

Due to Covid-19 restrictions at red level, phase three board members are to read the below and reports that have emailed over the past few weeks (or the shared file) and make comments in the tables where their name is. Any issues please email or call Tanya.

**MINUTES OF GREYMOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES HELD AT HOME FOR THE FEBRUARY 2022 BOARD MEETING**

**Roll call**

Proprietors representatives

Fr Mathew, Miles Roper, Margaret-Mary Wallace and Anthony Whitcombe

Principals

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

Parent representatives

Alan Berry (Chairperson), Marjan Sprock, Peter Morrison, and Cora Kitchin

Co-opted representatives

Kylie Bellis and Abby Murphy (Co-opted representatives)

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)

**Apologies**

Nil

**Welcome and Prayer**

Board members are to say their own prayer prior to starting

**Election of Chairperson and Deputy Chairperson**

Election of Chairperson and Deputy Chairperson

Board member	Comments / Questions	Read / Carried Yes or no
<i>for example</i>	<i>I understand this is an election year and the board will appoint a chairperson and deputy chairperson at the first meeting of the newly elected board which is scheduled for 27 September 2022</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson		Yes
Ian Johnson		Yes
Fr Mathew		
Anthony Whitcombe		
Miles Roper		
Margaret Mary Wallace		

Celia Costelloe		Yes
Jovanie Leones		Yes
Daniel Cresswell		Yes
Kylie Bellis		yes
Abby Murphy		
Peter Morrison	Assuming Alan and Maryn are happy to continue in the roles I support the above..	Yes
Cora Kitchin		Yes

### **Standing Orders 2022**

Each Standing Order applies to John Paul II High School and St Patrick's School.

1. THAT the Deputy Principal of John Paul II High School, be appointed Acting Principal in the absence of the Principal from school for one whole day or more; and that, in particular, the Acting Principal be delegated the powers of the Principal pursuant of the Education Act 1989 Section 18 and the rules promulgated regarding this section of the Act.
2. THAT the Deputy Principal of St Patrick's, or in their absence the Director of Religious Studies, be appointed Acting Principal in the absence of the Principal from school for one whole day or more; and that, in particular, the Acting Principal be delegated the powers of the Principal pursuant of the Education Act 1989 Section 18 and the rules promulgated regarding this section of the Act.
3. THAT the Principal of the appropriate school, in consultation with the Presiding Member, have the authority to form a disciplinary committee of at least three Board members and that committee be delegated to act, on behalf of the Board, to determine decisions under the stand down, suspension, exclusion and expulsion regulations, as per Sections 15 and 17 of the Education Act 1989.
4. THAT the Principal of John Paul II High School continues their appointment as John Paul II High School's Privacy Officer.
5. THAT the Secretary of St Patrick's School continues their appointment as St Patrick's School's Privacy Officer.
6. THAT the Principal and Presiding Member of John Paul II High School carry out initial enquiries into complaints and undertake initial investigations with respect to complaints against staff members in accordance with the applicable employment agreement provisions, including the power of suspension of staff.
7. THAT the Principal and Presiding Member of St Patrick's School carry out initial enquiries into complaints and undertake initial investigations with respect to complaints against staff members in accordance with the applicable employment agreement provisions, including the power of suspension of staff.
8. THAT the Caretaker for John Paul II High School be the OSH Officer for John Paul II High School or whoever is duly elected by employees of the Board.
9. THAT the Board authorizes the Presiding Member and Principal of each school to sign the Statement of Responsibility for the 2021 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.
10. THAT the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2022 Statement of Financial Performance. The budget shall be equal to the actual salary costs for the 2021 year and will include an income amount and an equivalent expenditure budget.

Note the actual figure for the MOE teacher salary is provided by NOVOPAY. Every year a special summary is produced which provides information for a number of salary adjustments required at the year-end.

