

MINUTES OF GREYMOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES HELD IN THE STAFFROOM ON TUESDAY 30 AUGUST 2022 AT 5.30PM

Roll call

Proprietors representatives

Anthony Whitcombe, Miles Roper, (Proprietors representatives)

Principals

Ian Johnson (Principal St Patrick's), Renée Hutchinson (Principal John Paul II High School)

Parent representatives

Alan Berry (Presiding board member), Marjan Sprock (Deputy presiding board member), Cora Kitchin

Co-opted representative

Kylie Bellis & Abby Murphy (Co-opted representative)

Staff and student representatives

Celia Costelloe (staff representative JPIIHS), Jovanie Leones (staff representative St Patrick's), Daniel Cresswell (JPIIHS student representative)

In attendance

Tanya Whitmore (Board secretary), Liz Manning (JPIIHS finance officer)

Apologies

Peter Morrison (Parent representative), Fr Mathew & Margaret-Mary Wallace (Proprietors representative)

Welcome and Prayer

Alan Berry welcomed board members to the meeting. Anthony opened the meeting with a prayer.

Anthony left the meeting at 5.55pm

John Paul II High School finance officer presented to the meeting

Liz Manning presented to the meeting how John Paul II High School manages their finances. Question was asked to the board regarding the historical data around investments.

Principal's Report and Finance Reports

John Paul II High School – Principal's Report

Principal's report for John Paul II High School as shared by Renée.

New staff member being appointed as a head of social science, due to staffing allocations this member will start term one, 2023. Work is currently underway regarding mold in student toilets. Dan Steggle has participated in professional development for the Kamar (student management system) for data generation, communication, timetabling etc. Resources from the course have been made available to John Paul II High School. Discussion was held in relation to various options for student learning on the West Coast. Careers day was very successful.

Moved Renee Hutchinson / Abby Murphy *"that the principal's report as tabled for John Paul II High School be accepted"*. Carried

John Paul II High School - Finance report

No finance report was presented to the meeting. This will be presented at the September board meeting.

St Patrick's School – Principals Report

Principal's report for St Patrick's School as shared by Ian Johnson. Ian thanked the existing board for their support while they have been board members. Behaviour management as per Ian reports. Student monitors, teacher

aides supporting the teachers. Gathering information from student monitors as a view from the students. Year 8 boys are currently being challenged. Impact of the behaviour is not good for all the cohort.

Moved Ian Johnson/ Kylie Bellis *“that the principal’s report as tabled for St Patrick’s School be accepted”*. Carried

St Patrick’s School - Finance report

Ian presented to the board the finance report for July 2022.

Moved Ian Johnson / Miles Roper *“ that the finance report as tabled be accepted”*. Carried

Special Issue

Special Character committee report

Terms of reference to be clarified. Attestation for JPIIHS is approved.

Strategic Planning committee report

Peter has offered his time to assist in developing this further.

Property committee report

10 year property plan for Greymouth Catholic Schools’ The board is to ask Mike for clarification on this report.

Report on Marist Block

Renee continues to make contact with Lewis at OPUS to check on development and progress.

John Paul II High School gym / Civic Centre power account

This is an historical issue between John Paul II High School and the Grey District Council. Anthony has offered to work with Renee on this matter. What was the agreement when the gym was purchased? What other buildings are connected to the Civic Centre? A request has been made to the Grey District Council for a further breakdown of power accounts, as well as a request to view monthly invoices.

Moved Alan Berry / Cora Kitchen *“that Anthony Whitcombe and Reene Hutchinson approached the Grey District Council regarding the power accounts for John Paul II High School gym (Civic Centre)*. Carried

Health and Safety committee report

No report. New board to form a new committee.

Letters to the board

Moved Alan Berry / Miles Roper *“that the meeting moved into an in-committee meeting at 7.25pm to discuss three letters received to the board of trustees”*. Carried

Moved Alan Berry / Kylie Bellis *``that the board responded to a letter received to assure the writer that school policies and procedures are being followed and that the board suggests the letter writer seek advice from New Zealand Police in relation to issues outside of school hours and on social media”*. Carried

Moved Alan Berry / Kylie Bellis *“that the principal of John Paul II High School review the behaviour management plan and expectations round this for support staff also offer professional development in this area. Implement a code of conduct for support staff”*. Carried

Moved Alan Berry / Kylie Bellis *“that a letter of response be sent to letter writer advising that the allegations raised have been addressed and have been helpful for the board of trustees to understand how it needs to better support its new principal and that the letter writer be assured the board of trustees has addressed concerns”*. Carried

