more to come from St Joseph's. There will be three 2-hour meetings. Staff and TA's have attended one session. There is also an online workshop. The training shows the best way to physically restrain a child. Not all staff have to be trained like this. Staff need to understand the behaviour and prevent the behaviour from escalating. Parents need to be part of any plan put in place. Incidents are reported to MoE. The Board have to give approval that they give permission to nominate

the teachers who can restrain a child. Chris G to confirm the legal requirements of this. 5.33 pm Jo H left the meeting to attend another meeting on site (to return). All schools feedback into School Docs. Thousands of schools contribute and if there is a lot of feedback, policy often gets changed. We can individualise as we see fit. There are generic policies. ERO see participation in School Docs and view very favourably.

3. MONITORING

3.1 Principal's Report

Chris G talked to her Principal's Report, previously tabled. Michele Irvine is the ERO representative visiting and will meet with BOT members on 2 May, the next scheduled BOT meeting. Timings or agenda have not yet been received. Chris H will advise BOT members when that information is received. Jayden - with the Intermediate classes big again, what is the plan for 2024? Was there any feedback to the change? He understood multiple Intermediate classes were affected by the change with one staff member taking leave.

Chris G is unsure, however we do have a school roll to predict. She will know numbers by end Sept/early Oct. MoE funds the school for the following year from those figures.

Chris said she had not received any negative feedback. Chris H said that it was fully discussed in Committee at the last meeting. The School made the best decision it could in the interests of the school and the children. Chris H had received one negative comment from a parent. He had replied to that parent.

Preference and Non-Preference. The ratio is 9:1. There are around 42 places in the school for non-preference. There is a currently a waiting list.

There is a healthy balance on cash vs deposits. There is cash in the bank but also a lot of maintenance to be done. We have the use of Parish land (tennis courts). If they require the use of the land, they have to give five years notice. We do have money to fix the holes. Corrine is coming to the school tomorrow before she leaves her job. The Archdiocese owns and maintains the buildings. **Action: Chris will bring it up the issue of maintenance required on the courts with Gerard and Corrine at the meeting tomorrow 22/3.** Agreed we need a longer Finance meeting, before the 2 May meeting, with Irene (Property) in attendance. **Agreed to meet: Tuesday 4 April 7.30 pm via Zoom.** **Action: Chris H will set up the meeting with ERO and BOT members.** Jayden enquired if there was a new RE curriculum. Liz confirmed yes and St Joseph's is transitioning. Claire Hollyer is overseeing. Not all online resources have been released yet. Juniors 0-3 have their new curriculum. Jayden enquired if the school has a Register of Assets. Yes

Mike said if an asset is still working and useable you leave the asset in the register. Mike said the budgeted Cash Flow is the P&L less depreciation. Jayden - the banked staff is per month? Chris G explained that herself, Chris H and Justin sign it off. Jayden said he would prefer clearer wording for usage and expenditure. She explained that there had been a higher usage than usual - COVID, children of staff who were sick therefore leave taken. There is 2.5 hours pw to use for sick leave. This was flagged to the Board at the end of 2022 by her.

6:18 pm Jo Holer returned to the meeting. Jayden reported he did not understand Attendance. Mike explained the percentages and averages. The MOE are closely looking at absences following resumption after COVID. Jayden asked about the

Hazard Register. ☑Chris G said there was a link to the Hazard Register on her report. ☑Tummy Bugs and COVID appear on “Moderate Injuries”, anything that needs a parent pick up of the child.☑There was one ambulance call out for a broken bone following a playground incident.☑☑Jayden felt the Newly Identified Hazards table wasn’t clear. ☑There are hyperlinks to click on that take you through to reporting.☑☑Chris G has added into the Principal’s report doc from the Principal’s hui. ☑The Leadership Team has decided that “Communication” is the theme to work on this Term.

☐ **Moved that the Principal’s Report is accepted**

Andrew Pullen/ 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

Moved to approve the 2022 Budget Statement of Cash Flow and Budgeted Financial Position.☑☑Mike Russo / Chris Hart. Carried

4. STRATEGIC DISCUSSIONS

4.1 Exploration of specific issue or project☑☑ Local Maori community consultation

Community Consultation - the meeting last week was attended by 29. A good number. The agenda was to bring the whanau together and to meet and greet. Maria and Ari ran this session. ☑The Pacifica community consultation will be discussed at the next meeting.☑☑Hautu - is a tool for cultural responsiveness. Chris H will share with members after this meeting. Chris would like to delegate a couple of BOT members to this. Jayden is keen to be part of this.

Property Report☑Irene reported. Notes had previously been emailed out earlier.☑Gerard completed Garin Block revamp \$6K under budget. The savings will be used for paint for doors and downpipes.☑Sam has requested assistance over summer for pool cleaning,

etc. Maria is retiring (cleaner for Intermediate and new Block). A replacement would need to be sought. She is also a TA. Currently looking at three different options. Playground on the bank - need to look at this and get a tree specialist to check the space. **Action: Ask Justin how many pool keys were purchased to get an idea of pool income.**

4.2 Education Gazette – N/A

1. IDENTIFY AGENDA ITEMS FOR NEXT MEETING - ERO visit.

2. ADMINISTRATION

6.1 Confirmation of Minutes

Moved that the minutes of meeting dated 14 February 2023 be accepted.

Moved: Andrew Pullen / Seconded: Jo Holer. Carried

Matters Arising from Previous Minutes – Nil

6.2 Correspondence

Outwards – nil

Inwards – Staff Leave Requests

The meeting moved into Committee 7:03 pm Out of Committee 7:55 pm

1. MEETING CLOSURE

7.1 Next meeting date:s

Term 2 week 2 - Tuesday 2 May - ERO visiting

Term 2 week 8 - Tuesday 13 June- online

Term 3 week 2 - Tuesday 25 July - online

Term 3 week 8 - Tuesday 5 September - Face to Face

Term 4 week 2 - Tuesday 17 October - Face to Face

Term 4 week 8 - Tuesday 28 November - Face to Face

Prayer: Mike Musso

Reflection: Jayden Whiunui

The meeting closed 7:55 PM

ACTION POINTS	WHO
Discuss the issue of maintenance required on the tennis courts with Gerard and Corrine at the meeting tomorrow 23/3.	CH
Set up the meeting with ERO and BOT members. Tuesday 4 April 7.30 pm via Zoom.	CH FINANCE COMM PLUS IRENE
Ask Justin how many pool keys were purchased to get an idea of pool income	IF
Consult Tree Specialist for playground area on the bank	IF

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2/6/23