



*"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 17 October 2023, 5.15 pm held in St Mary's Parish Rooms,  
18 Manuka Street, Nelson**

**Prayer** - Liz George

**Reflection** – Jo Tout. Growth is about being here, embrace the present.

### 1. ADMINISTRATION

1. **In Attendance** - Chris Hart (Chair), Chris Gladstone (Principal), Liz George, Irene Firestone, Hamish Angus, Jo Tout, Andrew Pullen, Mike Musso, Jaden Whiunui, Kaye Odinet (Minutes)

**Guest:** Mr Chris Gladstone

2. **Apologies** – Father Marlon (for lateness)

3. **Declaration of Interests** – Nil

### 2. STRATEGIC DECISIONS

1. **Strategic decisions made**

#### **Curriculum and Student Achievement Policy**

Document found on School Docs.

#### **Health Education**

Document found on School Docs .

Chris G responded to Andrew's written questions. The survey will go out to parents. This term - Term 4. This was last done 2021 and is being updated. This time it will cover health, relationships and sexuality. Chris has reached out to other principals for sharing to see if there is a better form. Following that the Board can make a statement. There is more information coming out regards the LGBTQT community.

#### **Role of Presiding Member (Governance)**

Document found on School Docs. Further discussion about this at the next meeting.

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

Liz has tweaked the doc but it needs to go to the Leadership Team for comment. It will be ready for review by BOT in Week 8.

#### **EOTC Driver Application**

There are new templates that cover MOE guidelines. A new draft will go to the Leadership Team for comment and will be ready for review by BOT in Week 8. Legally, children over

1.48M in height can sit in the front seat of a vehicle.

### 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.

Andrew's question is what if, any, discussion has been held in school regards AI. ChatGPT is blocked for teachers and students at the school. Nate Baxter is happy to talk to BOT members around this. At this time we have no direction from the MOE and their guidelines are very "grey". Andrew believes we should self-educate and inform our students.

Michelle Irving, ERO, has moved on from her role within the MOE. We are unsure who our new review person is.

Jayden had not provided questions in advance and brought them to the meeting.

Question 1 - regarding the roll, is that accurate.? Chris G said that this does change on a daily basis. Actual number to July are 370, August onwards are prediction.

Could Chris please add the words "Actual" and "Prediction" to the table.

Chris has had three enquiries alone from NIS this week.

Roll capacity is 430.

Question 2 - Catholic Character Review. Is this what Zita Smith will be covering? Liz reported we are looking to progress those who are preference but not yet baptised.

The new curriculum is refreshed and very good. We were asked to pilot it two years ago which had its challenges as we were not fully resourced. It is more in-tune with the children of today. Thank you to Liz for leading the review and also for Jo and Hamish for their input.

Question 3 - Assessment date sheets - he could not compute these and did not know where the numbers were coming from. e.g. 360 over 383.

360 of our children out of a total of 383 are at 94%.

Jayden to send Chris G an email so that she can rectify.

Father Marlon joined 5:47 pm.

Question 4 - Absentees. Why is there a Maori student graph?

Chris G said that the MOE have requested a report on attendance and achievement for Maori akonga.

Chris said this year we have 20 units, next year will be one less = 19 units. This needs to be part of the Strategic Plan. Management will need to look at a new direction as a means to make it work.

Chris G voiced that in order to answer Jayden's questions accurately, she would appreciate any questions he required an answer to be submitted to her in writing by the Friday before the BOT meeting.

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 will monitor more closely our finances to give more accurate month-by-month monitoring. We require more variance reporting.

This was trialled for this period since the last meeting.

Areas with questions were Staffing- we are spending more on personnel than we have budgeted for e.g TA's. As we become more aware of student needs Liz puts in applications for financial support and usually this comes through.

Security costs - spend has increased \$5,000. The alarm upgrade should be under Assets (advise Justin).

Playground bark - cost \$9,000.

New leaf blower has been purchased.

The Finance Committee will evolve this system to make it better.

2024 Draft Budget - this will be looked at between now and the December meeting (Finance Committee, Chris G, Liz, Justin). It will come to the 5 December BOT meeting.

Budget for classroom reimbursements.

\$6,000 is available for the Principal's Wellbeing. As it has come in late, Chris G's suggestion is that it gets rolled over to 2024 and spend \$12,000. Chris G suggests a bigger than usual PD somewhere.

6. **Property Report**

Irene reported on property - exterior and interior painting for the Junior block.

