



"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 July 2023, 5.15 pm in the Parish Rooms

Prayer - Mike Musso

Reflection – Chris Hart reflected on Leadership. He has been to many professional development sessions where animals were pulled out in team building exercises. The Lion, the Otter, the Retriever, the Beaver - we are all around this table but who are you?

1. ADMINISTRATION

1. **In Attendance** - Chris Hart (Chair), Liz George (Principal), Jaden Whiunui, Hamish Angus, Jo Holer (now Tout), Andrew Pullen, Mike Musso, Nate Baxter (Acting Deputy Principal Term 3), Kaye Odinet (Minutes)

Liz has stepped away for the Staff Representative role for this Term whilst Chris Gladstone is on sabbatical leave. Nate has been invited to join tonight's meeting however he will not be able to attend In Committee or have voting rights.

884604160. **Apologies** – Chris Gladstone (Principal - Sabbatical Leave Term 3), Irene Firestone, Father Marlon.

884604161. **Declaration of Interests** – nil

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

There are not many changes - making sure we have the best interests of the children at heart. That we follow the rules around what we can and cannot do. We will move to the new Code of Conduct at the start of 2024 as we have already signed this year's code.

Dogs on School Grounds Policy

These are St Joseph's School specific policies.

Liz said there have problems in the past with dogs at school. However any teacher who thought they would like to bring a dog would need to have that discussion and to reassure that it is a safe dog, has proper toileting habits, fur allergies/shedding.

Mike felt there needs to be criteria or procedure.

He suggested a notice at each entrance that there is a Dog Policy.

The difference between a public sports ground and our school is that we are responsible for the children. Agreed that Liz approach other schools to ascertain if they have a Dog Policy and what it is.

Investment Policy

The policy was accepted with some slight changes:

- a) Investments are to be held in any. Of the five major trading banks in NZ, being ANZ, ASB, BNZ, Westpac and KiwiBank;
- b) The first \$150,000 of funds must be held in investments with a term of less than three months;
- c) Funds are to be invested for no more than a 12-month term, unless authorised by the Board of Trustees.

Moved: Mike Musso / Jo Tout. Carried.

Inclusive Education - in School Docs

Maori Education Success - in School Docs

Learning Support - in School Docs

Chris will remind members of these above three policies for the next meeting.

3. MONITORING

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

Liz George talked to her Principal's Report, previously tabled.

A required Teacher Only Day was suggested to be 24 November as this is the same day as Central School Nelson. Possibly looking at Curriculum refresher.

Wednesday of Week 10 for the whanau hui, we will not close the school but are hoping the parents will support the school by keeping their children offsite.

Liz said that these days are very valuable to connect with whanau. It puts things into real life context. It is an uninterrupted 15 minutes to connect the family to the school.

Question - error in reporting reading percentages.

Question EOTC transport - Andrew questioned, in risk terms, a low likelihood/high impact the issue around using parent transport. Kids harmed in such an event if there was a motor accident. EOTC policy - Using Private Transport for events outside of the classroom.

On the form, there is one clause that the parent agrees not to vape, smoke, use alcohol, use drugs whilst using the vehicle. The wording should be tightened to state "under the influence of vape, smoke, use alcohol, drugs".

When a person comes to school with their vehicle - do we check the level of responsibility of the driver, the car, licensing, WOF, registration etc. A licence number can be provided but what happens if a licence is lost/forfeited.

The EOTC Coordinator is the Principal.

The document is provided every time a person takes their vehicle. The forms indicates at the bottom that a copy of the form is kept in the office and a copy is handed back to the driver.

Action Point: that Andrew make some tweaks to the form and bring back to the next BIT meeting for

reconsideration.

Jaden - there will be an enquiry about what constitutes good practice in teaching. Is there a timeline for meeting ERO (Michelle Irving). Liz reported that they were looking to run two 10 week pilots back to back towards the end of the year, then a meeting with Michelle. It is focussed on the Junior school.

The government are encouraging us to embed structure in the literacy programme for juniors in every school for when the new curriculum refresh comes out in two years. What are looking at what that would look like.

Last year Tracy and Zoe did professional development on Best Start Literacy.

And went hybrid going at the moment.

The government have introduced Reading Recovery, Brigid normally does 4x 30 minute slots for four children. The MOE now say three children 1:1 and the last 30 minutes is for up to 4 children up to five days a week.

Brigid takes one of the new accelerant groups following the MOE guidelines.

Kate Boyd, a teacher and currently working as a Teacher Aide, is working with three groups for 10 weeks with before and after testing.

Doing this for 5 years olds who have been at the school for 10 weeks, plus Year 2's to see what the difference would be for them and then there is the a control group some Year 0 -1 and Year 2. We will review to ascertain if this acceleration is successful. Once we have figured out that the acceleration is the right acceleration we will look first then at the teaching we are doing with the children whether this hybrid of BSLA and whole language learning is right for our school.

Next week our Literacy Advisor, Adie Bonish will come to school to observe and provide feedback.

Michelle Irving will provide feedback at the end of the Term.

This will stay within the Juniors until we get it right before moving further up in the school.

