

## MINUTES OF GREYMOOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES HELD IN THE STAFFROOM ON TUESDAY 29 MARCH 2022 AT 5.30PM

### Roll call

#### Proprietors representatives

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

#### Principals

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

#### Parent representatives

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

#### Co-opted representative

Abby Murphy (Co-opted representative)

#### Staff and student representatives

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

#### In attendance

Tanya Whitmore (Board secretary)

### Apologies

Cora Kitchin (Parent representative) & Kylie Bellis (Co-opted representative)

### Welcome and Prayer

Alan Berry welcomed board members to the meeting.

Margaret-Mary opened the meeting with a prayer.

### Curriculum report - How to move forward in the future

Following feedback and a desire to see more incisive and helpful board reports from Learning Area leaders (Heads of Departments) for John Paul II High School, Renée has been in discussion with the secondary principals from top of the South about what they use. Below is what has been useful and successful in other schools and for other boards. The below has been reviewed by the senior leadership team at John Paul II High School and they agreed this will be more useful than the current template. The framework was developed by Linda Tame to help focus the report to what the board of trustees's core business is, student achievement. If the board agrees, then all learning area leaders will report for seven minutes and a maximum of seven slides during the May board meeting. This way you get a genuine understanding of what is happening in each learning area at John Paul II High School, student achievement, challenges, and next steps. It will also help on our journey towards a cross-curricular and integrated approach to teaching and learning in the future. Madeline Campbell is making a matrix to help learning area leaders hone their data. Board members were advised of the above on 3 March (via email) and asked to inform Renée if they agree/disagree with the proposal. Seven board members replied and agreed, and seven board members did not respond. Copy of framework is below:

**2021 JPII Annual Learning Area Reports** As a learning area leader, you have a responsibility to report to the BOT at least annually. The purpose of the report and presentation is to share the 2021 foci, achievements, and challenges for each learning area. The format is designed to enable Learning Area Leaders to hear about other learning areas, and for a combination of reporting and conversations with the SLT and BOT. Reports are due to the Principal by Monday 28 March 2022. These reports must include all subjects in the learning area so TiCs will provide LALs with a detailed report on their subject area. Meetings with LALs and SLT will take place between 3-14 April. The most important part of this report is the thinking you have done to write your comments.

1. Brief overview of 2021 in your learning area
2. Comment briefly on values/hauora/wellbeing/key competencies if you wish

3. *Student Achievement: years 9-10, and each NCEA level.*

*Using available data, comment on:*

- a) *Progress and achievement over the year – what has gone well? What hasn't? Consider gender and Māori and Pasifika students.*
- b) *How are you monitoring students at risk of underachieving (or not achieving)? What interventions did you put in place? How successful were they? Next steps to improve?*
- c) *How are you identifying gifted and talented students? What have you done to support them and how successful have they been? Next steps to improve?*
- d) *Catholic Special Character – what deliberate actions have you taken to incorporate Catholic character into your learning area and how successful were you? Further action needed*

4. *2021 learning area focus or goals*

*Comment on the achievement of your 2021 goals.*

5. *2022 foci*

*What will your learning area focus be in 2022? (Remember that when ERO next comes they will be looking for evidence of Māori students' success as Māori and a shift towards more student centered pedagogy.*

*How will you collaborate with other learning areas, or within your own area, to improve outcomes?*

*How will Catholic character and hauora/well being fit within your learning area?*

**2022 Learning Area Annual Reporting Evening – 31<sup>st</sup> May 2022** *The purpose of the reporting evening to the BOT is to share the 2021 foci, achievements, and challenges for each learning area. The format is designed to enable Learning Area Leaders to hear about other learning areas, and for a combination of reporting and informal conversations with the BOT. Format: Very brief introductions from Renée and LAL presentations. Please note, each LAL has: Only seven minutes and a maximum of seven slides to present their report*

1. *2021 goals and explanation*
2. *2021 NCEA achievement overview*
3. *2021 junior achievement overview*
4. *Priority learner focus 2022 (especially Māori and Pasifika students, learning support, and G&T)*
5. *2022 foci including pedagogy and achievement.*

*There will be a brief question time at the end of the evening.*

Moved Renée Hutchison / Daniel Cresswell *“that the framework as tabled be accepted for curriculum reporting to the board for John Paul II High School”.* Carried

St Patrick's School will be reporting to the board on curriculum areas using the current template and will also present on the same evening as John Paul II High School.