\$24,000 for Exterior Painting is booked in for April 2024.

For interior painting, Sam will go back to the teachers as there is no point painting if walls are going to get covered by artwork.

Interiors of the Garin Block plus Rooms 8 and 5A.

Exterior - would like to push this out to 2025.

Mikey believes that Sam should get a new quote as it will likely be at a sharper price.

Block T (Hall and Admin) exterior painting is due. We share this with the Parish. Ask Gerard Library Carpark - \$20,000 this is with ADW.

Back path - Darron Jones is liaising with NCC regarding drainage. Plan B is to erect a culvert swale.

Pool - funding applications submitted by Michelle Hunt were successful for small pool heating (heat pump) and cover.

Mainland (large pool) unsuccessful as they have no funds.

Irene has gone back to Michelle to see what other financial opportunities might be available.

Met with Anna Wallace and Lillian fun PTA to see what kind of money we can get from our community. They are drafting up a communication to go out.

Andrew mentioned a shade for the small pool that would hold a solar heating system. This would have more durability (10-15 years) and last longer than a heat pump (5-7 years).

Irene is trying not to use the schools money even though it could be passed off as Maintenance.

Irene said that the funding that came through this week was for a pool cover and for heating.

There is not enough for shade. We had not talked about this previous and it would mean going back for re-quotes.

Noted Aquaflo provide a 10-year warranty.

Solar heating coils on the roof for the big pool (\$47,000) now have a 15 year warranty on them.

It costs Hampden Street \$2,000 per month for electricity. To heat their pool which is bigger

than ours.

We have roof space but not enough for both pools. We have money for small pool. Mike suggested solar tubes on the small pool on the roof, and put cover over the small

Mikey suggested to put coils on the big roof for now for the small pool. Continue to fundraise to get shade for the small pool as part of the big pool, then once have money for the heating of the big pool and shade then we put that all in and we have enough space for everything.

**Action: Irene will go back to Aquaflow for a re-quote.**

Andrew will pick up the shade side of things. Irene suggests talking to Gerard about this. It will need to be more robust than what is outside Room 5 as it needs to take the extra weight of solar tubes containing water.

Irene had lived and breathed the pool revamp for the last three years and wished to have the project completed as her youngest was finishing at St Joseph's. Please appreciate that she has worked very hard for this in a volunteer capacity. For it to be brought back to the BOT meeting again was disheartening and she questioned why now when funding applications had been made with the quotes provided.

Chris G thanked Irene for all her time and effort that has gone into the new pool appreciating that five years ago no one took this onboard and that we are lucky to have Irene and her tenacity in getting all this through.

Chlorine - Sam buys chlorine for \$500 for 200 litres. He has to manually carry this. If we get from Aquaflow which includes delivery plus checking of the equipment, the cost is \$900 x 5 deliveries per year.

Moved to engage Aquaflow to deliver chlorine and check on the pool system.  
Moved: Irene Firestone / Seconded: Mike Musso. Carried

**Action Point: Advise Caretaker Sam of the new procedure purchasing chlorine for the pool and its delivery to the school.**

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

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

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

Thank you to Liz George for her work as Acting Principal.

The leaf blower has been purchased Suggested the old leaf blower go on Trade Me.

##### **2. Education Gazette – N/A**

In Committee – 6:43 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 5 September 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, 28 November 2023 5.15 – 7.15 pm.
- Accept the Draft 2024 Budget
- Annual Plan Review - Chris G
- End of Year function - the Leadership Team is happy for the status quo. The last day for school is 15 December - 12.30-1.00pm. Chris G has booked Chante Whitehouse, Nourish Catering for the luncheon.
- 2024 School opens Wednesday 7 February, the day after Waitangi Day.

#### Items for Discussion:

- Proposed 2024 dates to be brought to the next meeting. **Meet week 3 - Tuesday 20 February 2024.**

**Prayer: Chris Gladstone**

**Reflection: Andrew Pullen**

The meeting closed : 7.22 PM

### **ACTION POINTS**

<b>What</b>	<b>Who</b>
<b><i>Advise Justin that the alarm upgrade come under Assets</i></b>	<b><i>Finance Committee</i></b>
<b><i>Obtain a re-quote from Aquaflo for large pool</i></b>	<b><i>Irene</i></b>
<b><i>Advise Caretaker Sam of the new procedure for purchasing chlorine for the pool and its delivery to the school</i></b>	<b><i>Chris G</i></b>

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