

MINUTES OF GREYMOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES HELD IN THE STAFFROOM ON TUESDAY 31 MAY 2022 AT 5.30PM

Roll call

Proprietors representatives

Fr Mathew 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),

On-line

Miles Roper (Proprietors representatives), Daniel Cresswell (JPIIHS student representative)

In attendance

Tanya Whitmore (Board secretary)

Apologies

Margaret-Mary Wallace (Proprietors representatives), Cora Kitchin (Parent representative) & Kylie Bellis (Co-opted representative)

Welcome and Prayer

Alan Berry welcomed board members to the meeting.

Fr Mathew opened the meeting with a prayer.

Curriculum report - How to move forward in the future

Discussion was held in regard to the curriculum reports which were presented to the board last week. Sixteen reports, eight from each school were presented on the same evening. Both schools are asked for feedback to the board. John Paul II High School teachers felt it was a long evening and that they did not gain any knowledge from the primary school presentations. St Patrick's School teachers felt it was a long evening. They suggested in future this is a smaller group reporting and that board members are introduced. It was also suggested questions were made available prior to the presentations so staff members could prepare adequately and have supporting documentation. Anxiety levels were increased prior to the presentation evening, which led to unnecessary stress on teachers. Primary teachers are not head of departments or specialist teachers. Primary teachers teach all subjects at different age levels. The structure of the presentations highlighted to the board and both schools that both schools are very different in their way of teaching and learning. In going forward the meeting asked board members and both principals to come up with a plan based on the feedback received from staff. This has highlighted to the board how some teachers view the board, which is disappointing as we do not want our teachers to be fearful of the board. The board acknowledges how this would be nerve racking for some teachers, standing up in front of a large group of your peers in the same profession would be a bit daunting.

Renee and Ian are to summarise next steps from each report for the board.

Moved Alan Berry / Abby Murphy *"that the board write letters of thanks and acknowledgement to all teachers who presented a curriculum report, also to ask them for their feedback and suggestions"*. Carried

Principal's Report and Finance Reports

John Paul II High School – Principal's Report

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

Jasmine Fitzgerald appointed at Careers, Trades & Getaway co-ordinator. Renee would like to acknowledge the extra work Madeline Campbell has undertaken for careers, trades and gateway and she would like to arrange some form of compensation for this to Madeline Campbell. Renee will bring back to the board a proposal for this.

The network take over by New Era during term one has gone smoothly. With the exception to the N4L internet issues. This has left parts of the school with very little or no internet connections. There was a lightning strike that took out a switchboard causing issues for the alarms.

Photos of the mould infestation in the Marist block were sent to TechClean in Christchurch with a quote for both treatment and remediation provided. The board is very concerned about the mould. Miles suggested mould testing needs to be completed to confirm what type of mould we are dealing with.

Renee is to get the mould evaluated and tested as soon as possible. Then report back to the board and Catholic Education Office. Once this is completed then the board can move forward with the outcomes and put a plan in place to remedy.

Alan Wilson from Emergency Management Consulting has been engaged to review emergency procedures. Renee advised the board the John Paul II High School alarms are not currently fit for purpose. Cobolt (diocese contract holders) are coming to survey re: upgrade. It is to be noted the gym, hall and J block are not being monitored by an alarm company. A spider set off a sensor in the fire alarm resulting in the dispatch of two fire appliances on 20 May 2022. There are weekly issues, including a fire alarm setting off the lockdown alarm for St Patrick's School. Mike Nolan has been contacted by Renee. Another fire alarm relating to faulty sensors evacuated the school 26 May resulting in the dispatch of two fire appliances.

Vandalism in student toilets is ongoing. Renee is looking into security cameras for the school as a deterrent

Moved Renée Hutchinson / Peter Morrison *"that the principal report for John Paul II High School as presented to the meeting be accepted"*. Carried

John Paul II High School - Finance report

No report presented. Finance report for March, April and May will be presented at the June board meeting.

JPIHS Annual Plan 2022-2023

Renee presented to the meeting 2022-2023 Draft Annual Plan. Copy attached.

This plan is yet to be shared with the staff at John Paul II High School. Consultation with Ngati Waewae begins regarding the development of John Paul II High School values. Two staff only days in August and September have been planned for this. The board has been asked to view the draft annual plan 2022-2023 for further discussion at the June board meeting.

John Paul II High School – Analysis of Variance

This is planned to be presented to the June board meeting. Board secretary is to forward Renee the 2021 report for this.

