

**MINUTES OF GREYMOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES HELD IN THE STAFFROOM ON TUESDAY 1 NOVEMBER 2022 (OCTOBER BOT MEETING) AT 5.30PM**

**Roll call**

Proprietors representatives

Fr Mathew (arrived 6.15pm), Anthony Whitcombe, Miles Roper, 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) 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) and Ciaran Thow (JPIIHS student representative)

In attendance

Tanya Whitmore (Board secretary),

**Apologies**

Marjan Sprock (Parent rep JPIIHS and deputy presiding board member) and Celia Costelloe (staff representative JPIIHS)

**Welcome and Prayer**

Alan Berry welcomed board members to the meeting, especially our new board member, Angela Sweetman. Ian opened the meeting with a prayer. Board members introduced themselves to the meeting.

**Principal and Finance report**

Renée expressed concern to the board that there needs to be better communication and consultation between schools and the Catholic Education Office in relation to work being undertaken. The board appreciates the work Mike Nolan and the team at Catholic Education Office undertake. For example knowing what jobs are to take place, when builders are going to be on site etc. Reviewing the property plan, and a need to understand the 10 year property plan Mike has in place for the buildings especially in relation to the Marist Block. Toilet upgrade in the hall is currently underway. The expectation is these will be completed prior to the NCEA exams. If not then, this project will need to go on hold until NCEA exams are completed.

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

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

No finance report was presented to the meeting. This will be presented at the November board meeting. Blair Shrimpton and Kathryn Ruddle have offered their expertise to assist with the finance committee at John Paul II High School. Reports from August to November are to be presented at the next board meeting.

**St Patrick's School – Principals Report**

Principal's report for St Patrick's School as shared by Ian Johnson. PB4L is working well at St Patrick's School. Attendance is on the upward trend due to winter illness and covid easing. Our school choir with Ivory Racho attended Jubilate at St Patrick's School with Ken Joblin. This was a wonderful experience for our school choir and a big thanks to Ivory for working with the choir. St Patrick's School has been successful in obtaining ORS funding for a student. This is a great result as we have been trying for the last five years to obtain extra help for this student.

There is currently a cohort of senior students causing some concern with their behaviour at St Patrick's School. One young senior student is currently being positive and moving forward with their behaviour, however this is not the case for others. Their behaviour is not acceptable. Ian and senior management are working with these

students and their families. It is disappointing as their behaviour is disrupting other students from learning. One student caused the school to go into a partial lockdown, which was communicated to the school community after the event.

This is impacting students and staff. Health and well being of staff is being monitored. We celebrated a well-being week where we had a meeting free week. Support staff and students surprised teachers with a celebration to celebrate 'Word Teacher Day'. Student council organised cards and video presentations of all teachers. Support staff and Ian put on a morning tea and coffee as part of the celebrations.

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

Carried

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

Ian presented to the board the finance report for August and September 2022 for St Patrick's School. The Ministry of Education donation scheme has been hugely successful for St Patrick's School. We have been able to participate in many extra curricular activities which have been hugely beneficial to our students. We are on track to finish the year within budget, both financially and staffing.

Moved Ian Johnson / Anthony Whitcombe *" that the finance report as tabled be accepted"*.

Carried

### **Special Issue**

#### **Discussion of Combined Board / Dedicated Board options**

Alan read to the meeting the motion the previous board in August 2022 approved in relation to the dedicated board. Moved Alan Berry / Ian Johnson *"that this board makes a recommendation to the new board to start the process to move towards becoming a dedicated board (separate boards) for both schools and start the process of next steps"*.

Carried

Discussion was held with the new board in regard to a dedicated board or to remain status quo. Positives and negatives of both outcomes were discussed by board members. At the completion of discussion the below motion was tabled. The meeting accepted the below motion and voted on the below motion. A paper vote was undertaken. Votes were counted in front of board members by the board secretary. Result was a majority vote in favour of the motion.

Moved Alan Berry / Ian Johnson *"that the board enter into consultation with Bishop Michael regarding becoming a dedicated board for both schools"*.

