



*"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 5 September 2023, 5.15 pm held via Google Meet**

**Prayer** - Hamish Angus

**Reflection** – Jo Tout reflected that nothing in life happens by chance, it happens for a reason. Her reflection is to trust the process and to trust the outcome.

### 1. ADMINISTRATION

1. **In Attendance** - Chris Hart (Chair), Liz George (Principal), Nate Baxter, Irene Firestone, Jaden Whiunui, Hamish Angus, Jo Tout, Andrew Pullen, Mike Musso, Kaye Odinet (Minutes)
2. **Apologies** – Chris Gladstone (Sabbatical Term 3), Father Marlon
3. **Declaration of Interests** – Nil

### 2. STRATEGIC DECISIONS

#### 1. Strategic decisions made

##### **Inclusive Education**

Document found on School Docs

##### **Maori Education Success**

Document found on School Docs

##### **Learning Support**

Document found on School Docs

##### **Dogs on School Grounds**

Unfortunately there is no update - work in progress.

##### **EOTC Driver Application**

Andrew sent an email with thoughts after the last meeting. Liz wanted to talk to Chris Gladstone and the rest of staff about how workable those things were. As it is a permanent policy change she wanted to wait until Chris G returned as its needs her input. Liz is currently caretaker to the role. Thank you to Andrew for taking the time to do this for us. To be revisited Term 4.

### 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 talked to her Principal's Report, previously tabled.

Andrew does like the system of questions following up on the report. It saves the author being sprung on for answers.

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

Moved: Chris Hart / Seconded: Andrew Pullen Carried.

2. **Expert Presentation – N/A**

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

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

5. **Finance Report**

The Finance Committee has not met as Chris H has been overseas with Nelson College. Finances remain very positive. The new policy is now working very diligently. Mikey will email to Chris the Investment Policy to upload to Google Drive as he had been having difficulty uploading the document.

Chris H had been in touch with Justin up about furniture (today) however Justin wouldn't have had time to deal with that. We had a \$28K windfall for furniture from the government. We now have to follow through with its purchase of furniture . It will go into rooms 6,7,8.

Mikey - would like to see some sort of monthly reporting of variance under and overs. Even though we are in a good financial position. Are there explanations regarding budget vs actual expenditure.

Liz - requested Mikey to visit her at school and show her exactly what sort of reporting he would like. Liz thought this was the role of the Finance Committee.

Chris H - the Principal needs to see the under and overs; the BOT needs to know the why.

**Action: Chris to follow up with Justin and then further discuss with Mikey and Andrew.**

6. **Property Report**

Irene - will need to email the Finance Committee on the final year Plan and make sure property is in the budget.

We had previously being using a lady in Tauranga to do funding applications on behalf of the PTA. Of late she appears to have gone quiet. Michelle Hunt from Nelson Cancer Society does the same thing in her weekends for \$40 per hour. This is a win/win situation, especially being local. On PTA behalf and with BOT approval, Michelle will apply to the Rata Foundation for \$82,350 for heat pumps and thermal covers for large pool and secondly to Pub Charity for \$20,750 to cover the heater and thermal covers for the small pool. These are the last two parts of the project for the pool refurbishment. Heating is still a work in progress. The pools require a heating system for each - whether they are heat pumps or coils. We probably need a heat pump for the small pool and coils for the large pool under solar power. Powertech have looked and said it is a \$70K spend for heat pumps that will save on heating in the future. Irene will email the correspondence out to members.

Aquaflow have provided a quote for the heating and that is what Michelle is using.

Moved give permission to PTA to appoint Michelle Hunt to apply for two grants, 1 to Rata Foundation for \$82,350 for heat pumps and thermal covers for large pool and 2. to Pub Charity for \$20,750 for heating and thermal covers for the small pool.

Moved: Chris Hart / Seconded: Irene Firestone. Carried

Back Path - Craig has been away. Now he has returned from an overseas holiday and will meet with Darron James and Jaden. Irene has been communicating with Craig.

Door locks - Irene met with Koa who works with the Archdiocese.

Irene said Koa indicated this could go on the 10 year plan but may do in two stages and pay from the maintenance plan. It is a low amount of around \$6,000. Liz does not feel confident about the decision. If we put locks on the inside of doors we are at risk of locking in children. Mikey said that his work does this kind of work and he will bring it back for the next meeting. He looked at the doors in his workplace and a key was needed.

