

MINUTES OF GREYMOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES HELD IN THE STAFFROOM ON TUESDAY 5 JULY 2022 AT 5.30PM (JUNE MEETING HELD 5 JULY)

Roll call

Proprietors representatives

Fr Mathew and Anthony Whitcombe (Proprietors representatives)

Principals

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

Parent representatives

Marjan Sprock (Deputy presiding board member), Cora Kitchin and Peter Morrison

Co-opted representative

Kylie Bellis (Co-opted representative)

Staff and student representatives

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

On-line

Alan Berry (Presiding board member), Abby Murphy (co-opted representative), Daniel Cresswell (JPIIHS student representative)

In attendance

Tanya Whitmore (Board secretary)

Apologies

Miles Roper and Margaret Mary Wallace (Proprietors representatives)

Welcome and Prayer

Marjan Sprock welcomed board members to the meeting. Our presiding board member, Alan Berry is attending the meeting via Zoom due to contracting covid and being in isolation. Marjan Sprock as deputy presiding board member is chairing the meeting.

Renee opened the meeting with a prayer.

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 will be having a principal appraisal meeting with Maureen Kerr during the last week of term two. School Mass took place on 19 June with 14 children receiving First Holy Communion. We are exploring the possibility of taking groups of students to weekly mass at church on a rotational basis. Overall attendance was 86.6%, the drop is reflected by increased general sickness. Data has shown a steady increase in sickness from 10% up to almost 20% during May and June.

Moved Ian Johnson/Peter Morrison *"that the finance report as tabled for St Patrick's School be accepted"*. Carried

St Patrick's School - Finance report

Finance report for St Patrick's School as shared by Ian. Will make contact with Mike Nolan in regard to replacing the fire exit doors in four classrooms as these are currently not meeting the safety standard.

Moved Ian Johnson/ Kylie Bellis *"that the principal report for John Paul II High School as presented to the meeting be accepted"*. Carried

John Paul II High School – Principal's Report

Principal's report for John Paul II High School as shared by Renée. Human resources replacements are underway. Exit interviews have been offered to staff who are leaving. Dan Steggles is taking bereavement leave to travel to England with the sudden death of his mother-in-law. He returns week two of term three. Mask fatigue has set in, though most students are still compliant in large gatherings e.g. assemblies. There is a concerning downward trend

in school attendance, both in terms of the number of half-days attended on average, and the attendance per period(p). This is indicative of isolation requirements, illnesses, anxiety, parent assisted truancy, and truancy. Currently waiting to hear back from TechClean regarding investigation into mould infestation in Marist block. Hope to get them over in the July break to take samples. Principal Appraisal with Neil Wilkinson was held on 9 June. He met with students, staff, BOT chair, and spoke to a range of parents. School ball was held at Shantytown on Saturday 2 July and was well attended and was a great success.

Moved Renee Hutchinson / Celia Costello *“that the principal’s report as tabled for John Paul II High School be accepted”*. Carried

John Paul II High School - Finance report

Deferred to the Finance report for March, April, May and June will be presented at the June board meeting.

JPIIHS Annual Plan 2022-2023 (Draft)

Renee presented to the meeting 2022-2023 Draft Annual Plan. Currently at the consultation stage within the community. The board will present this at the next board meeting.

John Paul II High School – Analysis of Variance

Updating currently and is at consultation stage with staff and community and will be presented at the next board meeting.

Special Issue

Special Character committee

Committee has met once since the last board meeting. They reviewed St Patrick’s attestation, provided some feedback and questions. Some email correspondence discussing the purpose of the group and frequency of meetings. Draft terms of reference created and circulated to the group. The July board meeting will be presenting a draft TOR for board approval/comments/feedback. Next focus will be review of strategic plan special character elements which was tabled to the board in May. The committee feels it would be useful to have some clarity on the timelines Renee is working on for that document, as we might need to shift our next meeting date due to school holidays. Miles and Fr Mathew are to bring questions to the strategic plan meeting in relation to special character. Peter and Renee to sort out date for Strategic planning meeting in the very near future (prior to start of school holidays)

Strategic Planning update

The board has been asked to view the draft annual plan 2022-2023 from John Paul II High School for further discussion. The strategic planning committee and members of the special character committee are to meet prior to the start of the school holidays to ensure all areas are covered.