11. THAT the Board approved the inclusion of a budget for the 2022 Statement of Financial Position, which is derived from the Board's 2021 operating and capital purchases budgets.
12. THAT the Board approves the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2022. The 2021 figure will include an income amount and an equivalent expenditure budget.
13. THAT records will be held at John Paul II High School for seven years after (named student/ staff member) has left.
14. THAT records will be held at St Patrick's School for seven years after (named student/staff member) has left.
15. THAT the Greymouth Catholic Schools' Board of Trustees delegates the authority for fundraising matters, including those involving Charitable Trust applications, following referral from the Principal of St Patrick's School and the Principal of John Paul II High School to the respective Finance committees of John Paul II High School and St Patrick's School. Any contentious fundraising issues will be discussed at a full Board meeting.
16. THAT the Chairperson of the Greymouth Catholic Schools' Board of Trustees will be the only authorised member of the Board to discuss Governance issues with the media and the Principals of St Patrick's School and John Paul II High School will be the only authorised persons to discuss management matters relating to their schools. In the absence of the Chairperson the Deputy Chairperson shall assume the role as chairperson for the purpose of discussing governance issues with the media
17. THAT the Principal of John Paul II High School has the authority to sign the payroll at John Paul II High School.
18. THAT the Principal of St Patrick's School has the authority to sign the payroll at St Patrick's School.
19. THAT the Board secretary be given speaking rights for clarification.
20. THAT a gift will be presented to any board member who serves two or more terms on the Board.
21. THAT the Board of Trustees complete police vetting documentation upon election.
22. THAT the Board maintains a training register for board members.
23. THAT the overseas teachers who are recruited by John Paul II High School are to be supported financially, case by case, up to the previous Ministry relocation grant amount, and /or future amount".
24. THAT when the St Patrick's School Principal, Deputy Principal and Director of Religious Education are absent from school, the principal shall make a written delegation of powers pursuant to Section 18 of the Education Act, 1989. Orders of delegation in the absence of one level of responsibility above:
  - a. Principal
  - b. Deputy Principal
  - c. Director of Religious Studies
  - d. Most experienced Syndicate Leader (Teaching years)
  - e. Most experienced Teacher (Teaching years)
  - f. Senior administratorAll items of major concern should be communicated to Presiding Member prior to action in the absence of deputy principal and principal
25. THAT the Principal of John Paul II High School has the authority to approve leave applications up to 10 days under the guidance of the PPTA collective agreement.

26. THAT the board approves St Patrick's School staff to complete the Understanding Behavior – Responding Safely (UBRS) training programme in order for the staff to use physical restraint on a student at St Patrick's School.
27. THAT the board undertakes a staff climate survey annually.
28. THAT the principal offers exit interviews together with the board representatives to staff leaving.
29. THAT the principal's personal assistant at John Paul II High School be appointed as the returning officer for the student representative annual election to the board.

<b>Board member</b>	<b>Comments / Questions Standing Orders 2022</b>	<b>Read / Carried Yes or no</b>
<i>for example</i>	<i>I have read the standing orders and I approve or not approve. Please note any requested changes below for consideration.</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson	I have added comments in the document above. Need to change legislation name and sections, also Board Chair no longer exists - now a presiding member.	
Ian Johnson		Yes
Fr Mathew		
Anthony Whitcombe		
Miles Roper		
Margaret Mary Wallace		Yes 07.3.22
Celia Costelloe	Because JP11 now has 2 DPs and no AP, the wording needs to be changed.	
Jovanie Leones		Yes
Daniel Cresswell		Yes
Kylie Bellis	Others have already commented on what I as thinking	yes
Abby Murphy		
Peter Morrison	Do we need number 8? Appointment of the JP11 H&S officer should be by the principal, and not sure why we need a default appointment of the caretaker (or if we do, why isn't the H&S officer for St. Pat's mandated as well?)	
Cora Kitchin		Yes

#### **Curriculum report**

No reports to be tabled at this meeting

#### **Principal's Report and Finance Reports**

#### **St Patrick's School – Principals Report**

Principal's report for St Patrick's School as shared by Ian Johnson

<b>Board member</b>	<b>Comments / Questions St Patrick's Principal's Report</b>	<b>Read / Carried Yes or no</b>
<i>for example</i>	<i>I have read the reports</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson		
Ian Johnson		Yes
Fr Mathew		
Anthony Whitcombe		
Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	Read	Yes
Jovanie Leones	Read	Yes
Daniel Cresswell	Read	Yes
Kylie Bellis	Read	yes
Abby Murphy		
Peter Morrison	Read.	Yes
Cora Kitchin		

**St Patrick's School - Finance report**

Finance report for St Patrick's School as shared by Ian.

<b>Board member</b>	<b>Comments / Questions St Patrick's School - Finance report</b>	<b>Read / Carried Yes or no</b>
<i>for example</i>	<i>I have read the reports</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson		
Ian Johnson		Yes
Fr Mathew		
Anthony Whitcombe		
Miles Roper		

Margaret Mary Wallace		
Celia Costelloe	Read	Yes
Jovanie Leones	Read	Yes
Daniel Cresswell	Read	Yes
Kylie Bellis	read	yes
Abby Murphy		
Peter Morrison	Read	Yes
Cora Kitchin	I have read the above reports. As always, very well presented.	Yes

