

MINUTES OF GREYMOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES HELD IN THE STAFFROOM ON TUESDAY 2 AUGUST 2022 AT 5.30PM (JULY MEETING HELD 2 AUGUST 2022)

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 and Peter Morrison

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

Anne Winter (replacement for Tanya Whitmore as board secretary)

Apologies

Fr Mathew & Margaret-Mary Wallace (Proprietors representative)

Welcome and Prayer

Alan Berry welcomed board members to the meeting. Anne Winter is attending the meeting as board secretary. Tanya Whitmore has contracted covid and is currently in isolation. Celia opened the meeting with a musical interlude. Celia left at 6.45pm

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. Ian advised the Board St Patrick's School that this term brought the mask mandate back into the school. Additional Needs: Alan queried why it was reported St Patrick's School will employ a bilingual worker this month. Ian advised there is additional money supplied that will allow us to employ a Filipino speaking person to assist with this. This will give St Patrick's School an extra ten hours per week / two hours per day. This is intended to help with comprehension processes. To cover middle school and below. Nature of school changing so need to move with the times and cover the multi cultural

Moved Ian Johnson/Alan Berry *"that the principal's report as tabled for St Patrick's School be accepted"*. Carried

St Patrick's School - Finance report

No finance report tabled from St Patrick's School, due to staff sickness.

John Paul II High School – Principal's Report

Principal's report for John Paul II High School as shared by Renée. Daniel queried the black mould issue in the Marist block. Renee advised if the black mould is a serious issue John Paul II High School will have to work quickly to close the building off and a pre-fab would have to be erected to cover this. Photos only sent, no response yet. Discussion was held and concern indicated due to the well being of the students. Miles advised the need to identify immediately the problem then set up a long term plan to rectify the problem. Renee suggested it was useful to convene the board property sub committee to cover this issue. Alan will ring Mike Nolan to get clarification on this matter - who will fund the cost of getting samples tested.

Abina Pope's replacement - Marjan queried what was happening in arranging her replacement. Discussion was held on this. Renee suggested it would be good to look at the job description prior to actioning this. Renee and Miles will start to act on this.

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

John Paul II High School - Finance report

Finance report was presented to the meeting.

Moved Renee Hutchinson / Kylie Bellis *"that the financial report for John Paul II High School as tabled be accepted"*. Carried

John Paul II High School Annual Plan 2022-2023

Renee presented to the meeting 2022-2023 Annual Plan.

Moved Renee Hutchinson / Kylie Bellis *"that the 2022/2023 Annual Plan for John Paul II High School as tabled be accepted"*. Carried

John Paul II High School – Analysis of Variance

Renee presented to the meeting Analysis of Variance. This report was presented on TV. Tracking consistently against other Decile 6 schools. Doesn't include State Integrated Schools.

Moved Renee Hutchinson / Kylie Bellis *"that the Analysis of Variance for John Paul II High School as tabled be accepted"*. Carried

Special Issue

Special Character committee report

No meeting has been held since the last board meeting.

Strategic Planning committee report

Planning to meet in two weeks after John Paul II High School camp. Miles to stand in for Fr Mathew. This will be for John Paul II High School only. Ian will liaise with Peter to organise the St Patrick's School meeting.

Property committee report

Meeting to be held prior to 30 August. Mould issues need to be addressed. Peter suggested a meeting be held prior to the next board meeting to get this issue underway. Proposed meeting 17 August, Wednesday, 4.30pm start. Proposed splits for this meeting = 4.30pm to 5.15pm, then St Patrick's School 5.15pm - 5.30pm with shared buildings from 5.30pm - onwards. It was agreed by all that James Murphy be invited to attend this meeting to offer support. Abby arranges this with James. Miles queried whether separate meetings are to be held for each committee relevant to the two schools. Concern over the double up of work. Discussion was held. Proposed structuring the meetings relevant to the schools and covering one school at a time at the meeting to allow those members who are not involved in their respective schools to leave the meeting. Then proposed to have one committee covering both schools and set meetings in sections - John Paul II High School, St Patrick's School and shared areas for the property committee. Need to allow extra time for the next committee meeting

Health and Safety committee report

Renee advised there had been recommendation another Board Member should be appointed to these committees. Recommendation from Kylie when the new board is elected members should be appointed to the committees that are most relevant to the members and their expertise. Both health and safety committees are to meet and report back to the 30 August board meeting. There is no action required on this one for the meeting. This is just a reminder the meeting is to take place prior to the next board meeting.

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

Dates have been extended by one week to enable extra time to call for nominations. There has been one nomination received prior to this board meeting. Nominations close on 10 August 2022 at 4.00pm. Discussion was held on whether more information required to go out to our school community to inform them on what it means and entails to be a Board member. Peter suggested the new Board may be able to communicate more frequently with our school community. Discussion was held on this. Abby noted she has not received her Board pack in relation to her position on the board. Suggested a one page report could go out. Quarterly report to go out. Maybe Board members and student rep could take this job on. Abby offered her services to have a turn at producing a small report for the school community. The School Board elections website has good resources. Links could be attached to info.

WE NEED YOU!

School boards bring families, communities and schools together, to deliver quality education for our children. Becoming a Board Member is an opportunity to be part of shaping our schools and children's futures, through supporting teaching and learning and the ongoing improvement of student achievement.

The Board governs the school; the Principal runs it on a day-to-day basis, in accordance with Board policies.