St Patrick's School – Principals Report

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

Ian presented to the meeting in his report data from term one showing the progress of students within mathematics, reading comprehension and writing using PATs (The Progressive Achievement Tests (PATs) assess students' Mathematics, Listening Comprehension, Punctuation and Grammar, Reading Comprehension, and Reading Vocabulary. PATs are a series of standardised tests developed specifically for use in New Zealand schools.

A lockdown alarm was triggered by a smoke alarm at John Paul II High School on Friday 6 May 2022. The alert resulted in a 15 minute lockdown for the students and staff at St Patrick's School. St Patrick's followed the established procedure. All families were contacted via email to explain what had occurred as a number of children were upset by the length of the alarm ringing. We have contacted the alarm provider to establish why lockdown

was triggered for St Patrick's when JP II's fire alarm triggered. Abby asked about classroom doors being locked during break times at St Patrick's School. Teachers are expected to carry their classroom keys with them at all times. It is to be noted during a lockdown alarm students are to go to the nearest door, they are not to run to their own classrooms. As we want them inside immediately when the alarm is triggered, drill or not.

Ian explained to the meeting the 'Code' which is a systematic approach for teaching spelling across the school from Year 1 - Year 8. It includes the Phonological Assessment Screening Tool, a Scope and Sequence, Word Checks to place students on appropriate Year Groups, Progressions for each year level with lists that have an explanation/definition to support Explicit Teaching, a Lesson Sequence and supporting activities.

Moved Ian Johnson / Abby Murphy "that the principal's 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.

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

Carried

Special Issue

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 at the June board meeting.

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

Moved Alan Berry / Celia Costelloe "that the 2022 elections be both electronic and paper based".

Carried

Diocesan Secondary school attendance dues 2023

Board has received a letter from Catholic Education Office, Archbishop Paul Martin SM, advising of 2023 charges for secondary students. Tanya to provide a copy of letter to Renee

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.

Discussion of Combined Board / Dedicated Board options

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

Carried

Moved Alan Berry / Peter Morrison "that the meeting move of in-committee at 8.42pm".

Carried

Moved Alan Berry / Renee Hutchinson "that the board go to community consultation for a dedicated board for St Patrick's School and John Paul II High School".

Carried

Moved Alan Berry / Ian Johnson "that the board make contact with NZSTA for guidance for community consultation for a dedication board for both schools in regard to consultation".

Carried

10 Year Property plan - St Patrick's School and 10 Year Property plan - John Paul II High School

This is to be deferred to the June meeting to enable information regarding this to be confirmed in the way of funding.

Facilities hire

Gym users are opening fire doors and not closing them again, which is causing call outs from the Police. This has been on-going. There is going to be a charge in the future of \$300 to any users if there is a call out. This charge is to cover the costs at John Paul II High School. There will also be charging users for cleaning if there is more than basic cleaning required after hireage. Security cameras are to be looked into for installation in the hall and gym.

JPIIHS school ball

The board has received a letter from the John Paul II High School ball committee inviting the board to the 2022 school ball. This is being held at Shantytown on Saturday 2 July.

Love me not programme for JPIIHS

Love me not programme for John Paul II High School students will take place in the very near future. This is a programme as per below:

Young people are on an educative journey to having great relationships. Part of learning is avoiding making mistakes. Some mistakes in relationships may be regretted and some may have a long-term negative impact on a person's life. Education about relationships involves:

- *identifying and aspiring to great relationships*
- *recognising when things aren't going right*
- *identifying societal mores that perpetuate abusive behaviours in relationships*
- *understanding the law in relation to sexual consent*
- *having the skills and strategies to deal with negative, unhealthy and abusive behaviours in relationships as any combination of perpetrator, victim or bystander.*

Relationship abuse is a pattern of abusive and coercive behaviours inflicted by a person who wants power and control over another person. Over time abuse in relationships tends to escalate and erodes the victim's confidence to such a degree that getting help and/or getting out can be difficult and dangerous. Abuse in relationships and sexual assault occurs in all communities, regardless of their ethnic, socio-economic, geographic, or religious make-up.

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 29 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 28 June 2022
5.30pm
Library

Signed _____

Presiding board member

Date _____

Actions Points	Allocated person
Renee is to get the mould evaluated and tested as soon as possible	Renee
Tanya to forward 2021 reports to Renee - Analysis of Variance	Tanya
Renee and Ian are to summarise next steps from each report for the board.	Renee/Ian
Forward Diocesan Secondary school attendance dues 2023 letter to Renee	Tanya
Forward Annual Attestation form to Ian and Renee	Tanya
Funding for 10 year property plan	Renee / Ian
School ball letter	Tanya
Letters of thanks to teachers HID	
NZSTA - re community consultation	Tanya / Alan