**John Paul II High School – Principal’s Report**

Principal’s report for John Paul II High School as shared by Renee

<b>Board member</b>	<b>Comments / Questions John Paul II High School - Principal’s Report</b>	<b>Read / Carried Yes or no</b>																														
<i>for example</i>	<i>I have read the report</i>	<i>Yes</i>																														
Alan Berry																																
Marjan Sprock																																
Renee Hutchinson	<p>Please note, due to bug in KAMAR, NCEA snapshot is inaccurate. The following table is the most up-to-date data for 2/3/2022</p> <p><b>NCEA Snapshot</b></p> <table border="1"> <thead> <tr> <th>Level 1</th> <th></th> <th>Level 2</th> <th></th> <th>Level 3</th> <th></th> </tr> </thead> <tbody> <tr> <td>Achieved</td> <td>15</td> <td>Achieved</td> <td>18</td> <td>Achieved</td> <td>7</td> </tr> <tr> <td>Merit</td> <td>4</td> <td>Merit</td> <td>15</td> <td>Merit</td> <td>4</td> </tr> <tr> <td>Excellence</td> <td>8</td> <td>Excellence</td> <td>4</td> <td>Excellence</td> <td>4</td> </tr> <tr> <td>Not Achieved</td> <td>8</td> <td>Not Achieved</td> <td>6 (4 students left during the year)</td> <td>Not Achieved</td> <td>7* (4 students left during the year. 2 have returned at Year 14)</td> </tr> </tbody> </table>	Level 1		Level 2		Level 3		Achieved	15	Achieved	18	Achieved	7	Merit	4	Merit	15	Merit	4	Excellence	8	Excellence	4	Excellence	4	Not Achieved	8	Not Achieved	6 (4 students left during the year)	Not Achieved	7* (4 students left during the year. 2 have returned at Year 14)	Yes
Level 1		Level 2		Level 3																												
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Not Achieved	8	Not Achieved	6 (4 students left during the year)	Not Achieved	7* (4 students left during the year. 2 have returned at Year 14)																											

Ian Johnson		Yes
Fr Mathew		
Anthony Whitcombe		
Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	Sr Mary Ellen McGuinness (sp?) is leaving the area and moving to Christchurch. She has volunteered at JPll for many years - should the BOT acknowledge this?	
Jovanie Leones		Yes
Daniel Cresswell		Yes
Kylie Bellis	read	yes
Abby Murphy		
Peter Morrison	1.2 and 1.3 I know some parents not getting email notifications of covid response, myself included in. Might pay to check that lists are up to date? 5 Property & Maintenance. Several issues that we need to ensure are on the agenda for discussion at the next face to face board meeting. Good to be informed of those things thanks Renee. Regarding the 2021 NCEA results, these should be discussed at the next face to face board meeting. Can we also get comparative data (compare to 2020 results, national data, West Coast high schools, etc)?	
Cora Kitchin	It is good to know that there is an increase in the number of enrolled students this year. Very detailed Report from the Principal. Thanks	Yes

### **John Paul II High School - Finance report**

Finance report for John Paul II High School as shared.

<b>Board member</b>	<b>Comments / Questions John Paul II High School - Finance report</b>	<b>Read / Carried Yes or no</b>
<i>for example</i>	<i>I have read the above and I am happy this committee is moving forward</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson	Could the BOT look to co-opt a qualified accountant onto to the BOT?	Yes
Ian Johnson		Yes
Fr Mathew		
Anthony Whitcombe		

Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	Does the BOT/Chair wish me to continue on this committee?	
Jovanie Leones		
Daniel Cresswell		Yes
Kylie Bellis	read	yes
Abby Murphy		
Peter Morrison	Agree with Renee's suggestion to co-opt a qualified accountant onto the Board. Brian Molloy possibly? Some questions about the projected annual deficit but will await further info on that. Minor side question... why does RE have the second highest expenses of all subjects? Do they do a lot of away trips or something?	Yes
Cora Kitchin		Yes

### Special Issue

#### Strategic Planning update

Peter gave the board an update on the strategic plan at the November 2021 meeting. Recommend the board accept the plans as tabled. 2021-2023 strategic plan to be adopted for both schools, John Paul II High School and St Patrick's. Annual plans to be presented in March to the board. Revamping the monthly reporting framework is to be looked into. Working with both principals in relation to this. Boards monitoring functions are to be planned at the board meeting. Focus areas are to be reviewed. Faith and Spiritually, if the board wants more in those goals, then the board needs to tell the principals so they can work in those areas. Historically there has been a large number of goals, therefore more difficult to achieve, suggesting the board look at one goal.