Both Ian and Renée are to advise their learning area leaders that the presentation on all curriculum areas will take place at the start of the next board meeting. Tuesday 31 May in the shared library starting at 5.30pm. All reports are to be given to the board secretary by Tuesday 17 May so they can be shared with board members prior to the meeting. Questions from board members in regard to reports are to be shared with the board secretary prior to the presentations, which in turn will be shared with the principals. Please ensure all questions are with the board secretary by 25 May.

## **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

Discussion was held in regard to student data. Ian shared with the meeting, due to changes in St Patrick's School student management system at the end of 2021 the student data was not transferred to the new student management system, therefore reporting data is only accessible via e-asTTle data on writing. Ian acknowledges there is some work to be done to ensure the trend in data is moving forward. Ian is looking forward to being able to report to the board in future using the new student management system for St Patrick's School.

Covid is starting to creep into St Patrick's School with a total of seven active cases today. Messaging to families to ensure they are kept updated, along with recording number of cases to the Ministry of Education and ensuring staff and informed and reassured are all very important factors in the covid world at school. We have planned for Covid and hybrid learning, but hoping the upcoming school holidays may slow or stop the spread of the virus at school. We have done well to last this long without covid at school. We do have students staying home due to family concerns, hybrid learning planned but not yet implemented.

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

Carried

### **St Patrick's School – Annual Report 2021**

Ian presented the meeting 2021 Annual Report. Copy attached.

Moved Ian Johnson / Abby Murphy *"that the 2021 Annual Report as tabled be accepted"*.

Carried

### **St Patrick's School – Analysis of Variance**

Ian presented to the meeting Analysis of Variance. Copy attached.

Moved Ian Johnson / Jovanie Leones *"that the Analysis of Variance as tabled be accepted"*.

Carried

### **St Patrick's School – Charter 2022**

Ian presented to the meeting The Charter 2022. Copy attached.

Moved Ian Johnson / Marjan Sprock *"that the Charter 2022 as tabled be accepted"*.

Carried

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

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

Ian presented to the board the finance report for February 2022 for St Patrick's School, as well as the budget for 2022 and the 2021 draft annual financial report. There is concern that C Olivier (retired principal) is still listed on the accounts as a credit card holder. The board was advised ASB has been asked to delete C Olivier from the school records. The credit card has been destroyed. This is on-going with the ASB, along with the re-issuing a credit card to the current principal, Ian Johnson.

### **Budget 2022**

Ian presented to the meeting the 2022 budget for St Patrick's School. Budget attached. The 2022 budget has very little room to move, therefore there will be a continued close watch on all spending at St Patrick's School.

Moved Ian Johnson / Miles Roper *"that the 2022 Budget for St Patrick's School as presented to the meeting be accepted"*.

Carried

### **Annual Financial Report (Draft) 2021**

The Annual Financial Report (Draft) 2021 prepared by Solutions and Services was tabled to the board. These accounts have been viewed and approved by both John Paul II High School and St Patrick's School financial committees. These are currently being audited by BDO.

Moved Ian Johnson / Renée Hutchinson *"that the draft 2021 Annual Financial report as tabled be accepted and approved"*.

Carried

### **John Paul II High School – Principal's Report**

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

Staffing vacancies as reported on are expected to be filled in the very near future.

Discussion was held in regard to property and maintenance health and safety issues with the Marist block. This block has very serious issues, including water tightness, holes in soffit, mould and asbestos in the ceilings are an ongoing concern.