Board elections for 2022

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

Annual Attestation for both schools

St Patrick's School and John Paul II High School have received a copy of the Annual Attestation forms. These are to be completed by Renee and Ian. Once completed they are tabled to a special character meeting for approval, then tabled to the full board. These are to be forwarded once approved to Mike Nolan, by 26 August.

Health and Safety committee St Patrick's School / John Paul II High School

Renee has consulted with NZSTA & PPTA regarding principal presence on health and safety committees. Both organizations agree the principal should be a member. The board has agreed both principals should be on their own schools health and safety committee. Both Ian and Renee agree. Both health and safety committees are to meet and report back to the 30 August board meeting.

10 year property plan - St Patrick's School/John Paul II High School

Mike Nolan is currently on leave and is going to respond to the board's questions regarding our buildings. Mike Nolan has stated the new Marist block will be part of the next 10-year plan. As per the diocese website the board would like some clarity on what the \$3 million was used for? Is this the Civic Centre (\$1.2 million purchased and brought up to building code)? We will work together with the Catholic Education Office to do the best for our students.

The board's property committees are to be reformed. It would be ideal for a finance committee member to be on both the finance committee and the property committee as there is a symmetry in both areas for both schools. The board has re-formed these two committees so that the new board will be able to start with clarity of a maintenance plan and property plan.

Maintenance for the school is the responsibility of the school. The Ministry of Education via the operations grant provides money to both schools for their own property maintenance. This is currently shown in the school monthly and annual reports.

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

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

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	Principal - Renee Hutchinson Presiding board member - Alan Berry Staff representative - Celia Costelloe

Board representatives - Peter Morrison Proprietors representative - Fr Mathew	Board representative - Marjan Sprock Proprietors representative - Fr Mathew
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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

Change of meeting dates

Board members were informed via email on 4 July at 11.36am the meeting scheduled for 5 July was canceled due to on-going covid, winter illness and unavailability of board members. Some members of the board advised Alan they were not happy with this decision as there was feeling the meeting was canceled due to the planned discussion of the consultation of the dedicated board results and by canceling the meeting Fr Mathew would not be able to attend. (Fr Mathew is not available to attend the July and August board meetings as he will be overseas). This was not the case. The decision was made to reinstate the meeting with the deputy chair running the meeting and members who are unwell and not available were encouraged to attend via zoom.

It is to be acknowledged the huge workload and the first class job Alan Berry as our presiding board member is doing for both our schools and the board. The board appreciates the extra time and dedication Alan has been giving to the benefit of the board and both our schools.

Discussion of Combined Board / Dedicated Board options

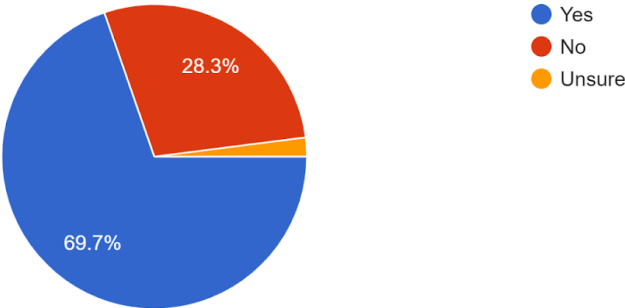
The meeting was presented the results of the first consultation for a dedicated board options for John Paul II High School and St Patrick's School

John Paul II High School & St Patrick's - 334 John Paul III High School staff - 30 St Patrick's School staff - 22 BoT - 15 Total - 401 / 66 responses Parish - paper copies - 190 / 33 responses Overall total #591