Board member	Comments / Questions on Strategic planning update	Read / Carried Yes or no
<i>for example</i>	<i>Does anyone have any questions</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson	Read. The strat plan still does not contain any specific reference to Māori. - The last BOT meeting discussed whether to incorporate Maori references into the SP as a fourth Focus Area or to existing goals where relevant. Decision was made to defer that decision until we heard how the meeting with Kati Wae Wae went. Peter	No
Ian Johnson		Yes
Fr Mathew		
Anthony Whitcombe		



Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	Read	Yes
Jovanie Leones		Yes
Daniel Cresswell	Read	Yes
Kylie Bellis	I agree with Renee. Both Renee and I were at the meeting with Kāti Waewae. I think it's important that we have proper discussion around this before moving forward.	no
Abby Murphy		
Peter Morrison	I have discussed the Principal Report framework with the Chair, and will aim to meet both principals to discuss this in March, and to sort out the final Student Achievement reporting frameworks.	
Cora Kitchin	All good, moving forward. Read	Yes

#### **Covid response plans - John Paul II High School**

See information shared to the board. Please note this changes as the Ministry of Education advises of changes

<b>Board member</b>	<b>Comments / Questions Covid response plans - John Paul II High School</b>	<b>Read / Carried Yes or no</b>
<i>for example</i>	<i>I have read the plans</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson	School plan is to avoid closure. Staff are preparing for hybrid learning which will involve a significant change to pedagogical approach. SLT is prepared to send year groups home/collapse classes and the timetable should a significant number of staff or students be off sick or isolating.	Yes
Ian Johnson		Yes
Fr Mathew		
Anthony Whitcombe		
Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	Read procedures in SchoolDocs	Yes
Jovanie Leones	Read	Yes
Daniel Cresswell	Read	Yes
Kylie Bellis	read	yes
Abby Murphy		
Peter Morrison	Read	Yes

Cora Kitchin		Yes
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### **Covid response plans - St Patrick's School**

See information shared to the board. Please note this changes as the Ministry of Education advices of changes

<b>Board member</b>	<b>Comments / Questions Covid response plans - St Patrick's School</b>	<b>Read / Carried Yes or no</b>
<i>for example</i>	<i>I have read the plans</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson		
Ian Johnson		Yes
Fr Mathew		
Anthony Whitcombe		
Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	Read - obviously a changing landscape.	Yes
Jovanie Leones		Yes
Daniel Cresswell	Read	Yes
Kylie Bellis	read	yes
Abby Murphy		
Peter Morrison	read	Yes
Cora Kitchin		Yes

### **Paid union meeting - JPIIHS members**

The board received a letter from Merv Ellis as per below.

*Paid Union Meetings - The Executive of the Post Primary Teachers' Association has directed members covered by the Secondary Teachers' Collective Agreement, and the Area School Teachers' Collective Agreement to attend a round of branch based paid union meetings held under the provisions of Section 26 of the Employment Relations Act 2000. At the meetings members will be discussing possible claims to be made in the 2022 Collective Agreement negotiations. I met with the principal to negotiate a time that has the least impact on the running of the school and we have agreed on the following. The meeting of PPTA members at our school will be held on **Friday, 25 February** from **2:10-4:10 PM** in **L7**, and all teachers who are members of the PPTA and are covered by the Secondary Teachers' Collective Agreement or the Area School Teachers' Collective Agreement have a right to attend this meeting. In exceptional circumstances, such as when there are too few non-members to ensure safe supervision of students, I can be asked to ensure that sufficient members volunteer to remain behind to ensure this, as per Section 26 (3) of the Employment Relations Act. All efforts will be made to minimise disruption. A register of those members attending from our school will be provided to the board after the meeting.*

This is to inform you that this has taken place and that the Presiding Member and principal were both aware of the meeting.

<b>Board member</b>	<b>Comments / Questions Paid union meeting - John Paul II High School</b>	<b>Read / Carried Yes or no</b>
<i>for example</i>	<i>I have read the above</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson		Yes
Ian Johnson		Yes
Fr Mathew		
Anthony Whitcombe		
Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	Read	Yes
Jovanie Leones		Yes
Daniel Cresswell	Read	Yes
Kylie Bellis	read	yes
Abby Murphy		
Peter Morrison	Read	Yes
Cora Kitchin	Read the above.	Yes

#### **Confirmation of principal appraisers**

Neil Wilkinson from Neil Wilkinson Consulting has been appointed to undertake Renee's appraisal for 2022 for John Paul II High School. Neil has held an initial meeting with Renee and has been in contact with the Presiding Member. The cost to the board for this is \$2490 plus GST.

Maureen Kerr has been appointed to undertake Ian's appraisal for 2022 for St Patrick's School. Maureen's first visit with Ian on 1 March. Total cost is \$2500 plus GST and not including travel (2021 travel costs were \$1200 plus GST)

<b>Board member</b>	<b>Comments / Questions Principal appraisers confirmation - JPIHS &amp; StP's</b>	<b>Read / Carried Yes or no</b>
<i>for example</i>	<i>I have read the above</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson	Read	Yes
Ian Johnson	Adjustment meeting now scheduled for 11th of March	Yes
Fr Mathew		
Anthony Whitcombe		

Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	Are travel costs included in the figure for Neil Wilkinson? - Neil is also appraising another local principal. If there are costs, these will be shared (Renee).	Yes
Jovanie Leones		Yes
Daniel Cresswell		Yes
Kylie Bellis	read	yes
Abby Murphy		
Peter Morrison	Travel costs for Renee's appraiser included in the \$2490?	Yes
Cora Kitchin		Yes

### **Board calendar for 2022**

The board calendar has been shared with all board members.

<b>Board member</b>	<b>Comments / Questions Board calendar 2022</b>	<b>Read / Carried Yes or no</b>
<i>for example</i>	<i>I acknowledge I have read the 2022 calendar. Comments or suggestions</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson		yes
Ian Johnson		Yes
Fr Mathew		
Anthony Whitcombe		
Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	Noted	Yes
Jovanie Leones		Yes
Daniel Cresswell		Yes
Kylie Bellis	I prefer video meetings over this way if we cannot meet face to face.	yes
Abby Murphy		
Peter Morrison	Read.	Yes
Cora Kitchin	Will it be face to face next board meeting (March 29) or not, because I do not see the red level restriction change anytime soon.	Yes

### **Staffing St Patrick's School**

St Patrick's School has started the year off fully staffed. Gordon Bain is senior syndicate leader, Kimberly Bright is junior syndicate leader, Savanna Grainger is in charge of SENCO and Kim Hines is our in school Kahui Ako. There have been no changes to staffing as presented to the board in November 2021.

<b>Board member</b>	<b>Comments / Questions St Patrick's School staffing for 2022</b>	<b>Read / Carried Yes or no</b>
<i>for example</i>	<i>I have read the above . I have the below questions</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson		yes
Ian Johnson		Yes
Fr Mathew		
Anthony Whitcombe		
Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	Read	Yes
Jovanie Leones	Read	Yes
Daniel Cresswell		Yes
Kylie Bellis	great!	yes
Abby Murphy		
Peter Morrison	Read	Yes
Cora Kitchin	Great news. Read.	Yes

### **Staffing John Paul II High School - as per Renee's principals report**

Resignations and Appointments - at the end of 2021, we received resignations from Paula Smith (Principal's PA) and Terena Molloy (Sports Coordinator). Paula has left for a full time role at ACC, and Terena has resigned citing health reasons. From the teaching staff, we farewelled Trish O'Regan (retired), Holly Lindsay (fixed-term contract at Westland High School).

The following appointments have been made for 2022: Deputy Principal – Dan Steggles – Permanent full-time, Deputy Principal – Madeline Campbell – Permanent full-time, Lead Admin & SLT Support – Madeleine Campbell – Permanent part-time, Finance Officer – Elizabeth Manning – Permanent part-time, Reception & Student Services – Leah Smith – Permanent part-time, Physics & Mathematics – Dr Nic Petty – fixed term, RE & Social Science – Merv Ellis – fixed term .6, Physical Education – Jasmine Dodemaide – fixed term (sick leave). Jasmine will also step into the roles of Sports Coordinator & Trades & Gateway Coordinator, and continue teaching part-time senior Sports Science, IT Support – Mark Harding-Brown – has requested a reduction in hours from 10 to 5 per week to maintain the school's hardware. This has been accepted. Dean of Junior Students – Ema Motu – fixed term, Dean of Senior Students – Celia Costelloe – fixed term, Dean of Māori & Pasifika Students – Susan Smith, In-School Kahui Ako role – Susan Smith - Permanent. Pathways Advisor – Jenny Keogan – this role is funded through Development West Coast. Jenny joins us 5 hours per week from WestREAP in the pathways and attendance space.

Staffing Vacancies- the following roles we are still recruiting: Learning Area Lead Science (closes 4 March), Learning Area Lead Social Sciences (will re advertise in August/September for January 2023 start) and Dan Steggles continues his leadership in Science until an appointment can be made. Madeleine Campbell is leading the Social Sciences area for the year. Renee is also looking to appoint someone to lead Gifted & Talented education at John Paul II High School.

Board member	Comments / Questions John Paul II High School staffing for 2022	Read / Carried Yes or no
<i>for example</i>	<i>I have read the above and comments are as per below</i>	
Alan Berry		
Marjan Sprock		
Renee Hutchinson	Read	Yes
Ian Johnson		Yes
Fr Mathew		
Anthony Whitcombe		
Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	Read	Yes
Jovanie Leones		Yes
Daniel Cresswell		Yes
Kylie Bellis	read	yes
Abby Murphy		
Peter Morrison	Should we be concerned that JPII Social Science will have no LAL until 2023 given the issues that dept has experienced in recent years? Assume that two DPs also acting as HODs for Science and Social Science will not over-stretch them? - There were no applicants for the LAL Social Science role at the end of 2021. Merv Ellis was appointed .6 to cover RE and Geography/Social Studies. Do not have the staffing to advertise the role for 2022. Madeline Campbell is doing a good job in leading this learning area in the meantime. (Renee)	Yes
Cora Kitchin	Is a Physics teacher included here? - Dr Nic Petty was appointed to teach physics in a fixed term role for 2022. Will advertise for a permanent teacher ASAP.	Yes

### **Board elections for 2022**

The Ministry of Education recognises it has been a challenging time for schools with impacts on students, staff and families. Therefore they have delayed the board of trustees elections to September 2022. The delay also enables the Ministry of Education to make proposed changes to the election regulations to enable an electronic election option which may make it easier for some schools who choose to take up this option. Public consultation mid-way through 2021 generated strong support for electronic elections. They were considered more inclusive with a potential to increase participation. The existing paper-based voting papers will continue to be available.

Our board is to give some thought on which option they would like to go forward with for the elections this year. The timeframe for the election process is as per below:

13 July 2022	Close main roll
15 July 2022	Call for nominations by
3 August	Close supplementary roll
5 August	Nominations close
10 August	Voting papers issued by
7 September	Election day
12 September	Accept postal votes
13 September	Count votes
14 September	Board takes office
27 September	First meeting of the new board

Board member	Comments / Questions Board elections 2022	Read / Carried Yes or no
<i>for example</i>	<i>I have read the above in regard to the board elections for 2022. My preference is the electronic option or the paper based option. My thoughts are as per below</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson	Read Prefer electronic option	Yes
Ian Johnson	Prefer electronic election option	Yes
Fr Mathew		
Anthony Whitcombe		
Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	Electronic option with backup plan for those who have limited access	Yes
Jovanie Leones	Preferably, the electronic option while giving paper based to those who have no access to electronic option.	Yes
Daniel Cresswell	I agree with Celia's idea	Yes
Kylie Bellis	As Celia said	yes
Abby Murphy		
Peter Morrison	Electronic option makes sense if the process ensures that all parents are	Yes

	notified personally. We were advised by NZSTA to have a succession plan in place for a proper transition. This should be discussed at the next face to face board meeting, so could that please be added to the agenda.	
Cora Kitchin	I prefer an electronic election	Yes

#### **Appointment of returning officer for student and parent/staff elections**

In the past the board secretary has been appointed as the returning officer for the parent and staff elections. Tanya is happy to continue in this role. As per the standing orders the principal's personal assistant at John Paul II High School be appointed as the returning officer for the student representative annual election to the board. Board secretary will send a letter to Madeleine Castle to advise her of this appointment. Board secretary will assist Madeleine in obtaining training for this position if the previous returning officer has not left instructions.

<b>Board member</b>	<b>Comments / Questions Returning officer (2)</b>	<b>Read / Carried Yes or no</b>
<i>for example</i>	<i>I have read the above and I approve or not approve of the above appointments as returning officers for the parent/staff election and the JPIHS student rep election.</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson	I approve the above appointments	
Ian Johnson	I approve the above appointments	Yes
Fr Mathew		
Anthony Whitcombe		
Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	Read and approved.	Yes
Jovanie Leones	I approve.	Yes
Daniel Cresswell	I have read above and I approve the above appointments	Yes
Kylie Bellis	Read, approved	Yes
Abby Murphy		
Peter Morrison	Yes, approve the appointments and plan	Yes
Cora Kitchin	Okay to me. Agreed.	Yes

#### **Student achievement reporting to board**

At the May 2020 board meeting the chairperson (Mandy Dodds) asked the board to think about what they wanted from the curriculum reports for the future development. The meeting had a brain storming session and some good ideas have come forward. From this at the following board meeting the chairperson presented to the meeting a copy of the revised Board Operating Procedures and Guidelines for teachers' curriculum presentations to the board. Mandy explained to the board the teachers are not required to present data in their reports. As this area is covered by the principal in the various data reports. It is important for the board to know what is happening and how we can help.



Moved Alan Berry / Marjan Sprock “that the board accept the revised Board Operating Procedures and Guidelines for teachers’ curriculum presentations to the board for a twelve month trial period as well the board is to review this together with teachers in going forward at the end of this period”. Carried

Below is a copy of the guidelines and template that was approved by the board at the time.



## GREYMOUTH CATHOLIC SCHOOLS’ BOARD OF TRUSTEES



### GUIDELINES FOR TEACHERS’ CURRICULUM PRESENTATIONS TO THE GREYMOUTH CATHOLIC SCHOOLS’ BOARD OF TRUSTEES

*Revised June 2020*

Provided for the information of Heads of Department and Teachers in Charge responsible for the development of key curriculum areas in John Paul II High School and St Patrick’s School

#### General Notes

The presentation will last for a maximum of **ten minutes** followed by a question and answer session of up to **twenty minutes** and will be the first item on the agenda for that meeting, enabling the teachers to leave at the end of their presentation if they elect to do so.

One teacher (at least) representing each school will be involved at each identified meeting.

Teachers will be given adequate notice of their specific Board meeting to prepare their presentations. A board template will be provided.

Reports are to be viewed by the Principal before forwarding to the board secretary for distribution. Reports are to be made available to board members one week prior to the board meeting.

Teachers presenting are invited to join the Board for nibbles at 5.15 p.m. in the staffroom and the meeting commences at 5.30 p.m.

The presentation is to follow the guidelines listed below.

#### Guidelines

Each of the following topics needs to be included in teachers’ presentations (in any preferred order):

- A description as to how your curriculum area meets the needs of your students and an explanation of how you know.
- A description of how the school’s Special Character would be evident in your classroom.
- A description of how Te Reo is evident in your classroom.
- Priority learners are to be included in the report
- Photos of students and of students work is to be included in the report
- Data analysis is not required, as this is reported on by the Principal



**John Paul II High School**  
**Name of Curriculum Area**  
**Curriculum Report to Board of Trustees - Date**



General overview of the curriculum area

What is happening	Why is this happening?	What does this mean?	What are the Next Steps?

<b>Special Character</b>
<b>Priority Learners</b>
<b>Te Reo</b>



**St Patrick's School**  
**Name of Curriculum Area**  
**Curriculum Report to Board of Trustees - Date**



General overview of the curriculum area

What is happening	Why is this happening?	What does this mean?	What are the Next Steps?

<b>Special Character</b>

<b>Priority Learners</b>
<b>Te Reo</b>

Please advise how you see the way forward in reporting student achievement to the board.

<b>Board member</b>	<b>Comments / Questions Reporting on student achievement for both schools</b>	<b>Read / Carried Yes or no</b>
<i>for example</i>	<i>Please advise how you see the way forward in reporting student achievement to the board.</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson	I have a variety of examples of LAL reports to the BOT from other secondary schools. Will develop a best fit form and present to the BOT in the next meeting. Likely a 7 minute, 7 slide presentation honed in on student achievement and strategic next steps to avoid the 'newsletter' style report that has previously been presented. I request that the format provided by the BOT is not currently the best practice in this area.	No
Ian Johnson		
Fr Mathew		
Anthony Whitcombe		
Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	We should be open to other ideas if forthcoming. What is the purpose of curriculum reports? Is it purely information? What does the BOT do with the information provided? I have never understood the need for them...	
Jovanie Leones		
Daniel Cresswell	I agree with Renee's ideas	Yes
Kylie Bellis	7 minute presentation is a good idea	yes
Abby Murphy		
Peter Morrison	Agree with Renee's proposal in a later email to replace the curriculum reports with a 7 minute presentation from each Learning Area Leader in May.	
Cora Kitchin	Agree with the above, just stick to the allotted time limit please.	Yes

**Board communication (requests from JPIHS staff)**

Staff at John Paul II High have asked the board the following questions

- Board contact details (and on website)
- Board meeting schedule
- Board meeting minutes

- Board meeting with staff / social function

In the past the board's personal contact details were protected and not made public. If any member of staff from either school would like to make contact with the board they are to either make contact with the board secretary or their principal. In regard to complaints the correct procedure is to be followed.

In regard to board contact details it is up to either school as to how they display this on the school website.

The board meeting schedule is displayed on the wall in the staffroom. In the past the principal informs the staff of when curriculum reporting is due to the board.

Board minutes are available once they have been approved by the board of trustees at the next meeting. These are available from the board secretary, staff representative or principal. There have been issues in the past when staff members request the minutes before they have been approved.

The board/staff get together has been put on hold due to current covid restrictions.

<b>Board member</b>	<b>Comments / Questions Board communication</b>	<b>Read / Carried Yes or no</b>
<i>for example</i>	<i>Suggestions to improve communication to staff and ideas for a board/staff get together.</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson	<p>It is important that as elected governors that the BOT names are on the website, however I am happy with only the BOT Secretary email address there to funnel communication. This was a frustration when I was at the MOE and the office refused to share contact details for the BOT. Several staff have also requested that the BOT be available for an informal gathering/meeting so they know who the BOT are and what/who they represent. This seems reasonable.</p> <ul style="list-style-type: none"> <li>- Agree we should meet staff as requested. Although I see no point in trustee contact details being published on line, any formal request for these from the ministry or NZSTA seems should be complied with. Peter</li> </ul>	
Ian Johnson	<p>I appreciate the 'recipe' shared above. Student achievement is the central focus for the BOT. We have a good design for the reports which we would like to continue using. Suggestion- perhaps 2 sub committees one for each school.</p> <ul style="list-style-type: none"> <li>- I am open to discussing Ian's suggestion re sub committees. In the past 18 months the board has sometimes been focused on one school at the expense of the other. No harm has come from that but it's not good governance. Peter</li> </ul>	Yes
Fr Mathew		
Anthony Whitcombe		
Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	Not keen about BOT contact details on website -they should be limited to BOT email only, or contact filtered through BOT or school secretary.	
Jovanie Leones		

Daniel Cresswell	I agree with Celia's idea that we shouldn't put BOT contact details on the website. However, we should put something in that shows the public what the school is up to and what's our direction for the school.	Yes
Kylie Bellis	agreed with sometimes focusing on one school more than the other. I think Board secretary could be the contact	
Abby Murphy		
Peter Morrison	Can't see the point of trustee's contact details being public. Important to make sure people know board meetings are public and can be attended by anyone.	
Cora Kitchin	I still want to see the board's personal contact details protected by not making it public. All contacts should go through the Board Secretary.	Yes

### 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: jpihs

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

### 2022 REVIEW SCHEDULE

#### HEALTH, SAFETY, AND WELFARE POLICY

##### Term 1

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

##### Term 2

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

Student Wellbeing and Safety This is currently the Student Safety and Welfare topic.

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

Term 4

Safety On and Off School Grounds  
 Alcohol/Drugs and Other Harmful Substances.  
 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.

Board member	Comments / Questions Board communication	Read / Carried Yes or no
<i>for example</i>	<i>Please have a view of SchoolDocs to see what is on the planner for reviewing for 2022.</i>	<i>Yes</i>
Alan Berry		
Marjan Sprock		
Renee Hutchinson		Yes
Ian Johnson		Yes
Fr Mathew		
Anthony Whitcombe		
Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	Logged in and viewed.	Yes
Jovanie Leones		Yes
Daniel Cresswell		Yes
Kylie Bellis	ok	yes
Abby Murphy		
Peter Morrison	Reviewed. Could not find anything in the H&S concerning the need to ensure the H&S Officer (caretaker?) has formal qualifications in H&S (certified courses are available if necessary). This is a standard requirement in many organisations these days. Not sure if it applies to schools, but it should.	

Cora Kitchin	Covid 19 should be a component topic in all of the terms as this is an evolving matter that affects all of us.	Yes
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### Confirmation of Minutes

That the minutes of the meetings held on 30 November 2021 minutes be confirmed as a true and correct record

Board member	Comments / Questions	Read / Carried Yes or no
Alan Berry		
Marjan Sprock		
Angela Sloane		
Ian Johnson		Yes
Fr Mathew		
Anthony Whitcombe		
Miles Roper		
Margaret Mary Wallace		
Celia Costelloe	Did anything come of the request for Angela Sloane to follow up with Bruce Henley regarding appraisal reports?	Yes
Jovanie Leones		Yes
Riley Fairhall		
Kylie Bellis		yes
Abby Murphy		
Peter Morrison	Look forward to hearing from Reene and Kylie how the meeting with Kati Wae Wae went. Assume that can wait until the next face to face board meeting? Thanks for preparing this on-line agenda so well Tanya. Appreciate it's extra work for you to lay all this out and collate the files.	
Cora Kitchin		Yes

### Closing Prayer

The meeting closed with a Hail Mary prayer.

Next Meeting: Tuesday 29 March 2022  
5.30pm  
Library

Signed \_\_\_\_\_

Chairperson

Date \_\_\_\_\_

### Actions Points

Allocated person
