



"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 20 February 2024, 5.15 pm held in St Mary's Parish Rooms,
18 Manuka Street, Nelson**

Prayer - Chris Gladstone

Reflection – Chris Hart. Thank you to everyone for attendance at BOT and other committee meetings. We are all volunteers and hopefully in 2024 we can concentrate on it being a good year and without distractions.

Chris G thanked the Board for their support, for which she is very grateful.

1. ADMINISTRATION

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

2. STRATEGIC DECISIONS

1. Strategic Decisions made

Code of Conduct for Board Members - the link was on the agenda. We have multiple Board members on the BOT who have relationships with people working at the school. We need to be aware of these relationships and separate them out.

Elect a Presiding Member - Chris Hart had indicated he would not be available for most of 2024 and would be resigning as Presiding Member, but not as a BOT member. His resignation letter was presented. NZSTA have recommended that Chris H step down and apply for leave for three meetings that are not in a row. Two in Term 2 and last meeting in Term 3.

After discussion it was -

Moved that Irene Firestone be elected Presiding Member.

Moved: Chris Gladstone / Seconded: Chris Hart. Carried

Delegations/Committees -

Finance - Chris H, Mike, Andrew - all happy to continue in 2024 with Chris G and Liz

Property - Irene, Jaden, Hamish - all happy to continue in 2024 with Chris G and Liz

PTA liaison - Irene and Jo

NZSTA directive policies are on the Drive. Please log in and review. Comments will feed through to the national database.

- Te Tiriti o Waitangi
- Board Responsibility
- Special Character School
- Self Review. Linked to Self review is the document on Reporting Amendment to Parents. Irene to remind members for the next meeting.

Reporting to Parents on Student Progress and Achievement. Liz talked to changes which are now different to how they were three years ago. They are there because old policy was around national standards which the previous Labour government cancelled. Curriculum phases of learning is the brand refresh language. Now it is across the school, twice a year, two reports. Celebrations of learning. After written reports there is a hui with parents to highlight learning success.

Motion to accept the amendment to reporting on student progress and achievement.
Moved Liz George / Seconded: Andrew Pullen. Carried

Personal Digital Devices - refer to government website <https://education.govt.nz/school/digital-technology/cellphones/>. Chris G advised the digital devices policy from School Docs should have been here before the start of tonight's meeting. School Docs are adding a one hour per day allowance to use a phone.

St Joseph's have been doing this for many years. St Joseph's previously applied a phone policy. The policy now aligns to the correct learning.

This will be ratified at the next meeting as the policy needs to be in place by the start of Term 2.

New Coalition Government Policy on Reading Writing Maths will be covered under Curriculum as a one-liner under the current policy. The school is already doing this.

Last July the MOE requested all schools plan in the same way. Plans for 2024-2025 had to meet those guidelines. Last year, because of other matters and Chris being away, we did miss some of the comms around this. We are mostly already adhering to the new standard.

Because we are part-way through the Strategic Plan confirmed by the previous Board, do we write a new plan for two years or extend an extra year with the same plan ie) four years. Chris G said there were six lots of goals that were fed into the new Strategic Plan.

Agreed to extend the current plan a further year.

Strategic goals 2022-2024 need to take into play:

Our current plan (2022-2024) covers:

- Wairua Ora (character and culture)
- Aka (learning)
- Whanaungatanga (community)

Those three headings need to be 2022-2025 and some progression This has to be done by 1 March. It can be put in and changed. Chris G has already changed the dates. It can be found in the BOT Drive under Principal. The Plan is now more aligned to Garin College as we are a feeder school.

Linked to that is the Annual Plan that needs to go into the MOE by 31 March.

Moved that the Strategic Plan is accepted for 2024-2025 to be submitted by 1 March 2024.
Moved: Jo Tout / Seconded: Andrew Pullen. Carried

Moved the the Annual Plan is accepted for 2024-2025 to be submitted by 31 March 2024.

Moved: Andrew Pullen / Jo Tout. Carried

Budget 2024

The latest budget forecast had been provided to BOT members. There were no major changes since discussed at the 28 November 2023 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*)**

2. **Principal's Report**

Chris G talked to her Principal's Report, previously tabled.