Moved Alan Berry / Jovanie Leones *“that the meeting moved out of committee at 8.20pm”*. Carried

Moved Miles Roper / Kylie Bellis *“that the board responds to the letter writer informing that the board has investigated the complaint. The board is confident the school policies and procedures have been followed”*. Carried

Moved Alan Berry / Miles Roper *“that the board work with Neil Wilkinson (principal appraiser) and Cleve Shever (principal advisor)”*. Carried

Staff well being survey

The board thought it was timely to look at undertaking a staff well being survey or something similar. Discussion was held in regard to this for both schools. Kylie advised NZCER are offering a ‘Teaching, School and Leadership Practices survey’. The Teaching, School, and Leadership Practices survey is a self-review tool for principals to gather useful information about three key aspects of practice and leadership that underpin effective teaching and learning, in the current New Zealand context. This survey tool covers three aspects of practice and leadership. As a good employer, we acknowledge Covid has been hard on teachers and schools. Both Ian and Renee have agreed the NZCER survey is a good option, and welcome the survey. Board secretary is to organise the survey and share with the principals. It is to be noted this survey with NZCER ends at the end of term three, 2022, therefore this survey is to be made available to all staff in the very near future to enable them to complete the survey prior to the end of term three.

Moved Alan Berry / Celia Costello *“that the board undertake the NZCER ‘Teaching, School and Leadership Practices survey for both St Patrick’s School and John Paul II High School”*. Carried

Board elections for 2022

13 July 2022	Close main roll
22 July 2022	Call for nominations by
8 August	Close supplementary roll
10 August 4.00pm	Nominations close
17 August	Voting papers issued by
14 September 4.00pm	Election day
19 September	Accept postal votes
20 September	Count votes
21 September	Board takes office
27 September	First meeting of the new board

Discussion of Combined Board / Dedicated Board options

Being mindful this is the last meeting of the current board, the meeting discussed a motion to the new board to ensure the board move forward for future planning. The meeting accepted the below motion and voted on the below motion:

Moved Alan Berry / Ian Johnson *“that this board makes a recommendation to the new board to start the process to move towards becoming a dedicated board (separate boards) for both schools and start the process of next steps”*. Carried

A paper vote was undertaken. Votes were counted in front of board members by the board secretary. Result was 11 board members in favor of the motion and two board members not in favor. This is deemed as a majority vote. To be noted four board members were not in attendance when the vote was taken, two of these had indicated in writing their vote for this motion (if tabled) and two board members did not table votes.

Director of Religious Education -John Paul II High School sub committee April 2023 appointment

Due to the resignation of Abina Pope effective end of term two, 2023 the meeting was asked to form a sub committee. This position is a board appointment. The following board members offered to be on this sub committee, Fr Mathew, Miles Roper, Kylie Bellis, Renee Hutchinson and Celia Costelloe. An external advisor is to be appointed to this committee. Renee to inform the board of suggestions for this. Board secretary is to share with Renee the appointment package last used for reference.

New Religious Education Curriculum for Catholic Schools in Aotearoa New Zealand

Board members, along with Principals, Directors of Religious Studies and teachers have been invited to the roll out of the New Religious Education Curriculum for Catholic Schools in Aotearoa New Zealand. This is being held in Christchurch.

Training for new board - NZSTA

Lisa Dunn from NZSTA has offered to meet with our new board to offer training. Lisa is to be invited to a board meeting. Board members are reminded to ensure they visit the NZSTA website for professional development opportunities.

Hand over to new board - transition process

The current board has offered to assist with a transition process for the new board. At the first meeting of the new board, existing board members are invited to attend. The first meeting will be to elect a presiding board member and inform the new board of processes etc. This will be an induction informational meeting.

Self Review and Board training

As per SchoolDocs self review (which is shared) . Review completed as per SchoolDocs schedule.

<https://johnpaul.schooldocs.co.nz> Username: johnpaul Password: jpiihs

<http://stpatricksgm.schooldocs.co.nz> Username: stpatricksgm Password: patrick

Board agreed it would be good to get Lisa to come and do a session with the new board. Alan and Tanya to co-ordinate this with NZSTA.