Mike Nolan from Catholic Education Office is putting together for all schools a 10 year property plan. In regard to the issue of the mould the suggestion from Mike was to put janola on the mould and or lock up the toilet. The board would like to see any historical reports on the safety of the Marist Block. Is this block fit for purpose, is it safe? Alan sent an email to Mike prior to the board meeting asking Mike the following questions that have arisen from Renée's principal report:

- Marist block has serious issues, including water tightness and holes in soffit, mould and asbestos, an ongoing concern.
- 10 year property plan - when will this be completed
- Standing Orders ;No 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. The board is not aware of these being completed or shared with the board

Renée will make contact with Jody Nichols who is the property advisor for the Ministry of Education in regard to the mould issue and how we should move forward on this. Miles is going to share the name of the company who removed the mould from his work office.

John Paul II High School has been accepted into the Top of the South Community of Practice. This will enable the leadership team to work with other secondary schools and leadership lab to drive improvements at John Paul II High School. Leadership team is provided coaching for leadership.

Website looking great for JPIIHS

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

Finance report for John Paul II High School as shared by Renée.

Renée presented to the board the finance report for February 2022 for John Paul II High School, as well as the budget for 2022 and the 2021 draft annual financial report.

There is a budget shortfall. This shortfall does not include the money allocated for the painting of the Gym. The current state of repair and maintenance of the building was lacking and the priority work of the gym is to upgrade the interior of the facility. Further to the concerns regarding the quotes, the auditor has also highlighted the same concerns in the report that two quotes is an inadequate tender process. The tender process needs to be robust. The board agreed.

The board is to make contact with the Catholic Education Office to ask them to escalate the maintenance, exterior and interior painting of the gym on the Property Plan.

The money allocated in the budget for the exterior painting is to be deferred.

#### **Budget 2022**

Renée presented to the meeting the 2022 budget for John Paul II High School. Budget attached.

Moved Renée Hutchinson / Celia Costelloe "that the 2022 Budget for St Patrick's School as presented to the meeting be accepted". Carried

#### **Annual Financial Report (Draft) 2021**

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Moved Ian Johnson / Renée Hutchinson "that the draft 2021 Annual Financial report as tabled be accepted and approved". Carried

## Special Issue

### **Health and Safety - Gym and Marist Block**

Continued discussion from John Paul II High School financial report and Renée's principal report, the board is aware Mike Nolan from Catholic Education Office is putting together a 10 year property plan and this should be completed in the near future. The bottom line is the board needs more money to maintain the current buildings and currently this is being paid for out of operational funds, which should be spent on students and their learning, not removing mould from toilets.

Renée informed the board the cost to hire the gym and hall has been increased, but this is only a very small portion of income towards the costs e.g., power and cleaner.

The gym is not currently not maintained to a satisfactory level, it looks terrible on the inside and outside. External and internal upgrades are needed. We are aware this will be an on-going issue due to the age of the building.

The board is to extend an invitation to Mike Nolan and his team to present the 10 year property plan to the May board meeting.

Renée is to obtain from the Ministry of Education a copy of the school property guide for John Paul II High School to see what the square footage funded for is.

There has been an issue where a light in the gym fell after a ball was kicked at it. Very lucky this did not kill or seriously hurt a student. The caretaker hired a scissor lift to inspect the lights to find the chains attaching these lights are all handing off what looks like cup hooks. These have been replaced by a more safe option. John Paul II High School has approached the Grey District Council to see if they can obtain a sign off certificate. This is another building issue that the Catholic Education Office needs to be aware of.

### **Summary of Hui - Matauranga Poutini**

Kylie forwarded to the board a copy of the notes of the Matauranga Poutini and Board of Trustees meeting and Renée spoke to the notes and the day. What does this look like, how do we get there, how will we build relationships? Classroom will work within the local history curriculum. This is the first time this took place and was very beneficial. How iwi perceive Maori succeeding as Maori? Iwi capacity to help and how can schools support, were many highlighted areas of discussion. Relationships and working together is the key in moving forward together.

### **Strategic Planning update**

Does the board keep the three focus areas they already have or add a fourth. We want to be specific to our area and commitment to working with local iwi. It is important to get this started and move forward. Many other boards are taking this journey which we can take inspiration from to provide some guidance to ensure we find something fit to purpose. Renée is happy to meet with Peter to put something together to share with the board around suggestions from the Hui as per above.