Mike enquired about Professional Development. He has to do 40 hours a year to maintain his membership. St Joseph's requires 100 hours pa that seems a lot and is this fair.

Chris G will try to take as many staff meetings off the table as she can.

Liz talked about Te Leo learning that NMIT are providing. With a two-term package.

We are required to have one night at the marae.

It is a two term package. There is also some compulsory online learning. It is not compulsory but staff have shown an interest in learning Te Reo and it is an opportunity to do it together.

All teachers buy-in to this.

Chris G said it was a very important part of what we do. For teacher registration it is mandated to up -skill in Te Reo.

It was noted that the current coalition government are not so keen on this.

It will be interesting to see how NMIT get their funding in the future. Staff do get 10 call back days.

Cultural responsiveness is in our Strategic Plan noting we have just agreed to the Strategic Plan. It does not cost us anything and \$560 is paid back to the school by NMIT or attendance. Chris G would give that money back to the teacher plus put forward funds to Maori resources for the school.

Chris G has reminded teachers that this is very flexible.

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

Moved: Chris Hart / Seconded: Mike Musso Carried.

3. **Expert Presentation – N/A**

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

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

6. **Finance Report**

The Sub Committee met on 14 February. The 2024 budget was not looked at because there were no changes from that approved late last year.

Chris G and Liz brought to the meeting the fact that 20-30 chairs are missing, and Rooms 6-8 need blinds for climate control.

\$75,000 was received, \$29,000 spent. We are \$46,000 underspent.

The Finance Committee recommend to the Board that purchase replacement chairs and recommend that blinds are purchased for Rooms 6,7,8 to assist with climate control.

Agreed that the BOT agree to purchase (as above).

Junior Start Up Teacher:

Chris G - due to extra enrolments it is requested the Junior Start Up teacher commence at the beginning of Term 2.

Last year we were very close to staffing expenditure.

We were in debt all last year. Justin confirms we have earned that money back.

This year staffing is being done slightly different. If we agreed to that teacher coming in Term 2 it will be at no extra cost to the school however the money does come from "somewhere".

Chris G said that all Junior teachers are this year dealing with some heavy duty children, for various reasons.

Mike noted that there is likely to be a cost to us if there are teacher absences.

All classrooms in the school are at big numbers. Preference children have to be found a place. Our maximum roll is 460 and we are not yet close to that.

Junior Start Up Teacher - approve.

Uniform Shop - Chris G recommended paying two staff one hour per week for their time in the Uniform Shop.

Currently they are operating as a voluntary service and those two people are TA's in the school. Should any of those two people leave, their replacements would be brought on as volunteers. Approved pay each person an extra hour each per week.

Phone for Deputy Principal, Liz George. Chris G requested Liz's phone plan is paid for by the school as she makes many school-related follow-up calls.

Chris H has already talked to Justin and he can organise.

Currently Chris G, Justin and Sam are on plans. Chris H suggests combining so all are on the same plan.

Approved subject to tidying up the plans. Check if MOE have a preferred provider (Justin)

2024 Budget - this has been sent out to members.

There is a projected shortfall for 2024, as was mentioned last year.

There are bank reserves so the school is in a good place.

The decision to change investment strategy has paid off.

The 2022 audit has not yet been received, as is the case for many NZ schools.

Moved that the 2024 Budget be accepted.

Moved: Mike Musso / Seconded: Irene Firestone. Carried.

SIGNED STATEMENT OF RESPONSIBILITY

Moved that the Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2023 Annual Accounts on the Board's behalf when confirmation is received that the Audit has been completed.

Moved: Chris Hart / Seconded: Mike Musso. Carried

STATEMENT OF FINANCIAL POSITION AND 2023 BUDGETED STATEMENT OF CASH FLOWS

Moved that the Board approves the 2023 budgeted Statement of Financial Position and 2023 budgeted Statement of Cash Flows, which are both derived from the Board's approved 2023 operating and capital budget.

Moved: Mike Musso / Seconded: Chris Hart. Carried

7. **Property Report**

Irene reported on property. Minuted had been distributed to members.

Mike queried relation to the pool. Do we need heating for the big pool?

Irene commented not at the moment as covers have made a huge difference.