Carried

#### **Letters received to the board**

The board has received a letter of complaint in relation to a bullying issue at John Paul II High School. Alan advised the meeting of correspondence between Diane Gordon Burns and the board. Alan met with Mrs Gordon Burns at her place of resident. Alan was able to reassure Mrs Gordon Burns that her issue has been resolved. Mrs Gordon Burns was happy with the outcome and the visit from our Presiding board member.

Moved Anthony Whitcombe / Abby Murphy *"that a letter be sent to Mrs Gordon Burns, informing her this issue has been resolved"*.

Carried

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

Carried

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

Carried

Moved Alan Berry / Anthony Whitcomber *"that a sub committee be formed to deal with letters received to the board"*.

Carried

#### **Staff well being survey - NZCER**

The NZCER survey 'Teaching, School and Leadership Practices survey' has been undertaken by the staff of both schools. The Teaching, School, and Leadership Practices survey is a self-review tool for principals to gather useful information about three key aspects of practice and leadership that underpin effective teaching and learning, in the current New Zealand context. This survey tool covers three aspects of practice and leadership. Both Ian and Renée have agreed the NZCER survey is a good option, and welcome the survey. Board secretary organised the survey and shared it with the principals. The Presiding Board member has been advised the results of this survey are not to be shared with the board. This survey is a management survey, therefore senior management at both

schools will have access to the results, not the board. The meeting has been advised that the presiding board member and the appraiser for both schools (Neil Wilkinson and Maureen Kerr) have seen the results, and both principals are aware of this.

#### **Marist block**

Marist block at John Paul II High School was visited by the property committee. We are waiting for the mould testing results. We are hopeful this report will be tabled at the next board meeting.

#### **Gym power account**

Discussion was held in regard to the gym power account received to the board from the Grey District Council. The Board secretary has requested from Grey District Council further information. This is yet to be received. Kathryn Ruddle has offered to look into this for the board.

#### **Fence updated**

Fencing is causing an issue for St Patrick's School as we have a student who has been running away from school. The student is able to do this due to being able to leave St Patrick's School grounds via John Paul II High School. Ian and Renée together with Catholic Education Office have been working together to rectify how to secure this area for all students. There is going to be a fence upgrade at John Pau II High School, this way St Patrick's School students will not have to leave the area.

#### **St Patrick's School appointments 2023**

St Patrick's School has appointed two teachers for 2023 as advertised in the Education Gazette. Mr Gordon Bain has been appointed as a fixed term teacher for 2023 based on current roll growth, and not being able to appoint a tagged teacher. Ms Yolandi Knoesen has been appointed as a permanent non tagged staff member.

#### **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. Board secretary is to share with Renée the appointment package last used for reference.

### **Sub committee reports**

Sub committees with the new board were formed as per below

<b>Property committee St Patrick's School</b>	<b>Property committee John Paul II High School</b>
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

<b>Finance committee St Patrick's School</b>	<b>Finance committee John Paul II High School</b>
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

<b>Health &amp; Safety committee St Patrick's School</b>	<b>Health &amp; Safety committee John Paul II High School</b>
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

<b>Special Character committee St Patrick's School</b>	<b>Special Character committee John Paul II High School</b>
Principal - Ian Johnson Presiding board member - Alan Berry Director of Religious studies - Jovanie 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.

### **School Chapel**

St Patrick's School is attending Mass at St Patrick's Church weekly and have been doing this during term three and term four as a trial. This is to ensure all our students become familiar with St Patrick's Church, not only at the weekend's with their parents. Some of our students only get to visit our Church with school as sadly some families do not attend Mass at the weekend. We feel strongly that we want our students to have this opportunity. Although celebrating Mass in the hall fits a purpose, Mass at Church is where we would like our students to celebrate more. We are wanting to work towards getting our students to attend Mass/Church on a regular basis with their families. We feel this is a positive step. Fr Mathew supports the children attending Mass as this is wonderful for the parishioners to engage with the school students. However, this is a great cost to our school as we transport our students to Mass/Church by bus. Fr Mathew spoke to the meeting in regard to the school having their own chapel. The meeting agreed this would be a wonderful opportunity. Bishop Paul's vision was for all schools to have their own chapel.

