

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES OF ST JOSEPH'S SCHOOL NELSON HELD IN THE PRINCIPAL'S OFFICE, ST JOSEPH'S SCHOOL, 1/18 MANUKA STREET, NELSON ON WEDNESDAY 27th JUNE 2018, COMMENCING AT 5.15 PM

PRESENT: Chris Gladstone (Principal), Nicola Hewitt (Teacher's Representative), Neil Benson, Jim Dickin, Melissa Munro, Gerard McDonnell, Angela Osborne, Suzanne Beuker, Father Bill (apologies late)

IN ATTENDANCE: Jacqui Jones (Minute Secretary)

APOLOGIES: David Cogger

PRAYER: Chris Gladstone / **REFLECTION:** Melissa Munro

WELCOME

Melissa welcomed everyone to the meeting.

MINUTES OF LAST MEETING

MATTERS ARISING

Motion: *THAT the minutes of the Board of Trustees meeting held on 8th May 2018, as circulated and read by Trustees, be confirmed as a true and correct record of the meeting.*

Nicola Hewitt/Jim Dickin

All in favour. Carried

MANAGEMENT REPORT

Chris talked through her Management Report.

Professional Development

The teaching staff will attend a full day RE Spirituality paper in the holidays.

Steph and Chris held a brainstorming session for the internal review of the Catholic Character to evaluate how well the school is performing in RE. Chris will take this information to staff.

The teachers are implementing a new style of maths learning, replacing the traditional learning task with authentic and contextual learning. This is based on rich math tasks, using math strategy but applying it in context to an authentic learning situation. Chris explained that this style of teaching/learning provides for stronger coverage of the maths strands and interlinks the strands rather than learning them in isolation.

This is a big shift in learning and is more responsive to children's learning needs. The children are enjoying the new learning style. Maths engagement has been measured and will be reassessed by year end.

BOT Wish List

The teachers provided a 'wish list' to the Board.

The Board discussed that the list needs to be categorised into funding streams (ADW versus MoE) and priority.

Some of the items on the list could be immediately provided for and others items where longer term maintenance issues. Small maintenance issues will be given to the caretaker and Gerard will categorise the maintenance issues into the longer term maintenance plan.

Chris to communicate back to the staff that the wish list will be categorised and prioritised. She will coordinate with PTA about what they would be willing to provide.

Health and Safety

Nicola has prepared a Health and Safety Plan for a lock down procedure and a drill was held. The procedure for a reverse evacuation needs to be established and practised. A reverse evaluation would occur where all the children need to be ushered back inside.

Two additional security cameras and a light have installed this term.

Digital Fluency

Chris suggested that the Board members should have a school email address, such as Boardmember1@stjosephsschool.co.nz. This would make Board members easily contactable and provide consistency if personal email addresses or Board members change. All board related documents would then be stored on a Google Drive that is hung off the school email addresses. It was acknowledged there will be some issues to work through however it would be worthwhile undertaking this shift.

The Ministry have provided the school with 320 hours with a PLD provider. The PLD provide would support Board members with professional development in order to become proficient users of this new electronic system.

Action: *THAT Board members to be provided with school email addresses and a BoT Google Drive be created for all documentation to be electronically stored in.*

Melissa/Nicola

All in favour

Policy Review

All policies were reviewed with staff at the staff meeting and Nicola discussed how the staff can give feed back to the school through School Docs. School Docs then alerts the school if an issue arises.

The board discussed the review process and how this should be managed. There was general agreeance that the Board should be proactively driving the policy reviews, with each board member to be assigned a portfolio of policies (consisting of two policies).

The board members should talk through their portfolio of policies with an SLT member and sign it off once it has been reviewed. There needs to be a formalisation of this process next term, with Chris to organise the Term 3 policy renewal. Jim offered to retrospectively review the policies for this term.

Angela/Melissa

All in favour

Staffing for Next Year

The Board discussed if it could fund a new teacher next year. Next year the upper middles will have larger classroom numbers. The school role has a maximum of 410 and by the end of this year the role will be at 396. The current role is 384.