Overall responses - 16.7%

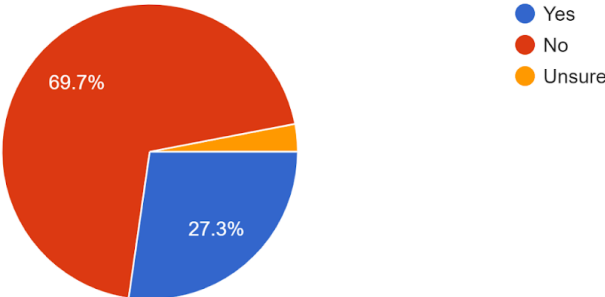
I support a change to two dedicated boards, one for St Patrick's and one for John Paul II High School, with joint committees for property and Special Catholic Character.

99 responses



I favour the current combined board model with one board of 15 trustees governing both schools

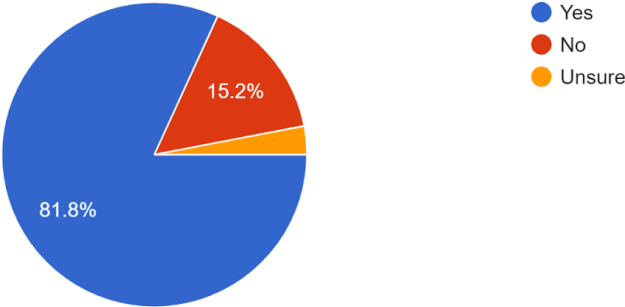
99 responses



School/Staff responses - 16.4%

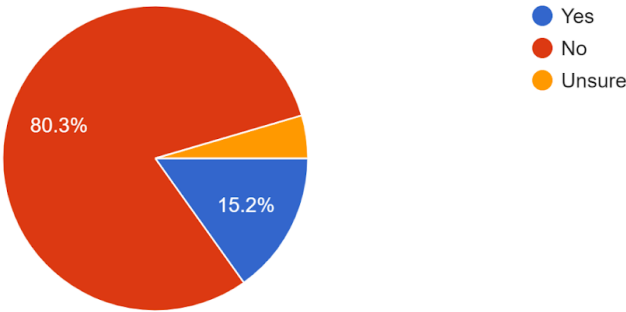
I support a change to two dedicated boards, one for St Patrick's and one for John Paul II High School, with joint committees for property and Special Catholic Character.

66 responses



I favour the current combined board model with one board of 15 trustees governing both schools

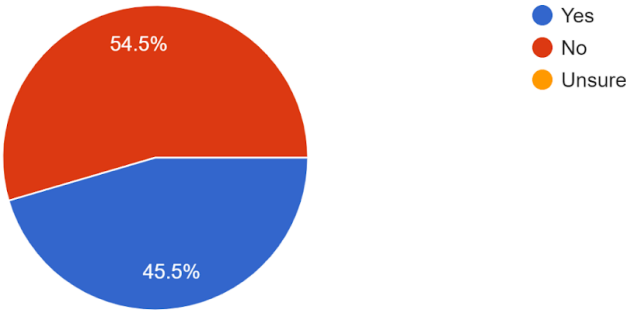
66 responses



Parish responses - 17.3%

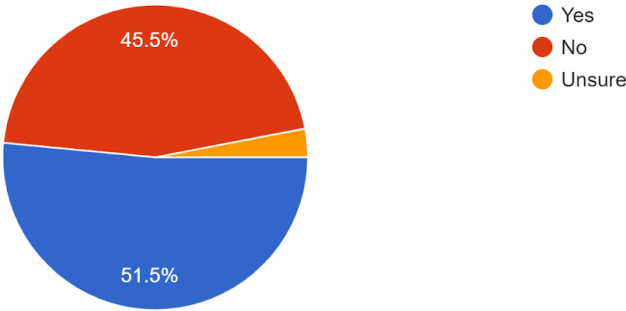
I support a change to two dedicated boards, one for St Patrick's and one for John Paul II High School, with joint committees for property and Special Catholic Character.

