

"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 2 May 2023, 5.15 pm in the Parish Rooms

Prayer - Father Marlon

Reflection - Jayden Whiunui - Reflection my food basket your food basket. We each bring different schools to this meeting. Some of the parts equals the whole.

1. ADMINISTRATION

1. **In Attendance** - Chris Hart (Chair), Chris Gladstone (Principal), Liz George, Father Marlon, Irene Firestone, Jaden Whiunui, Jo Holer, Andrew Pullen, Mike Musso, Kaye Odinot (Minutes), Michelle Irving (ERO - Guest)

2. **Apologies** – Hamish Angus

3. **Declaration of Interests** - Nil

4. Board

Welcome to Michelle Irving from ERO. Chris H introduced those at the meeting.

Michelle said it is very special coming to St Joseph's, this is her second visit and plus online meetings with the Leadership team. She has been with ERO since 2005. She visits 40 schools. St Joseph's School Nelson is a school with a big heart. She was particularly moved by the waiata sung to her by the akonga. The manaakitanga at the school is wonderful. Thank you to all who have been looking after her.

The Education in Schools Act talks about partnering. ERO supports a system wide shift into supporting schools to be successful. A board partners with its community to do the same thing. Working collaboratively is the key.

She has been in classrooms and walked around the school, met with Chris G and team leaders in the school.

Currently ERO builds relationships over a longer period of time rather than coming in for one snapshot visit. It looks at what drives your school and what its values are.

Part of a Board's role is to partner with its community. T

She has met with Chris and the team leaders. She is looking for consistency and how the quality grows.

Literacy has been a focus for the school and ERO.

Michelle has drafted a "Looking Forward" report. Schools have a profile report at the start of the process and that says ERO and the school will focus on this one thing together "because "... and if we do this, what will it look like at the end of the three-year process. What are you hoping to achieve. She has gifted that to the Team and Senior Leaders over the next fortnight to craft the wording over the next two weeks. The Board will get to see this unconfirmed report in 3-4 weeks. There are some strengths that ERO has identified to help grow literacy and the very first next steps they will take. There will be a chance to give feedback to change

the wording. Once confirmed it can be published to StJon website and to ERO's website. The intent is that we have created a plan today and how may we grow this literacy path and how can Michelle help us. This is an internal document and is not published.

A discussion has taken place about growing capability and new team leaders across the school. She has looked at Health & Safety and the Leadership Team have been very open with records. There are no concerns. Chris G and Chris H have signed off the Board Health & Safety Compliance Assurance Statement.

The plan Michelle is developing will dictate when she returns to visit the school

She is aware that teachers are currently under a lot of pressure at the moment - changes in education, curriculum refresh changes she does not want to get in the way. Also in the way of professional development happening for the school from the outside.

She would like to visit the Board again at some point before the end of the year to see how the Plan has progressed and how the Board might be involved in that.

Schools now have a three year relationship with someone like Michelle unless there are concerns. There is online meetings and other reporting. It is about working smart. Nowadays it is meant to be a two-way relationship with one person.

Michelle asked Chris G to thank the staff on her behalf as they have been open.

Chris G thanked Michelle for walking beside them.

2. **STRATEGIC DECISIONS** – not discussed at this meeting, to be discussed at the 13 June 2023 meeting.

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

Health Safety and Welfare Policy

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.

Highlighting the disappointment of the large amount of tagging (11) in the Junior Playground that occurred over one night during the school holidays. This will cost thousands of dollars to rectify the damage. From Room 5 Pump Shed to the Skip to Room 1. Should we look at security cameras in that area? This has been reported to the Police. It is thought more than one tagger is involved. We have a security camera at the pool, one in the space by the yellow slide, two more in the upper school area.

Action: Agreed to get quotes for additional cameras and signage. Chris G to get Justin to do as Sam is very busy at the moment,

Jo suggested approaching NMIT or NCG as art students may be able to paint over with a mural. Mikey said he had got two security cameras installed at his place of work for approximately \$3,000 including the cost of software. Armstrong Security provided the installation, Nelson Alarms the hardware.

Bark delivery non-arrival in the holidays and wet weather has held up Sam distributing it in the playground areas. He is currently moving it with a digger.

Banked staffing - based on our roll, we get a finite amount of banked staffing to cover things like sickness, additional leave and PD for teacher release. It is for when an off-site teacher needs to come in to relieve current staff. Once used up, funds have to come from our Operational budget. 20.14 is the equivalent of 20 staff. We currently use 19.88 with the way our staffing is structured. We are currently overdrawn 1.8.

Action: Chris will clarify with Justin the correct formula for banked staffing and Emil BOT members.

Coming up shortly is a camp where a third teacher is required because of the remoteness of the camp. This should be incorporated into the camp fee, rather than it come out of the school's operational budget.

Health & Safety Incident - the ambulance call out was for a broken arm, an akonga tripped playing in the back field. It was the way he fell.

Jayden enquired - Pacific people. Liz replied they are using the same format for Maori student boys. The whanau questionnaire was done last year. Not a lot was gathered from that as only three turned up to that meeting.