Suzanne expressed some concern around the potential for increased class sizes with the approval of the role increase to 430. This was noted by the Board, although Chris acknowledged that the role increase was requested mainly to allow siblings of current students to be accommodated at the school. Chris stated she had received a letter from Jenny Gordon at ADW saying we were unable to enrol new students until the classrooms were built, and this is to be circulated to BoT members.

The board could investigate funding a teacher for a one year, fixed term position, at a cost of \$70,000 per year.

Melissa stated that a business case would be required for an additional teaching position to establish firstly what our staff entitlements are for next year, and if there are any external funding options available. Long term Board funding of a teacher is not financially viable so it requires careful thought and research.

Action: THAT *Melissa to work with the school office to understand staffing entitlements for 2019, and, if entitlement will not cover the new classrooms to prepare a business case for an additional teaching staff for a one year, fixed term contract.*

Melissa/Nicola

All in favour

CoL

Melissa gave an update of governance team. Next term Helen Taylor-Young to come and talk to the board about the work that is carried out by the CoL.

The CoL is involved in strategic planning and looking at the common themes of what type of learners the schools want and their participation. The CoL hopes to develop a graduate profile.

A key area of focus is on school transitions – how does information attached to students pass from school to school and how are these children cared for pastorally and educationally. The goal is to create a pathway through the CoL.

Health and Safety

Hats and Caps.

Caps are currently worn as part of the uniform, worn by Intermediate students and there is a concern that they are contrary to sunsmart health.

The school has a “No hat, No play” policy. The Board agreed that all students need to be sunsafe. However, there was discussion that the intermediate students would like to be differentiated by their uniform hats.

Action: THAT *Caps be removed from the uniform immediately with bucket hats only to be worn by intermediate students, to be phased in at the start of Term 3. All other students to wear the uniform wide-brim hats.*

Melissa/Suzanne

All in favour

School Scarves

Two Student Council members made a presentation to the Board proposing a school scarf be introduced for the Intermediate students. The students had researched the style, colour, length and cost of different scarf options and proposed a 140cm, navy and maroon stripe, fine-knit scarf, at a cost of \$23 each. The Board were very impressed with the presentation and the time and effort the students had taken to prepare the proposal.

Action: *THAT The proposed scarf for intermediate students be incorporated into the winter uniform. Melissa to write a thank you letter to the students for their proposal.*

Melissa/Jim

All in favour

Property Update

Room 5 Deck

The deck outside Room 5 will start in the holidays, so there will be no disruption to the school or the class. The PTA grounds committee, Julie and Les to attend the start-up building meeting.

External Funding

Mark Vincent has applied for external funding for the construction of the deck outside Room 5. Gerard explained that Board can't gain funding from external funding directly, and the PTA is the mechanism to apply for external funding. The intention is to gain as much funding for the project from external sources. If the full amount applied for is not granted, the Board and PTA will work together to formulate a solution.

The Board needs to give approval for the PTA to apply for the funding and the Board specifies what the grant is made for so it must be used for that purposes only.

The resolution approving the PTA application for funding was circulated via email, proposed by Melissa and seconded by Jim. All were in favour.

ADW has given the Board a brief for a 237m² classroom block and provided a budget for this, which is approximately \$700,000 for the build. total The quantity surveyor has priced this new building under \$3000 per square metre to ensure this can be delivered on budget. However this cost is only for the building and does not include decking. The project may require assistance from the PTA to help source additional funds to pay for the decking and outdoor teaching space. The Board's first focus would be to approach three external funders as recommended by Mark Vinsen. Two quotes for the decking would be required, and Gerard is in the process of organising these. The PTA would again need to be the mechanism to apply for the funding as per ADW rules.

Gerard is getting plans drawn up to gain quotes that would be included in the funding application. Melissa will write a technical document outlining what the deck would be used for, including a written statement from the children explaining why we need the deck. This document will form part of the funding application.

Farewell to Jim Dickin

It was Jim’s last meeting before relocating back to the UK. Chris and Melissa thanked Jim for his generous and thoughtful contribution to the Board.

OUT: Nil

IN: Nil

GENERAL BUSINESS

Nil

NEXT MEETING

14th August, 2018 commencing 5.15 pm.

PRAYER: Gerard McDonnell

REFLECTION: Angela Osborne

Confirmed:

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Chair

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Date