"The mind of the prudent acquires knowledge, and the ear of the wise seeks knowledge."

Proverbs 18:15

CONTACT US :

Returning Officer for Greymouth Catholic Schools' Board of Trustees
electionbot2022@stpatricksgm.school.nz
or phone 037687830 during school hours

<https://www.nzceohandbook.org.nz/governance>

Board of Trustees - Calling for Nominations for Board members

Greymouth Catholic Schools' Board of Trustees election for St Patrick's School and John Paul II High School.

*Nominations are open for the election of **six parent representatives** to the Greymouth Catholic Schools' Board of Trustees for John Paul II High School and St Patrick's School. A nomination form and copy of this notice will be emailed to all eligible voters. You can nominate another person to stand as a candidate, or you can nominate yourself, both parts of the nomination form must be signed. Additional nomination forms can be obtained from either school reception. **Nominations close at 4.00pm on Wednesday 10 August 2022** and may be accompanied by a candidate's statement. The John Paul II High School and St Patrick's voting roll is open for inspection at St*

Patrick's School reception and can be viewed during normal school hours. There will also be a list of candidates' names, as they come to hand, for inspection. Voting closes at 4.00pm on Wednesday 14 September 2022.

Signed

T M Whitmore

Returning Officer

Annual Attestation for both schools

St Patrick's School and John Paul II High School have received a copy of the Annual Attestation forms.

St Patrick's School has tabled this to the Special Character committee and the board. The board has already approved St Patrick's School. Alan is however required to sign the attestation for both schools and then Tanya will forward to Mike Nolan. John Paul II High School attestation is to be approved at the board meeting this evening. Miles is going to view the John Paul II High School report and will discuss it with Alan at the Special Character Meeting next week.

Letter tabled from JP II staff member

Alan advised due process is to be followed in relation to any correspondence. This will be tabled / actioned at the next meeting once due process has been followed.

Discussion of Combined Board / Dedicated Board options

Board agreed to put all their ideas forward into an information pack and this will be presented to the new board.

Extra items not on Agenda

Board Hui

Kylie suggested - representation at the Board Hui - North Island - Board Members and Student Member

Student rep query

Daniel - Student Board Rep. Queried whether he stays on with the new board. Marjan advised Daniel he will have one board meeting with the new student rep.

John Paul II High School uniform

Renee - Uniform Update - Uniform has been with five suppliers. Now considering going with a single supplier. Considerable savings for parents - \$440 - \$305 for girls / \$417 - \$402 for boys. Renee presented samples of the new uniform. The uniforms will be in line with all the Catholic Schools in Christchurch as will be the same supplier. Suggested keeping the same sock style but in a different material - maybe cotton. The Board agreed for this supplier change to go ahead.

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

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.	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

Term 1	Term 2
<p>Emergency Planning and Preparation This is currently the Emergency Planning and Procedures topic.</p> <p>School Closure</p> <p>Emergency Management No content</p> <p>Disaster Management Consider reviewing the subtopics.</p> <p>Crisis Management</p> <p>COVID-19 Information</p>	<p>Surrender and Retention of Property and Searches</p> <p>Physical Restraint</p> <p>Stand-down, Suspension, and Exclusion Procedures</p>
Term 3	Term 4
<p>Student Wellbeing and Safety This is currently the Student Safety and Welfare topic.</p> <p>Child Protection</p> <p>Abuse Recognition and Reporting</p> <p>Care and Management of Students</p> <p>Supporting Student Wellbeing</p> <p>Food and Nutrition</p> <p>Sun Protection</p> <p>Separated Parents, Day-to-Day Care, and Guardianship</p> <p>Staff Wellbeing and Safety</p> <p>Staff Wellbeing This topic is being moved here from the Employer Responsibility section. Staff, in particular, should review the subtopics.</p> <p>Harassment</p>	<p>Safety On and Off School Grounds</p> <p>Alcohol/Drugs and Other Harmful Substances.</p> <p>Dogs topics (optional)</p> <p>Digital Technology and Cybersafety</p> <p>Getting to School Safely Also review any subtopics.</p> <p>School Bus Transport (optional)</p> <p>School Swimming Pool (optional) / Swimming Off Site</p> <p>Storage and Use of Hazardous Substances</p> <p>HEALTH, SAFETY, AND WELFARE POLICY Review the main board-level policy in term 4.</p>

Confirmation of Minutes

Moved Alan Berry / Ian Johnson *"that the minutes of the meeting held on 5 July 2022 minutes be confirmed as a true and correct record"*. Carried

Closing Prayer

Closed the meeting with a group prayer.

Meeting closed at 7.30pm

Next Meeting: Tuesday 30 August 2022
5.30pm
Library

Actions Points	Allocated person
Ring Mike Nolan re. black mould issue JP11	Alan
Abina Pope's replacement - job advertisement	Renee / Miles
Property Committee Meeting 17 August - Meeting Reminder - Start 4.30	Tanya
Board Communication	Abby
Lisa - presentation to new board - arrange a session	Tanya
Appreciation Letters To JP11 - Renee did not receive ??	Alan / Tanya

Finance committee St Patrick's School	Finance committee John Paul II High School
Principal - Ian Johnson	Principal - Renee Hutchinson

Presiding board member - Alan Berry Staff & board representative - Jovanie Leones Staff member - Tanya Whitmore	Presiding board member - Alan Berry Staff & board representative - Celia Costelloe Staff member - Liz Manning, Madeline Castles
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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