

MINUTES OF GREYMOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES HELD IN THE STAFFROOM ON TUESDAY 29 NOVEMBER 2022 AT 5.30PM

Roll call

Proprietors representatives

Fr Mathew (arrived 6.15pm), Miles Roper (arrived 6.00pm) 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) Celia Costelloe (staff representative JPIIHS) and Ciaran Thow (JPIIHS student representative)

In attendance

Tanya Whitmore (Board secretary)

Apologies

Anthony Whitcombe

Welcome and Prayer

Alan Berry welcomed board members to the meeting. The meeting opened with a group prayer.

Principal and Finance report

John Paul II High School - Principal report

Renée Hutchinson tabled her principal report to the meeting. See attached report

Moved Renée Hutchinson / Blair Shrimpton *"that the principal's report as tabled for John Paul II High School be accepted"*. Carried

John Paul II High School - Finance report

The 'Friends of JPIIHS' (like a PTA) bank account is being closed and funds will be redirected to school. See JPIIHS financial report for further details.

Moved Renée Hutchinson / Blair Shrimpton *"that the finance report as tabled is accepted"*. Carried

St Patrick's School – Principals Report

Ian Johnson presented his principal report to the meeting. There have been three suspension meetings during term four. Ian greatly appreciated the board's support of the suspension meetings held over the past three weeks.

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

No report tabled.

Attendance dues for Board members

Board members will be paid their attendance dues before 20 December 2022 for board meetings. \$55.00 per meeting to board members and \$75.00 to the Presiding board member per board meeting

Special Issue

Principal Appraisal - John Paul II High School & St Patrick's School

Both Renee Hutchison and Ian Johnson were asked to leave the meeting while the board reviewed their Principal Performance Agreement and Appraisal. This was at the time of 6.30pm

Principal Appraisal - John Paul II High School

Neil Wilkinson has undertaken a Principal Performance Agreement and Appraisal for the board on Renee Hutchinson, Principal of John Paul II High School. The executive summary was shared with the board.

Neil provided a mid year progress review and a final visit review. The board discussed this report. Neil assures the board that they are to be confident in Renee's ability to obtain the outcomes the board would like to see in the future.

Neil is to be appointed as Renee's appraiser for 2023.

Principal Appraisal - St Patrick's School

Maureen Kerr has undertaken a Principal Performance Agreement and Appraisal for the board on Ian Johnson. Maureen assures the board that they are to be confident in Ian's ability to obtain the outcomes the board would like to see in the future.

Maureen is retiring at the end of 2022. The board held a discussion on the new direction of the professional growth cycle for primary schools. As this is new, the board would like further information on this direction. The board understands there are other primary schools on the West Coast undertaking this direction and it would be a good idea to work together. Ian is to provide the board with extra information regarding this for 2023, so that the board can make a decision at their first board meeting for 2023.

Both Ian and Renee were invited to speak to their appraisal.

Paid Union meeting JPIIHS

The staff at John Paul II High School, who are union members for PPTA will be released from school to attend a PPTA union meeting on Friday 2 December 1.50pm to 3.50pm

Discussion of Combined Board

The board has sent Bishop Michael a letter regarding two dedicated boards.

School Chapel

The board has sent Bishop Michael a letter regarding a school chapel.

John Paul II High School - Director of Religious Studies

A board appointments sub committee has been formed for the position of Director of Religious Studies for John Paul II High School. Thank you to Fr Mathew, Miles Roper, Kylie Bellis, Renée Hutchinson and Celia Costelloe. An external advisor is to be appointed to this committee. Renée to inform the board of suggestions for this. This position is to be advertised for a term two, 2023 start. Abina has resigned effective at the end of the school year 2022. This has changed from the end of term two 2023.

Marist Block

Renee advised the meeting this building is not fit for purpose. A mold assessment has been carried out and the report has been shared with the board. This is a health and safety issue. The board has suggested to Renee there is a need to shut off areas immediately that have mold in them, especially the red and orange areas as outlined in the report until further notice. Renee and the property committee for John Paul II High School are to talk to Lewis (from Opus) and Malcolm on Monday (when they visit on site) in relation to the report. After the meeting Renee is to update the board.

2023 Calendar

Plan for 2023 is to continue board meetings on Tuesday evenings. Board secretary will share dates and calendar of events in the near future.