33 responses



I favour the current combined board model with one board of 15 trustees governing both schools

33 responses



There has been many discussions in the school and parish community regarding this consultation. There has been concern about the integrity of the process the board has followed to conduct the initial round of community consultation. The consultation was emailed to all parents/caregivers on both school rolls and the Catholic Education Office, as well as a paper copy was inserted into the parish bulletin. This was after the board approved the process. Various people took the time to write their personal thoughts to the board as part of the consultation. The board is under no obligation to respond to personal thoughts. The board is also under no obligation to make a decision this evening in regard to this process, whether or not we stop or move forward with this. This first consultation is just that, the first part of the consultation. There are many steps in the process. A suggested next step is to ask the Christchurch Diocese, MoE and NZSTAR to come and talk to the board about the options available to us. Community consultation is part of the many steps. At this we would have Christchurch Diocese, MoE and NZSTAR speak about the pros and cons of both options.

Board members were asked their opinions

- The process was done in haste and timeframe was rushed
- Felt the information sheet on consultation was bias
- Elections go ahead as planned.
- This was the first part of consultation to see how it was going to move forward.
- Starting process, not a done deal. Testing the waters.
- Feedback of history of knowing the board functioning for several years. How the school was in the past, change dates back 20 years.
- Where to next, what do other boards do, why are not all boards combined. Why is Grey High School and Greymain not combined as a board
- Three/five hour meetings not acceptable
- Extra meetings for parish priest
- Just because a school is going okay, it needs time to be spent on it to thrive, hard to share time between two schools and their different needs
- Seems we are spending 80% on one school and 20% on the other.
- Two beginning principals
- Board currently and always works as a collaborative board with co-operation between both schools. how would two boards destroy this
- Both schools work collaboratively together.
- Our function is to help our students be successful
- Talking months - where is the end point - improve what we have got in the near future.
- We have just come through busy times and now looking at moving forward, lets get on and do the best we can.
- Time to change - could this be done, how is this to be done.
- We need to seek advice from governance people, MoE and NZSTA
- Timeframe was shared with board members in a timely manner, and approved by the board, we all had the option to make comments.
- MoE and NZSTA what next steps how do we craft those questions. Ask MoE and NZSTA to visit the board
- Two decades and a lot has changed in society.
- Now is the time to make change, make two boards, support each school as they are individual schools not one school.
- Two boards, now is the time for a change. Change is growth and some people fight it hence consultation response. Pray the next board makes the right decision. People have spoken and let's keep the process going. It is time for change, the people have spoken, let's respect that.
- Feels rushed. A lot more work needs to be done.
- We are a great school, I don't think we have had a chance to talk about each school
- The board needs to listen to the community

The board agreed to make contact with the Ministry of Education, New School Trustees association and Catholic Education Office to attend a meeting with the board to discuss options one way or the other. Board secretary is to organize this meeting.

A notice is to be placed into the school newsletters and parish bulletin thanking you for participating and sharing your opinions in regards to the community consultation for a dedicated board of trustees.

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

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. 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	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.

Confirmation of Minutes

Moved Peter Morrison / Celia Costelloe *“that the minutes of the meeting held on 31 May 2022 minutes be confirmed as a true and correct record”*. Carried

Closing Prayer

Fr Mathew closed the meeting with a prayer.
 We wish Fr Mathew safe travels

Meeting closed at 8.35pm

Next Meeting: Tuesday 2 August 2022

5.30pm

Library

Actions Points	Allocated person
Invite MoE, CEO and NZSTA to attend a meeting with the board	Tanya
Health and safety committees are to meet and report back to the 30 August board meeting.	
Attestation - St P's & JPIIS to be signed and sent to CEO CHCH	Ian, Renee and Tanya
A notice is to be placed into the school newsletters and parish bulletin thanking you for participating and sharing your opinions in regards to the community consultation for a dedicated board of trustees.	Tanya