### **Board elections for 2022**

Copy of board elections timetable is as per below. This was approved by the board at the February board meeting along with appointing Tanya Whitmore as returning officer.

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

How does the board start to plan for transition to a new board?

Moved Alan Berry / Renée Hutchinson “that the meeting move into in-committee at 7.33pm”.

Moved Alan Berry / Peter Morrison “that the meeting move of in-committee at 7.52pm”.

Carried

Moved Alan Berry / Ian Johnson “that the board make contact with NZSTA regarding 2022 elections and board formation”.

Carried

This will be added to the June board meeting agenda for further discussion.

### **Board and Staff function**

Board, Staff and partners are to have a gathering at Monteith’s on Thursday 5 May 2022 starting at 4.30pm. The board will pay for nibbles up to \$350.00 and staff and board members are to purchase their own drinks. Board secretary will book the venue, order food and make payment, as well as extend an invitation to all staff and their partners at St Patrick’s School and John Paul II High School. It is to be noted that the board secretary is away the first week of term two, therefore, Ian and Renée are to remind their staff closer to the event.

### **The Dimensions for the Board’s self-evaluation in 2022 - Christian Witness**

An email has been shared with the board for future development in regard to self evaluation. The special character committee is to access this and report back to the board.

**Official Information Act Request** - Ani O’Brien - <https://theplatform.kiwi> (a media organisation)

All secondary school principals received the below email

*The following is an Official Information Act request. Please pass this on to the relevant parties and the Board of Trustees. Please list any external organisation, group, or individual who has advised, consulted on, provided training, or presented to students on the topics of sexual orientation and gender identity. What was the scope of their involvement? What were they paid, if anything?*

Renée has offered to respond to this for the board.

### **PPTA Promise to new teachers**

Moved Ian Johnson / Renée Hutchinson “that the board sign the PPTA promise to new teachers”

Carried

### **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**

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	Healthcare This is currently the Managing Accidents and Illness topic. First Aid Medicines Accidents and Injuries Health Conditions and Illness

<p>Emergency, Disaster, and Crisis Management No content – content will be added after the review.</p> <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>Infectious Diseases</p> <p>Behaviour Management</p> <p>Bullying and Online Bullying</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

That the minutes of the meeting held on-line 1 March 2022 minutes be confirmed as a true and correct record

#### Closing Prayer

Fr Mathew closed the meeting with a prayer.

Meeting closed at 8.15pm

Next Meeting: Tuesday 31 May 2022  
5.30pm  
Library

**Signed** \_\_\_\_\_

**Chairperson**

**Date** \_\_\_\_\_

Actions Points	Allocated person
Make contact with Jody Nichols, Property Advisor for the Ministry of Education in regard to the mould issue and how we should move forward on this.	Renée
Staff, partners and BoT social gathering - book Monteiths, order food and inform staff Thursday 5 May 4.30pm, nibbles ordered for 5.00pm.	Tanya - completed
Curriculum reports to board secretary by Monday 16 May	Renée & Ian
Curriculum reports to be shared with board members via board secretary on Tuesday 17 May	Tanya
Principal and board reports to be shared with board secretary by Monday 16 May	Renée & Ian
Principal and board reports to be shared with board members via board secretary on Tuesday 17 May	Tanya
Shared document to share thoughts and ideas regarding current board	Tanya

Contact Mike Nolan regarding issues with Marist block	Alan (this was completed prior to the March meeting by Alan)
Miles is going to share the name of the company who removed the mould from his work office.	Miles
To obtain from the Ministry of Education a copy of the school property guide for John Paul II High School to see what the square footage funded for is.	Renée - completed
The board is to extend an invitation to Mike Nolan and his team to present the 10 year property plan to the May board meeting.	Tanya - completed
The board secretary will make contact with NZSTA regarding the process.	Tanya - completed
The Dimensions for the Board's self-evaluation in 2022 - Christian Witness to Miles	Tanya - completed
Renée to respond to OIA	Renée