

MINUTES OF GREYMOOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES HELD IN THE STAFFROOM ON TUESDAY 27 JUNE 2023 AT 5.30PM

Roll call

Proprietors representatives

Anthony Whitcombe 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 member), Marjan Sprock (deputy presiding board member), 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), Ciaran Thow (JPIIHS student representative)

In attendance

Tanya Whitmore (Board secretary)

Apologies

Fr Mathew and Miles Roper

Welcome and Prayer

Alan Berry welcomed board members to the meeting. The meeting opened with a prayer led by Renée.

Principal and Finance report

John Paul II High School - Principal report

Renée presented to the meeting her board report. Discussion was held in relation to enrolment, especially around the preference and non preference requirements for students. Fortnightly reports being received positively for the students. Four students have been stood down for two days. Students who have less than 70% of attendance are being referred to the Mawhera attendance and engagement officer.

Moved Renée Hutchinson / Celia Costelloe *"that the principal report for John Paul II High School as tabled be accepted by the board"*. Carried

John Paul II High School - Sydney study trip

Renée shared her report to the board. Report attached.

John Paul II High School - Finance report

No finance report tabled as the meeting has been rescheduled.

Greymouth Catholic Schools' Annual Report 2022

After reviewing the annual accounts, Kathryn and Blair brought to the meetings attention reporting issues around the notes for the accounts. As well as the concern in relation to the analysis of variance reporting for St Patrick's School containing many abbreviations and initials for staff members, without a glossary, as well as the accounts being out of order in relation to pages. Another concern was the lack of detail in the John Paul II High School compliance with the Education and Training Act 2020 requirements to be a good employer for the year ended 31 December 2022 document. After concerns were raised the following actions points are to be taken

- Board secretary to make contact with BDO in relation to the notes
- Ian is remove the abbreviations from St Patrick's School analysis of variance reporting and resubmit to board secretary
- Renée is to complete the good employer report and find out how the draft report was submitted in error. Then this is to be submitted to board secretary
- Board secretary after receiving above documents is resubmit to BDO

For future reference, these documents need to be checked by both finance committees and principals prior to signing and submitting.

Kathryn and Blair had a meeting with Solution and Services who are the accountants for both schools. This has enlightened as to how the structure of reporting is undertaken and better understanding of operational systems for the school.

St Patrick's School - Principal report

Ian presented to the meeting his report. Jovanie has returned to school after bereavement leave. Mid term data is tracking well. There has been one student stand down.

Moved Ian Johnson / Angela Sweetman *"that the principal report for St Patrick's School as tabled be accepted by the board"*. Carried

St Patrick's School Finance report

Ian presented to the meeting a finance report for May 2023. Thank you to Blair and Kathryn for their time and expertise. The Ipad lease is currently being reviewed for Year 0 - Year 3 students. Structure literacy has changed why and how the ipads are used in the classroom. More hands on teaching with the Ipads no longer supporting learning. Reinvest monies to teacher aides.

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

Carried

Special Issue

Marist Block

The walls of the Marist block have been washed both inside and outside.

Climbing wall - Gym

Meeting with the climbing wall trust and polytech has been rescheduled. Board secretary and principal of John Paul II High High School are to try and find historical documents in relation to purchase of civic centre and memorandum of understandings between users of the civic centre at the time of purchase in 2018/2019. Board secretary is to make contact with Mike Nolan to see if he has any documents that would be helpful to us. The board needs to know the responsibilities towards the building and those who use the building. Discussion was held in regard to a name for the old civic centre, now known as the 'Gym'. 'All Saints' was a suggestion. Renne to make contact with Ngati Wai Wai in regard to the name of gym

Strike action - PPTA and NZEI

Primary school teachers, NZEI, have accepted the offer. Primary principal's offer is to be voted on this week. Secondary schools, PPTA, strike action has been paused and currently at arbitration

Principal appraisal - St Patrick's School

Bernie Leonard from Evaluations Associates has been appointed as Ian's appraiser. They held their first meeting last week. Goal is to increase students' achievement in reading, and special character is to be developed through the new curriculum. Personal development is to investigate options towards leadership as Ian is coming to a close on his first three years as a principal.

Principal appraisal - John Paul II High School

Neil Wilkinson provided to the board a summary on Renée's mid year appraisal.

Ian Johnson left the meeting while Renée's appraisal was discussed with the board

Moved Alan Berry / Anthony Whitcombe *"that the meeting move into in-committee at 6.35pm"*.

Carried

Moved Alan Berry / Kim Hines *"that the meeting move out of in-committee at 6.50pm"*

Carried

Moved Alan Berry / Angela Sweetman *"that the meeting accept the interim principal appraisal report for Renée Hutchinson, Principal of John Paul II High School"*.

Carried

Ian re-entered the meeting at 6.50pm

Dedicated board

We are seeking guidance from NZSTA, with the hope to be able to provide an update at the next board meeting.

JPIHS curriculum evening

Tuesday 25 July 2023 @ 5.15pm nibbles and 5.30pm start in the library. Curriculum reports to the board secretary by Thursday 29 June 2023. Board secretary to organize catering for this. John Paul II are to set the library up for the presentation. Questions are to be given to the board secretary prior to the curriculum evening and these are to be shared with the head of department so they can have the answers ready.

Well being survey

We have sought advice from NZSTA in relation to a well being survey. Lisa Dunn from NZSTA has suggested to the board that we use an external provider who conducts a survey on our behalf as a part of a wider community/school consultation process. The provider's independence would provide confidence that comments would be unidentifiable and confidential. NZSTA would provide funding via a GSP (Governance Support Plan), so there would be no cost to our schools or board. Questions would also be customised to canvas any specific areas of interest for future planning as well as being open enough for respondents to express thoughts, ideas and opinions that might not otherwise come forward. There would also be an extra part for teachers in relation to wellbeing. