

**DRAFT MINUTES OF GREYMOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES  
HELD IN THE STAFFROOM ON TUESDAY 21 FEBRUARY 2023 AT 5.30PM**

**Roll call**

Proprietors representatives

Fr Mathew (arrived 6.15pm), Miles Roper, Anthony Whitcombe and Angela Sweetman

Principals

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

Parent representatives - John Paul II High School

Alan Berry (Presiding board member), Marjan Sprock (deputy presiding board member) and Maria Lockington

Parent representatives - St Patrick's School

Kathryn Ruddle, Blair Shrimpton and Abby Murphy

Staff and student representatives

Kim Hines (staff representative St Patrick's) and Ciaran Thow (JPIIHS student representative)

In attendance

Tanya Whitmore (Board secretary), Trish Lockington & Kieran Stone (visitors to the meeting)

Maria Lockington declared a conflict of interest regarding the letter of complaint the board received from Trish Lockington. Therefore Maria did not join the meeting until Trish Lockington's letter was discussed. Renée Hutchinson did not enter the meeting until after Trish Lockington and Kieran Stone addressed the board.

**Apologies**

Celia Costelloe (staff representative JPIIHS)

**Welcome and Prayer**

Alan Berry welcomed board members to the meeting. The meeting opened with a prayer led by Miles Roper

**Visitors to meeting**

In an email received to the board dated 7 February 2023, Trish Lockington requested speaking rights for her and her advocate, Kieran Stone to speak to a letter of complaint to the board from Trish Lockington regarding the selection of head students for 2023. Following NZSTA guidelines the meeting approved five minutes per speaker. Presiding board member advised Trish and Kieran they have five minutes each and that they are not to ask questions to the board members. Board members can seek clarification. Trish addressed the board with the main points of her letter of complaint. Kieran as Trish's advocate spoke to the meeting of the process of the selection of head students. It is to be noted that Trish spoke to the meeting for five minutes and Kieran addressed the board for 20 minutes. Trish and Kieran were asked by the board to provide a copy of their presentation. Trish handed hers to the board secretary and Kieran offered to email his to the board secretary. At 6.10pm Trish and Kieran left the meeting.

Renée Hutchinson joined the board meeting at 6.15pm

Moved Alan Berry / Anthony Whitcombe *"that the meeting moved into in-committee at 6.15pm to discuss the letter of complaint received to the board regarding the selection of head students for 2023.* Carried

Moved Alan Berry / Anthony Whitcombe *"that the meeting moved out of in-committee at 6.40pm".* Carried

Moved Alan Berry / Marjan Sprock *"that the board supports the management decision in relation to the selection process for head students at John Paul II High School".* Carried

Moved Alan Berry / Marjan Sprock *"that the board instruct the leadership team at John Paul II High School to undertake a consultation with students, staff, parents/caregivers and the parish regarding the selection of head students".* Carried

Maria Lockington joined the meeting at 6.45pm

### **Election of Presiding Board member and Deputy Presiding Board member**

Nominations were called for presiding board member and deputy presiding board member. Board secretary called for nominations for a presiding board member. Renée Hutchinson nominated Alan Berry for presiding board member, this was seconded by Marjan Sprock. There being no further nominations Alan Berry is to be appointed as chairperson of the Greymouth Catholic Schools' Board of Trustees presiding board member.

Moved Renée Hutchinson / Marjan Sprock *"that Alan Berry be appointed as presiding board member of the Greymouth Catholic Schools' Board of Trustees"*. Carried

Alan called for nominations for deputy presiding board member. Anthony Whitcombe nominated Marjan Sprock for deputy presiding board member, this was seconded by Ciaran Thow. There being no further nominations Marjan Sprock is to be appointed as chairperson of the Greymouth Catholic Schools' Board of Trustees.

Moved Anthony Whitcombe / Ciaran Thow *"that Marjan Sprock be appointed as deputy presiding board member of the Greymouth Catholic Schools' Board of Trustees"*. Carried

### **Principal and Finance report**

#### **St Patrick's School - Principal report**

Ian Johnson presented to the meeting his principal report. There has been a new teacher aide appointed, Mrs Ellie Smith. Mrs Trish Dellaway has resigned from her permanent tagged position. Lisa Shannahan has been appointed as a permanent tagged teacher. Lisa will teach in the senior school.

Moved Ian Johnson / Blair Shrimpton *"that the principal report for St Patrick's School as tabled be accepted by the board"*. Carried

#### **St Patrick's School - 2022 Analysis of Variance**

2022 Analysis of Variance was shared with the board prior to the meeting.

Moved Ian Johnson / Abby Murphy *"that the 2022 Analysis of Variance as tabled be accepted by the board"*.

Carried

#### **St Patrick's School - 2023 Annual Plan**

Ian presented to the meeting the 2023 Annual Plan. St Patrick's School is wanting to employ a Kapa Haka teacher. This is an area Ian advised the board we need some direction in.

Moved Ian Johnson / Kathryn Ruddle *"that the 2023 Annual Plan as tabled be accepted"*.

Carried

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

Meeting has been deferred. Report will be tabled at the next board meeting.

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

Renée presented to the board her principal report. Dr Joanie Roberson has been appointed as Director of Religious Studies to commence employment at the start term two, 2023. Mrs Trish Dellaway and Mrs Jude Smith have been appointed to the staff at John Paul II High School. One staff member is on leave for term one. Strike action is currently in place with staff not to cover internal lessons. Students can be supervised, not taught. There is 100% PPTA union membership, therefore very hard on the school timetable for cover. Shane Moro from the Education Review Office visited John Paul II High School on 21 February for an interim visit to complete the first part of the process for the Education Review Office visit. SNUP has been completed. Roll is 169, staffing is for 183, therefore 19.31FTE - three high ORS students, collecting bank staffing, cover extra units for deans at every year level, big change in attendance levels and monitoring. Well-being Wednesday has been very positive for both the staff and students at John Paul II High School. Attendance is great. Achievement provisional results 2022 will be shared with the board at the March meeting. Change in timetable is underway for 2023. Renée advised the meeting the number of late students has been reduced as a direct result of the change in timetable. With the current staff representative being on leave, there is no staff representation on the board. NZSTA is to be contacted by the board secretary regarding this in going forward. Elanie Davis, JPIIHS student counselor is currently working over her allocated hours. Elanie has been working with the senior leadership team sharing the trends amongst the students. The counselor will collate the information so the "students aren't identified". It is great to see more

students engaging with Elaine. Currently Renée is teaching English to cover for a staff member who is on leave. With the new learning support coordinator appointed there is the possibility that the LSC may be able to assist in the English Academic purposes, ESOL and assist with the learning challenges. John Paul II High School has moved towards having the same dean to follow the year group throughout high school. Question was asked as to how this is going, Renée advised this will be monitored. Renée advised the 2022 Analysis of Variance and 2023 Annual Plan will be tabled at the March board meeting.

Moved Renée Hutchinson / Angela Sweetman *“that the principal report for John Paul II High School as tabled be accepted by the board”*. Carried

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

Bursar worked with the accountant at Solutions and Services on the 2023 budget. The 2023 budget will be tabled for approval at the March board meeting. Funding for property maintenance is suggested to put into a separate account.

Moved Alan Berry / Maria Lockington *“that the finance report as tabled is accepted”*. Carried

### **Special Issue**

#### **Principal Appraisal - Professional Growth - John Paul II High School**

Neil Wilkinson has undertaken the principal performance appraisal for the board for Renée Hutchinson, Principal of John Paul II High School for 2022. Neil provided a mid year progress review and a final visit review. The board agreed to appoint Neil Wilkinson as the appraiser for the principal for 2023

Moved Alan Berry / Blair Shrimpton *“that Neil Wilkinson be appointed as Renée Hutchinson appraiser for 2023”*.

Carried

#### **Principal Appraisal - Professional Growth - St Patrick's School**

Ian spoke to the board regarding the new direction of the professional growth cycle together with an external endorser. The idea is to link up with another experienced principal for collaboration. The board would also like an external appraiser as part of this process. Board secretary is to make contact with Maureen Kerr and or the Catholic Education Office to see who we should approach. This is to be confirmed at the March meeting.

#### **Dedicated board**

Bishop Michael has responded to the board regarding how he would like to see the dedicated board setup. Letter was shared to all board members. Lisa Dunn from NZSTA has offered to assist with the next stage of the process which is a memorandum of understanding as to how the board is formed. This is to be shared with the school and parish community. This is work in progress

#### **School Chapel**

Bishop Michael has responded to the board regarding our request for a school chapel. Letter was shared to all board members. It is wait and see.

#### **Confirmation of student achievement plan**

School	Reports to be shared to BoT	Date of presentation
St Patrick's School	21 March 2023	Tuesday 4 April 2023 @ 5.30pm
John Paul II High School	29 June 2023	Tuesday 25 July 2023 @ 5.30pm

Copies of curriculum reports are to be forwarded to the board secretary prior to the presentation so that board members can read reports and come prepared with questions.

#### **Director of Religious Studies appointment at John Paul II High School**

Dr Joanie Roberson has been appointed as Director of Religious Studies to start term two, 2023. Thank you to the board members who were on the appointments committee for this position.

#### **Marist Block**

Renée advised the meeting that the Marist building has undergone a major clean to remove mold over January. At this stage \$20,000 has been spent in the area. Renée has been asked to obtain a quote from the same company who undertook the original mold testing for a re-check.

Moved Alan Berry / Abby Murphy *“that Renée obtained a quote from the same company who undertook the original mold testing for a re-check”*. Carried

#### **Civic Centre power account**

Board is waiting for Grey District Council to get back to the board with answers to their questions.

#### **Annual leave - Principal John Paul II High School**

Renée presented to the board her schedule of calculated leave . Balance is 12 days.

Moved Alan Berry / Anthony Whitcombe *“that the board acknowledges the leave balance as at 31 December 2022”*. Carried

#### **Climbing wall - Gym**

Renée met with Alex Cabrera (CE TPP). Alex advised that the polytech is leaving the trust, therefore not going to use the climbing wall in the gym. Health and Safety is the major concern with legal liability if an accident or injury occurs. With TPP leaving the trust, it effectively dissolves the trust, and leaves the Alpine Club without a backer. TPP has been paying \$5000 per year for the auditing costs which John Paul II High School is not wanting to take on. Renée 's recommendation is that the climbing wall be removed from the school premises because of the liability issues and the lack of clarity around our role as a trustee. Property committee needs to have a meeting with the alpine club and the polytechnic to make a plan going forward.

#### **The Board's self-evaluation in 2023 - Encounter with Christ**

The board has extended an invitation to attend a meeting with the Catholic Education Office. This is being held on Tuesday 28 February at 5.30pm in the library at school. Information has been received and shared to all board members regarding this.

#### **Standing Orders - 2023**

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, or in their absence the Assistant Principal, 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 Board 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 executive officer of St Patrick's School continues their appointment as St Patrick's School's Privacy officer.
6. THAT the Principal and Board 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 Board 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 executive officer for St Patrick's School be the OSH Officer for St Patrick's School or whoever is duly elected by employees of the Board.
10. THAT the Board authorises the Board Presiding member and Principal of each school to sign the Statement of Responsibility for the 2022 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

11. THAT the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2023 Statement of Financial Performance. The budget shall be equal to the actual salary costs for the 2022 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.
12. THAT the Board approved the inclusion of a budget for the 2023 Statement of Financial Position, which is derived from the Board's 2022 operating and capital purchases budgets.
13. 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 2023. The 2022 figure will include an income amount and an equivalent expenditure budget.
14. THAT records will be held at John Paul II High School for seven years after (named student/ staff member) has left.
15. THAT financial documents for John Paul II High School be held for a seven year period, then destroyed.
16. THAT records will be held at St Patrick's School for seven years after (named student/staff member) has left.
17. THAT financial documents for St Patrick's School be held for a seven year period, then destroyed.
18. 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.
19. THAT the presiding member 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 presiding member the deputy Presiding member shall assume the role as presiding member for the purpose of discussing governance issues with the media
20. THAT the principal of John Paul II High School has the authority to sign the payroll at John Paul II High School.
21. THAT the principal of St Patrick's School has the authority to sign the payroll at St Patrick's School.
22. THAT the board secretary be given speaking rights for clarification.
23. THAT a gift will be presented to any board member who serves two or more terms on the board.
24. THAT the board completes police vetting documentation upon election.
25. THAT the board maintains a training register for board members.
26. 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 of Education relocation grant amount, and /or future amount.
27. 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 board Presiding member prior to action in the absence of deputy principal and principal
28. THAT the principal of John Paul II High School has the authority to approve leave applications up to ten days under the guidance of the PPTA collective contract.
29. 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.
30. THAT the board undertakes a staff climate survey annually.
31. THAT the principal offers exit interviews together with the board representatives to staff leaving.
32. 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
33. THAT the threshold for purchasing fixed assets is \$500.00

**Sub committee reports**

Sub committees as per below

<p><b>Property committee St Patrick's School</b></p>	<p><b>Property committee John Paul II High School</b></p>
<p>Principal - Ian Johnson                      Presiding board member - Alan Berry                      Staff board representative - Kim Hines                      Board representatives                      Blair Shrimpton, Kathryn Ruddle, Abby Murphy,                      Anthony Whitcombe                      Proprietors representative - Fr Mathew                      Staff member - Tanya Whitmore</p>	<p>Principal - Renée Hutchinson                      Presiding board member - Alan Berry                      Staff board representative - Celia Costelloe                      Board representatives                      Blair Shrimpton, Kathryn Ruddle, Abby Murphy,                      Anthony Whitcombe                      Proprietors representative - Fr Mathew                      Caretaker - Jason Briggs, James Murphy</p>
<p><b>Finance committee St Patrick's School</b></p>	<p><b>Finance committee John Paul II High School</b></p>
<p>Principal - Ian Johnson                      Presiding board member - Alan Berry                      Staff &amp; board representative - Kim Hines                      Board members: Blair Shrimpton and Kathryn Ruddle                      Staff member - Tanya Whitmore</p>	<p>Principal - Renée Hutchinson                      Presiding board member - Alan Berry                      Staff &amp; board representative - Celia Costelloe,                      Blair Shrimpton and Kathryn Ruddle                      Staff member - Liz Manning, Madeline Castles</p>
<p><b>Health &amp; Safety committee St Patrick's School</b></p>	<p><b>Health &amp; Safety committee John Paul II High School</b></p>
<p>Principal - Ian Johnson                      Presiding board member - Alan Berry                      Staff representative - Kim Hines                      Board representatives - Abby Murphy                      Proprietors representative - Fr Mathew</p>	<p>Principal - Renée Hutchinson                      Presiding board member - Alan Berry                      Staff representative - Celia Costelloe                      Board representative - Marjan Sprock &amp; Abby Murphy                      Proprietors representative - Fr Mathew</p>
<p><b>Special Character committee St Patrick's School</b></p>	<p><b>Special Character committee John Paul II High School</b></p>
<p>Principal - Ian Johnson                      Presiding board member - Alan Berry                      Director of Religious studies - Jovanie Leones                      Proprietors representatives                      Fr Mathew, Miles Roper, Angela Sweetman, Anthony Whitcombe, Maria Lockington</p>	<p>Principal - Renée Hutchinson                      Presiding board member - Alan Berry                      Director of Religious studies - Abina Pope                      Proprietors representatives                      Fr Mathew, Miles Roper, Angela Sweetman, Anthony Whitcombe</p>

**Special Character committee report**

Committee is working towards a focus and to set up a timetable. Meetings are to be held once a term. Board secretary is to add dates to the board calendar and share with members of the special character committee. Terms of reference to be forwarded to committee and put in shared drive.

**Strategic Planning committee report**

No meeting held prior to the meeting

**Health and Safety committee report**

No meeting held prior to the meeting

**Property committee report**

John Paul II High School - discussion was held in regard to the Civic Centre. Questions were asked, is painting of the exterior urgent, does it need painting on the interior, what are the next steps, does the classroom area need addressing. These are all questions to be discussed at the next property meeting. Suggested the logo is painted over on the exterior of the building. Need to check that Jason is doing the correct job based on his contract. Building committee needs to prioritize what jobs are required to be done and then report back to the board.

### 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://stppatricksgm.schooldocs.co.nz> Username: stpatricksgm Password: patrick

### 2023 Review Schedule -School Docs

Board are reminded to take note of the following reviews on SchoolDocs as shared to all board members and below

Term 1	Term 2
Student Attendance Enrolment Privacy (board) Official Information Requests (board) Uniform / Dress Code Boarding House Policies	EOTC Planning and Review EOTC Risk Management EOTC Coordinator EOTC External Providers EOTC Staff Competence EOTC Event Categories EOTC Communicating with Parents
Term 3	Term 4
Inclusive Education (board) Māori Educational Success (board) Learning Support Coordination Identify Learning Support Gifted Learners	Student Achievement Information (primary) Student Assessment and Achievement (secondary) Home Learning Distance Learning Religious Instruction / Religious Education (board) Religious Observances (board) Health Education (board)

As per SchoolDocs self review - template

### Correspondence

A letter was received to the board from Brian Molloy which was tabled to the board.

Moved Alan Berry /Marjan Sprock "that the board acknowledge Brian's letter, letter was tabled and the board's recommendation is to share the letter with the senior leadership team at John Paul II High School".

Moved Alan Berry / Marjan Sprock "that the inwards correspondence be accepted and outwards be approved".  
Carried

### Confirmation of Minutes

Moved Alan Berry / Abby Murphy "that the minutes of the November 2022 meeting held on 29 November 2022 minutes be confirmed as a true and correct record".  
Carried

### Closing Prayer

Closed the meeting with a prayer from Fr Mathew.

Meeting closed at 8.50pm

Next board meeting: Tuesday 28 March 2023

Library/Staffroom

<b>Actions Points</b>	<b>Allocated person</b>
Professional Growth / Principal appraisal / External appraiser	Ian Johnson/Board secretary
NZSTA replacement for a stand in	Board secretary
Dedicated board memorandum of understanding	NZSTA
Curriculum reporting timeframe for board members to receive reports	Board secretary
Letter of response Trish Lockington	Board secretary
Letter of response to Kieran Stone	Board secretary
Letter of response to Warren Donaldson	Board secretary
Letter of response to Brian Molloy	Board secretary
Meeting dates for special character	Board secretary
Property committee recommendations JPIIHS re Marist, Gym and climbing wall	Principal JPIIHS
Budgets for both schools to be tabled at March meeting	Principal JPIIHS Principal ST P's
JPIIHS Annual Plan 2023 and Analysis of Variance 2022 to be tabled at the March meeting	Principal JPIIHS
Share calendar to board members	Board secretary

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