Student achievement plan for 2023

Discussion was held in regard to student achievement presentations to the board. The meeting agreed to have both schools at separate meetings. This is to be worked into the 2023 calendar, with St Patrick's School taking the first meeting and then John Paul II High School

Suspension committee report - St Patrick's School

Ian advised the meeting that St Patrick's School held three suspension meetings for three students at St Patrick's School.

Moved Alan Berry / Kim Hines *"that the meeting moved into in-committee at 7.30pm"*. Carried

Moved Alan Berry / Anthony Whitcombe *"that the meeting moved out of in-committee at 7.40pm"*. Carried

Moved Alan Berry / Angela Sweetman *"that the board continue to support students to attend school in a way that is safe for them and for the rest of the school"*. Carried

Complaint Committee report

The complaint committee reported to the board in relation to two staffing complaints

Moved Alan Berry / Miles Roper *"that the meeting moved into in-committee at 7.40pm"*. Carried

Moved Alan Berry / Anthony Whitcombe *"that the meeting moved out of in-committee at 8.00pm"*. Carried

Moved Alan Berry / Miles Roper *"that the sub committee continue to investigate these matters"*. Carried

Bullying complaint

The board has received a letter of complaint in relation to a bullying issue at John Paul II High School.

Moved Alan Berry / Kim Hines *"that the meeting moved into in-committee at 8.00pm"*. Carried

Moved Alan Berry / Anthony Whitcombe *"that the meeting moved out of in-committee at 8.10pm"*. Carried

Moved Alan Berry / Blair Shrimpton *"that a letter be sent to the complainant, informing this issue has been resolved"*. Carried

Exit interview

Fr Mathew and Alan Berry will hold an exit interview with Mrs Donna Ellis.

Sub committee reports

Sub committees as per below

Property committee St Patrick's School	Property committee John Paul II High School
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	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

Finance committee St Patrick's School	Finance committee John Paul II High School
Principal - Ian Johnson Presiding board member - Alan Berry Staff & board representative - Kim Hines Board members: Blair Shrimpton and Kathryn Ruddle Staff member - Tanya Whitmore	Principal - Renée Hutchinson Presiding board member - Alan Berry Staff & board representative - Celia Costelloe, Blair Shrimpton and Kathryn Ruddle 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 - Kim Hines Board representatives - Abby Murphy Proprietors representative - Fr Mathew	Principal - Renée Hutchinson Presiding board member - Alan Berry Staff representative - Celia Costelloe Board representative - Marjan Sprock & Abby Murphy Proprietors representative - Fr Mathew

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 - Jovani Leones Proprietors representatives Fr Mathew, Miles Roper, Angela Sweetman, Anthony Whitcombe	Principal - Renée Hutchinson Presiding board member - Alan Berry Director of Religious studies - Abina Pope Proprietors representatives Fr Mathew, Miles Roper, Angela Sweetman, Anthony Whitcombe

Special Character committee report

Committee is working towards a focus and to set up a timetable.

Strategic Planning committee report

Addition of culture of the Treaty of Waitangi has been included into the strategic plan for both schools.

Health and Safety committee report

Nothing to report.

Property committee report

Meeting to be held on Monday 5 December with Opus and Malcom for both schools as a walk around. Property committees are invited to attend.

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	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 1	Term 2
Disaster Management Consider reviewing the subtopics. Crisis Management COVID-19 Information	
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.

As per SchoolDocs self review - template

Correspondence

Moved Alan Berry / Ian Johnson *“that the inwards correspondence be accepted and outwards be approved”*.
Carried

Confirmation of Minutes

Moved Alan Berry / Abby Murphy *“that the minutes of the October 2022 meeting held on 1 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 7.45pm

Next Meeting:	Tuesday 14 February NZSTA board training 5.30pm Library/Staffroom	Tuesday 21 February 2023 Board meeting 5.30pm Library/Staffroom	Tuesday 28 February 2023 CEO presentation to Board 5.30pm Library/Staffroom
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Actions Points	Allocated person
Professional Growth / Principal appraisal	Ian Johnson
Set up mediation	Board Secretary and Renee
that a letter be sent to Mrs Gordon Burns, informing her this issue has been resolved”.	Board secretary/Presiding board member
Property walk around with Malcom and Lewis	