Heating would be for the shoulder seasons.

Mike asked if we should wait until the pool season had ended as there are a lot of other things we could put the money towards.

Liz, this has been a particularly warm season but what would happen to the little kids if it was cold weather?

Other schools in the region have not had to use their heating either.

Irene suggested we assess as the season progresses.

Irene reported that Aquaflow has been working more closely with Sam as they have concerns about the chemical room.

They would like to credit it out for any chemicals we can't use.

They have offered to make it safe for the students, teachers and the community using the pool.

Irene has had a quote of \$150 for a fortnightly inspection. This would be for the high season with less attention needed in the closedown period.

Aquaflow are prepared to do another training session with Sam, with Justin as a backup, if he agrees.

Irene will set up a meeting with Aquaflow, Chris G, Liz, Sam in the next week and request a firm quote. Currently Aquaflow are coming in daily at no charge.

Koa from the Archdiocesan visited today 20/02.

The back carpark by library has been done.

Intermediates tables and tree roots are a health and safety issue. She has asked for this to be put into the plan.

She would like to tie this in with rough plans and rough budget for a retaining wall for the playground. Potentially in next year's budget, we would look to refurbish Juniors and reconfiguring.

Back path from Room 5, past courts to Bronte Street - this didn't progress as we didn't want to use any money that affected pool.

C & C Moore, some years ago, agreed to resurface the back path. At this time, the part of the path that is muddy, they would like to resurface as no cost to the school.

Darron Jones has drawn up the plan.

Agreed to give C&C Moore the go ahead to do this. This will be done in the school holidays when a H&S plan wouldn't need to be so robust.

4. **Strategic Discussions**

1. **Principal Performance Process 2024**

John Armstrong has been contracted to assist.

It is proposed that the Board agree to contract John Armstrong to continue working with Chris G as her mentor. Agreed.

It was noted that John's last report has not yet been received. It needs to be printed and hard copy given to Board members at the meeting then returned to the Presiding Member.

2. **Exploration of specific issue or project - N/A**

3. **Education Gazette – N/A**

4. **Staffing Matters - To be discussed In Committee**

5. **IDENTIFY AGENDA ITEMS FOR NEXT MEETING** - Self Review. Irene to remind members for the next meeting.

6. **ADMINISTRATION**

1. **Confirmation of Previous Minutes**

Moved that the minutes of meeting dated 28 November 2023 be accepted.

Moved: Chris Hart / Seconded: Andrew Pullen. Carried

Matters Arising from Previous Minutes – Nil

2. **Correspondence**

Outwards – nil

Inwards – Staff Requests

In Committee 6:47 PM

Out of Committee 7:42 PM

3. **Other Business**

Lisa Dunn governance advisor to NZSTA would like to offer her services to the Board to provide Professional Development. Chris H happy to facilitate with the new Presiding Member as to if and when that would happen.

Mike - under the heading Proprietors Report. This report is due at the end of each year, and we are behind with submitting this.

7. **MEETING CLOSURE**

1. **Comments on Meeting Procedures and Outcomes** - N/A

2. **Preparation for Next Meeting**

Next meeting date:

- **Term 1** Week 8 - Tuesday 26 March 2024, 5.15 - 7.15 pm

Meeting dates for the remainder of the 2024 school year:

- **Term 2** Week 2 - Tuesday 7 May 2024, 5.15 - 7.15 pm
- **Term 2** Week 8 - Tuesday 11 June 2024, 5.15 - 7.15 pm
- **Term 3** Week 2 - Tuesday 30 July 2024, 5.15 - 7.15 pm
- **Term 3** Week 8 - Tuesday 10 September 2024, 5.15 - 7.15 pm
- **Term 4** Week 2 - Tuesday 22 October 2024, 5.15 - 7.15 pm
- **Term 4** Week 8 - Tuesday 3 December 2024, 5.15 - 7.15 pm

Prayer: not appointed

Reflection: not appointed

ACTION POINTS : 20 February 2024

What	Who
1. Phone plans - investigate and align	Justin
2. Aquaflow - training for Sam, and possibly Justin	Irene
3. Self Review - Remind members for the next meeting.	Irene

Closed 7:44 PM