Leaf Blower - Sam has three quotes. Liz has put these into the Property folder. There is a preferred model. Sam and Liz will visit the property neighbour for approval. The model in question cannot be muffled. Chris H said the NCC were still following this up. Chris had referred to Liz in his absence overseas. The quote is for \$3,250. Sam happy with the preferred model.

#### **4. Strategic Discussions**

##### **1. Exploration of specific issue or project**

###### **Catholic Character Review**

Liz this starts next Wednesday afternoon. This group of people will want to meet some, not all, board members at some point over Wednesday afternoon, Thursday or Friday. There is also a shared link survey. There is a document that we as a team have had a look at and it would be helpful to sit with them. If we could have a small delegation of BOT members to look over the Action document over the past three years. Finally to meet next Thursday or Friday.

Delegations: Agreed this will be Jo Tout and Hamish Angus who will meet prior then again on Thursday with the Catholic Character group.

Liz's online connection lost 6.00 pm. Reconnected at 6:19 pm.

Chris H shared his screen on the BOT Pre-Review Questionnaire.

There is a general chat with staff, with TA's, whanau, Maori tamariki, They will ask if we breathe life into the annual plan through our actions at school and do we see that when we report back on the Annual plan. We report on professional development, there was a Father's Day liturgy and a Matariki liturgy. We can also mention Frank Wafer,

Last review 2019. The school have looked at the recommendations and the actions over the last three years.

Liz has asked for two BOT members to review.

Meet with the Catholic Review team on Thursday or Friday of next week.

Jo Tout and Hamish Angus have volunteered for this task.

Chris will share the document with Jo and Hamish and then will tee-up a time to meet with the group next Thursday.

Liz would like us to go through the document – BOT Preview questionnaire

## There are Six Questions

1. Have you completed the document actions from last review – yes, that was the previous document shown.
2. What Catholic Character have you engaged with this Board. Last week Steph and Liz attended two days of PD about the new curriculum. In the three-year plan again there is a special part of that the school works on.  
Father's Day and Matatiriki liturgies as ways of connecting with our community (in our Annual Plan).
3. How is Board training prioritized. Trustees get emails from NZSTA and the Archdiocese.  
Andrew – training for the children's Confirmation  
Mikey – if you were on the previous BOT surely that counts.  
Frank Wafer, Leadership Consultant, Catholic Schools Education Services. Came in the previous board cycle. He travels around the country training Board's on Catholic Character. Chris will find the date he visited. Irene thought his next visit was held up because of Covid. Angela (previous Chair) delayed him visiting last and there were BOT elections coming and and the Board was dissolving (Chris H recollection). Frank is therefore due to return.
4. How to ensure regular internal self review of catholic character is carried out.  
Hamish and Mikey do this as part of the Proprietor appointed trustee role and Step as DRS.  
Chris the school is reporting progress towards that as part of every Board meeting.

## 2. Education Gazette – N/A

In Committee – 6:31 pm

### Staffing Matters

Out of Committee 7:26 pm

## 5. IDENTIFY AGENDA ITEMS FOR NEXT MEETING

## 6. ADMINISTRATION

### 1. Confirmation of Previous Minutes

Moved that the minutes of meeting dated 25 July 2023 be accepted.

Moved: Chris Hart / Seconded: Jo Tout. Carried

**Matters Arising from Previous Minutes – Nil**

### 2. Correspondence

Outwards – nil

Inwards – nil

## 7. MEETING CLOSURE

### 7.1 Comments on Meeting Procedures and Outcomes - N/A

### 7.2 Preparation for Next Meeting

**Next meeting date:**

- Tuesday, 17 October 2023 5.15 – 7.15 pm.

**Items for Discussion:**

- Proposed 2024 dates to be brought to December meeting.
- Finance committee to meet to talk about 2024 Budget.
- Provisional staff requirement for 2024.
- Governance Policy - role of presiding members.

**Prayer: Liz George**

**Reflection: Jo Tout**

**The meeting closed : 7.30 PM**

***ACTION POINTS (Chris H and Liz G)***

- 1. Chris H to follow up with Justin financial overs and under and then further discuss with Mikey and Andrew***
- 2. Jo Tout and Hamish Angus to attend Catholic Character meeting.***