Moved Anthony Whitcombe / Angela Sweetman *"that the board write to Bishop Michael to ask him for a shared chapel to be on site at John Paul II High School and St Patrick's School"*. Carried

Moved Alan Berry / Ian Johnson *"that the board write to Bishop Michael to ask him for funding for buses to transport students to church for St Patrick's School"*. Carried

### **Strategic Planning committee report**

Addition of culture of the Treaty of Waitangi to be included into the strategic plan for both schools. Renée and Ian to forward to Tanya their updates to be included.

### **Health and Safety committee report**

Committees newly formed. Meeting to be reported on in November.

### **Property committee report**

St Patrick's School property committee report to the board meeting is attached. Main concern is Our current heating system is causing issues with our power supply. We are maxed out with the input of power required when the heaters are being used. The power supply has been spread evenly over three fuses. As a result of this we are in the process of obtaining quotes to install heat pumps into all areas of St Patrick's School, excluding the office areas. The recommendation from the electrician and heat pump installer is not to remove the existing ceiling hung heaters, as if there was ever an issue with the heat pumps in time to come we would still be able to heat the classrooms. We would be able to lock out the ceiling heaters until an issue arose, then we would be able to switch them back on. We have made contact with Mike Nolan in relation to the new hot water cylinder for the student

toilets not being in a safe condition for students, as this is currently in the sports shed with no protection. Opus and Mike have actioned this and TWB Builders are going to be on site to fit a cage around the unit.

Moved Ian Johnson / Alan Berry *“that the St Patrick’s School Property committee report as tabled be accepted”*

Carried

John Paul II High School property committee had a walk around and through the school. James Murphy has provided the committee and the board with a report. (This will be tabled at the next meeting).

**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

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. 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.

As per SchoolDocs self review - template

## Correspondence

A letter received from Justin Cook requesting to share with the board on his recent experience of, and his research into, gender and sexuality issues taught in schools. Alan sought advice from Catholic Education Office education team in relation to this. They advised the following be sent to Justin and that his letter be tabled to the board meeting during the correspondence part of the meeting.

*Thank you for your email Justin. We cannot accommodate you at our November meeting as our agenda is full. As you will be aware John Paul II High school must teach the key area of learning, Relationship and Sexuality Education, which is part of the Health and Physical Education curriculum.*

*Our school plans this programme using the following resources as our guide:*

*[Wonderfully Made in God's Image](#) (NZCBC, 2021) and*

*[Aroha and Diversity in Catholic Schools](#) (NZCBC, 2022)*

*In addition, staff who teach the key area of learning, Relationship and Sexuality Education, also participate in the teacher professional development course, Having Life to the Full (John 10:10) facilitated by personnel from the Catholic Education Office. The Board of Trustees consults with the community every two years on our draft Relationships and Sexuality programme. At that time, you will be able to have input into the draft programme and feedback aspects of your research that you find relevant. You are also welcome to send a copy of our research findings to the Board and it will be read as part of our correspondence.*

Justin Cook research was tabled to the meeting.

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 meeting held on 30 August 2022 minutes be confirmed as a true and correct record"*.

Carried

Moved Alan Berry / Miles Roper *"that the minutes of the meeting held on 27 September 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 8.35pm

Next Meeting: Tuesday 29 November 2022

5.30pm

Library

Actions Points	Allocated person
Civic Centre correspondence to be shared with Kathryn Ruddle	Board secretary
Renée and Ian to forward to Tanya their updates to be included for Strategic plan in relation to Treaty of Waitangi	Ian / Renée
board write to Bishop Michael to ask him for funding for buses to transport students to church for St Patrick's School	Board secretary/Presiding board member
board write to Bishop Michael to ask him for a shared chapel to be on site at John Paul II High School and St Patrick's School	Board secretary/Presiding board member
that a letter be sent to Mrs Gordon Burns, informing her this issue has been resolved".	Board secretary/Presiding board member
JPIIHS - James Murphy report be forward to BoT members	Board secretary
sub committee meet and documents shared	Board secretary
St P's property committee report be shared to BoT members	Board secretary