Michelle had looked over the Maori Student Voice Plan and commented it was great. It was a great way of capturing information about our learners. We will hui again with Maori whanau and work together to discuss next steps.

Covid numbers are increasing with four akonga this week.

Jayden does not like the graph - it is too small.

The target for attendance per day is 90%, the preferred MOE percentage. 76% of learners attend 90%. Low attendance is often attributed to parents taking their children on holiday mostly overseas.

29 St Joseph's learners are attending the sacramental programme at St Mary's.

Antonio has confirmed he will not be taking an additional three weeks' leave at the end of Term 3, and will only be absent for Term 4.

2. **Expert Presentation – N/A**

3. **Data Analysis - Chris G answered questions as per 3.1.**

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

Moved: Andrew Pullen/ Seconded: Jo Holer. Carried.

4. **Exploration of key result area (goals) – N/A**

5. **Finance report – following a 4 April meeting comprising Chris H, Mikey, Andrew, Mikey drafted a strategy. We have money to invest and need to look "where" we might put this money to invest. Please go to the Finance folder in the BOT Drive and it will be approved at the next meeting. The Education Act stipulates controls on how a school can invest.**

Chris G - we have budgeted \$31,000 for cleaning. With the 7% minimum wage increase we will spend \$35,416.08. Because Maria has now retired from cleaning, Sam got quotes. The current Crest Clean quote is \$47,242.96, that is an additional \$19,000 We were paying Maria \$13,816 so a difference of \$5,000 we have not budgeted for. We have received quotes as follows:

Crest Clean new proposal - \$47,000

Nelson Cleaning Supplies \$97,000

Jenny King - \$49,000 (will not progress as she is uncontactable)

MOVED that the Crest Clean's quote to clean the whole school be accepted at \$47,242.96.

Moved: Mike Musso / Seconded: Chris Hart. Carried.

Mikey - we do not budget for Donations. During the year we receive a reasonable amount donations, around \$80K. This is from general donations, pool donations, PTA. While we may show a surplus, this is not often a true reflection.

Property Report - Irene reported that no meeting had taken place between Chris G and Jayden. She emailed the two quotes for pool. Pool covers and heating need to be agreed on once figures are in. Solar panel quote is \$61,000. The solar water heating was in the quote Irene emailed out.

She has received a quotes for the supply and fit of solar water heating panels - \$47,000.

The quote for heat pump is \$16K + \$58K = \$74,000. We can claim back GST.

Heat pumps you can extend the season. Andrew said you can do this with solar heating.

Noted that our electricity is paid for by the Diocese.

Mikey will talk with Simon Topp re heating. Budgeting for pool covers also needs to be taken into account.

Action: Irene will get the information sent again from Simon and distribute.

The quote for resurfacing the back path is \$40,000. The PTA will need to provide funding for this via grant money. Mikey suggested compacted hard fill. Two parents have a concrete business and would like to donate \$10K towards the project. Agreed to go back to the couple to advise it is too expensive to concrete and would they be prepared to look at another option.

4. Strategic Discussions

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

Hautu. This is a resource for BOT's to assess how culturally responsive their school is to their Maori community and to improve communication and engagement with Maori families. Chris H and Jayden have met twice. This will be a long term strategy. Chris H has looked at School Docs and put into the shared drive, named "Special Projects Hautu". The MOE Maori education strategy called "Kahikatea" is also in there.

The whole Board needs to have a good understanding of what the NZ school education system is like and what the Kahikatea document is trying to help with. At a second meeting held the other day, they met with Shep Heparin and Melissa from Potama Pounamu, (Waikato) and they could help us with the Hautu document. Could they meet with the Board and explain what the current legislation is and what happened before Kahikatea. She has provided a large email however it hasn't been looked at yet. There is a NZSTA Te Tiriti O Waitangi session, 17 May 6-8 pm at Hotel Nelson. Register at the link Chris H has previously sent.

Chris G - suggest that Maria Little attends this meeting. Chris H - if she has anything to present to the parents on 19th then yes. She could attend the early part of our next Board meeting, (online meeting).

2. Education Gazette – N/A

3. Staffing Matters

In Committee – 6.44 pm
Out of Committee 7.21 pm

5. IDENTIFY AGENDA ITEMS FOR NEXT MEETING

6. ADMINISTRATION

1. Confirmation of Previous Minutes

Moved that the minutes of meeting dated 21 March 2023 be accepted.
Moved: Irene Firestone / Seconded: Chris Gladstone. Carried

Matters Arising from Previous Minutes – Nil

2. Correspondence

Outwards – Nil

Inwards – Nil

7. MEETING CLOSURE

1. Comments on Meeting Procedures and Outcomes

Nil

2. Preparation for Next Meeting

Next meeting date:

- Tuesday, 13 June 2023 ,5.15 – 7.15 pm online.
Invite Maria Little as a guest.

Prayer: Mikey Mullo

Reflection: Hamish Angus

MEETING CLOSED 7:21 PM

ACTION POINTS

- 1. Get quotes for additional security cameras and signage (Justin)**
- 2. Chris will clarify with Justin the correct formula for banked staffing and email BOT members.**
- 3. Irene will get the information sent again from Simon and distribute.**


2/6/23