2022 Review Schedule -School Docs

Board are reminded to take note of the following reviews on SchoolDocs as per the calendar below

Term 1	Term 2
Health and Safety Management Safety Management System Risk Management Also review Hazard Register and Audit (subtopic). Health and Safety Induction Visitors Emergency, Disaster, and Crisis Management No content – content will be added after the review. Emergency Planning and Preparation This is currently the Emergency Planning and Procedures topic. School Closure Emergency Management No content Disaster Management Consider reviewing the subtopics. Crisis Management COVID-19 Information	Healthcare This is currently the Managing Accidents and Illness topic. First Aid Medicines Accidents and Injuries Health Conditions and Illness Infectious Diseases Behaviour Management Bullying and Online Bullying Surrender and Retention of Property and Searches Physical Restraint Stand-down, Suspension, and Exclusion Procedures
Term 3	Term 4
Student Wellbeing and Safety This is currently the Student Safety and Welfare topic.	Safety On and Off School Grounds Alcohol/Drugs and Other Harmful Substances.

Term 1	Term 2
Child Protection Abuse Recognition and Reporting Care and Management of Students Supporting Student Wellbeing Food and Nutrition Sun Protection Separated Parents, Day-to-Day Care, and Guardianship Staff Wellbeing and Safety Staff Wellbeing This topic is being moved here from the Employer Responsibility section. Staff, in particular, should review the subtopics. Harassment	Dogs topics (optional) Digital Technology and Cybersafety Getting to School Safely Also review any subtopics. School Bus Transport (optional) School Swimming Pool (optional) / Swimming Off Site Storage and Use of Hazardous Substances HEALTH, SAFETY, AND WELFARE POLICY Review the main board-level policy in term 4.

Confirmation of Minutes

Moved Alan Berry / Celia Costelloe *"that the minutes of the meeting held on 3 August 2022 (July meeting) minutes be confirmed as a true and correct record"*. Carried

Closing Prayer

Closed the meeting with a group prayer.

Meeting closed at 9.24pm

Next Meeting: Tuesday 27 September 2022 (New board induction meeting)

5.30pm

Library

Actions Points - August BoT meeting	Allocated person
Anthony Whitcombe and Reene Hutchinson approached the Grey District Council regarding the power accounts for John Paul II High School gym (Civic Centre)	Renee/Anthony
the board responded to letter received to assure the writer that school policies and procedures are being followed and that the board suggests the letter writer seek advice from New Zealand Police in relation to issues outside of school hours and on social media	Alan / Tanya
the principal of John Paul II High School review the behaviour management plan and expectations round this for support staff also to offer professional development in this area. Implement a code of conduct for support staff".	Renee
letter of response be sent to letter writer advising that the allegations raised have been addressed and have been helpful for the board of trustees to understand how it needs to better support its new principal and that the letter writer be assured the board of trustees has addressed concerns	Alan / Tanya
board responds to the letter writer informing the board that it had investigated the complaint. The board is confident the school policies and procedures have been followed	Alan / Tanya
board undertake the NZCER 'Teaching, School and Leadership Practices survey for both St Patrick's School and John Paul II High School	Tanya
DRS Subcommittee - Board secretary is to share with Renee the appointment package last used for reference.	Tanya

Finance committee St Patrick's School	Finance committee John Paul II High School
Principal - Ian Johnson Presiding board member - Alan Berry Staff & board representative - Jovanie Leones Staff member - Tanya Whitmore	Principal - Renee Hutchinson Presiding board member - Alan Berry Staff & board representative - Celia Costelloe Staff member - Liz Manning, Madeline Castles

Special Character committee St Patrick's School	Special Character committee John Paul II High School
Principal - Ian Johnson Presiding board member - Alan Berry Director of Religious studies - Jovanie Leones Proprietors representatives -Fr Mathew, Miles Roper, Margaret-Mary Wallace, Anthony Whitcombe	Principal - Renee Hutchinson Presiding board member - Alan Berry Director of Religious studies - Abina Pope Proprietors representatives -Fr Mathew, Miles Roper, Margaret-Mary Wallace, Anthony Whitcombe

Property committee St Patrick's School	Property committee John Paul II High School
Principal - Ian Johnson Presiding board member - Alan Berry Staff board representative - Jovanie Leones Board representatives - Peter Morrison, Marjan Sprock, Anthony Whitcombe Proprietors representative - Fr Mathew Staff member - Tanya Whitmore	Principal - Renee Hutchinson Presiding board member - Alan Berry Staff board representative - Celia Costelloe Board representative - Peter Morrison, Marjan Sprock, Anthony Whitcombe Proprietors representative - Fr Mathew Caretaker - Jason Briggs

Health & Safety committee St Patrick's School	Health & Safety committee John Paul II High School
Principal - Ian Johnson Presiding board member - Alan Berry Staff representative - Jovanie Leones Board representatives - Peter Morrison Proprietors representative - Fr Mathew	Principal - Renee Hutchinson Presiding board member - Alan Berry Staff representative - Celia Costelloe Board representative - Marjan Sprock Proprietors representative - Fr Mathew