Safeguarding - professional development course. There are different elements to this. It would cover:

- Abuse
- Physical elements of children
- Children who might be being radicalised
- There is a policy for Safeguarding on School Docs.

Staff have completed First Aid and Restraint training this year.

Someone has been in touch about it and we will come back with costs etc.

Moved that the Principal's Report be accepted

Moved: Chris Hart / Seconded: Andrew Pullman. Carried

2. **Expert Presentation** – N/A

3. **Data Analysis** - N/A

4. **Exploration of Key Result Area** - N/A

5. **Finance and Property Report**

Mid Year Update, Audit Progress

Banked staffing

Justin had further explained to Mike and Chris H now summarised for the meeting:

The rate the MOE pays for the FTE is a medium rate on the teacher scale. You can accrue money back by paying teachers out of the Operations Fund because they get paid at a lower rate. You effectively chose your lowest paid teacher and pay them out of the Operations Fund. Banked staffing does not care how

they get paid.

We are 5.53 over. In terms of dollar value that is \$17,000 if air we were 5,4 over at the end of the year, we would owe MOD \$17,000.

The formula is $\$83,500 \times 26 \text{ divided } 5.43 = \$17,000$.

Mid year financials

MYF's are solid. End of June is the second quarter of funds received.

\$170,000 profit so far this year although \$66-67,000 does not count.

Cyclical maintenance will get added in.

Surplus YTD is around \$100,000.

Action Point: Chris Hart to follow up with Justin regarding furniture and Irene about modernisation of furniture.

Leaf Blower

Chris Hart had received correspondence from neighbours of the school regarding leaf blower noise and can we do something about it. Chris said he would investigate.

The "neighbours" have now complained to NCC and NCC Environmental asked us to stop using the leaf blower until the issue has been investigated.

The decibel rate is 55 at the boundary. NCC Environmental have measured but averaged out at 75 decibels. The school's leaf blower is the biggest you can buy, it will take Sam longer to operate with a lesser powerful electric leaf blower.

Sam and Irene have sought quotes for an electric/battery leaf blower that is around \$5,500 with extra batteries

NCC have indicated they will continue to pursue this complaint until it is fixed.

Mike would like to investigate a silencer system for the current model before purchasing a new machine.

Action Points

- A. Investigate a silencer for the current machine
- B. We approve the purchase of a battery powered if unable to get a silencer.
- C. Widen the quotes.

Property Committee

Jaden reported on the pool. All done except covers and heating.

Solar water heating - the estimate that Aquaflow gave was for one pool, not both pools. Irene will obtain another quote.

Heat pumps don't work unless you have solar as there is not enough power to pull the heat through

The total for pool covers is \$25,000 less \$15,000 Lion Foundation grant received for pool covers

There is a new funding person now located in Nelson.

Liz and Irene to talk with Koa tomorrow regarding power and solar panels for the whole school.

Back Path - if we do not do something soon we will lose our goodwill with the Moore family.

ADW checklist

They do not have a policy so need to go back to the Ministry.

Arrest are engaged by Archdiocese to do the building warrant.

You cannot store anything on the egress path.

There are two policies that conflict - fixing blinds to doors vs some doors can't have blinds fixed to them.

Quote from Rollo's indicated that locks are on the outside with no snibs on the inside. \$5,200 plus GST quote has now expired.

Action Point - Liz to talk to Koa tomorrow.

Bunnings would like to donate three trees (fruit) per leaving class.
Tree quote for work completed.

Moved that the Principal's Report, as tabled, is accepted.
Moved: Chris Hart/ Seconded: Andrew Pullman. Carried.

4. Strategic Discussions

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

2. Education Gazette – N/A

Staffing Matters

In Committee – 6.55 pm. Nate Baxter left the meeting.
Out of Committee 7.41 pm

884604720. IDENTIFY AGENDA ITEMS FOR NEXT MEETING

884604721. ADMINISTRATION

1. Confirmation of Previous Minutes

Moved that the minutes of meeting dated 20 June 2023 be accepted.
Moved: Chris Hart / Seconded: Andrew Pullman Carried

Matters Arising from Previous Minutes – Nil

2. Correspondence

Outwards – nil

Inwards – neighbourhood complaint regarding the leaf blower

884603440. MEETING CLOSURE

1. Comments on Meeting Procedures and Outcomes

Nil

2. Preparation for Next Meeting

Next meeting date:

▪ Tuesday, 05 September 2023 at 5.15 – 7.15 pm. Chris is in Auckland that day therefore meeting to be online.

Items for Discussion:

Prayer: Hamish Angus

Reflection: Jo Tout

The meeting closed 8.00 PM

ACTION POINTS

- Andrew to make some tweaks to the EOTC Driver Approval form and bring back to the next BOT meeting for reconsideration.
- Chris Hart to follow up with Justin regarding furniture and Irene about modernisation of furniture.
- Liz to talk to Koa about door snibs
- Liz to ascertain if the school has platform ladders which is now a Health & Safety requirement.
- Liz - do staff need to advise someone if they are working on site out of school hours.


8/9/23