

Minutes

St Joseph's School Nelson

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 TUESDAY 14th August 2018, COMMENCING AT 5.15 PM

Present: Angela Osbourne (Chair), Melissa Munro, Father Bill Warwick, Neil Benson, Henry Thangtunglut, Nicola Hewitt (Teacher's Representative), Gerard McDonnell (Proprietor's Rep), Suzanne Beuker, David Cogger, Chris Gladstone (Principal), Jaden Whinui, Irene Firestone

Absent: Jacqui Jones (Minute Secretary)

Prayer: Nicola Hewitt

Reflection: Neil Benson

1. Election of the new Chairperson - Melissa counted the votes and Angela Osborne was elected the new BOT chairperson. Melissa will finish chairing this meeting. A warm welcome was extended to Jaden and Irene for their first meeting.
2. Board keeping Melissa on as an advisor. Moved by Suzanne and seconded by Chris. All in favour.
3. Apologies. All present.

4. **Acceptance of previous minutes**

MINUTES OF LAST MEETING

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

Angela Osbourne/Chris Gladstone

*All in favour. **Carried***

5. Matters Arising

How are the staff coping with all the PD. Some staff are feeling the pressure. It is industry wide and some personal circumstances are having an impact on staff. Class sizes and children's needs are having an effect. It is hard to say you are feel overwhelmed when you are in a big group. Second most important report to the BOT is the sickness register because of the absentees (the first one is the near miss register.) Term 1 had a 300% statistical increase in personal illness. We have identified a problem. How are we going to fix it? (Data was looked at over 2016, 2017 and 2018). We need to be mindful of the statistics.

Action is Dave will look at the trend and see if it is the same for term 2, 2018. Staffing allocations will also be reviewed next term as usual.

5. Management Report

Everyone is welcome to the powhiri at 10am on Friday to welcome Irene and Jaden to the BOT.

Our school goal for teaching and learning (based on 2017 data), is *to improve the attitudes and engagement to the learning and teaching of Maths. Could we replace 3.1.2 Consolidate and implement consistent moderation processes, to this goal in our Annual Plan?* **Discuss** Suzanne has suggested we include our parents in the process (above) and engage them as well and this will be reflected in the change to the above goal. We are still using National Standards but we are not reporting on them. Moved by Suzanne and seconded by Neil. All in favour.

Employment: with regard to Michelle's new hours. Flexible employment options FEO need to be reflected in Michelle's employment contract and that there needs to be a review date and it can only be changed by mutual agreement.

The Three Year Review Cycle - Term 3 - Discuss

Assurance - SUE (Staff Expenditure and Usage)

Assurance - Appraisal of the Principal

Review - Complaints (BoT, Staff, Parents)

Review - Behaviour Management (BoT, Staff, Parents)

Assurance - Risk Management

Assurance - Safety Management Systems

Assurance - Swimming Pool

A proposal to have a sub committee called 'Policy Review' for the review cycle. The team will be made up of Jaden, Chris, Dave, Angela and Irene. Thanks team. Motioned by Chris and seconded by Dave. All in favour.

6. Matters Arising. None.
7. Policy Review (Chris) Dealt with as above.
8. Bequests (Chris) Is this appropriate for us? We have a foundation (trust) has been set up and launched 10ish years ago. Is it worthwhile investing much energy in this? As a school we already we have established interests in the educational achievement of our children. We are all in agreement that we should make people aware of this via the Parishioner and the school newsletter. Melissa will check what the wording of the trust deed is and see how we can move forward with this.
9. Grounds Project (Irene) People are keen to progress with the project is there something else they could move forward with eg bi-cultural signs. Suggest is that the grounds project look at the Wish list for the BOT and wait for the develop a list of what we are about to spend the money on and ask about contributions to this. We will know how much assistance we will need once the tenders are back from Gibbons and IMB for the new class builds.
10. [Digital Fluency \(Nic\)](#) Nic to send out a doodle to arrange a PD session as we move towards a Google Drive for the BOT.

A formal thank you to Melissa ... you have done an amazing job and thank you for your service. We have been blessed and are eternally grateful for your energy time and commitment. We wish you well.

Thursday, 16th August 7:30pm Parish Meeting on the strategic plan.

OUT : Nil

IN : Angela will need to sign off the strike action from sent by the MOE. **Actioned 16.8.2018.**

Date for next meeting: Tuesday, 18th of September 2018.

Volunteer for:

Prayer Nicola

Reflection Neil.

Apologies for the next meeting: Bill is at the Council of Priests.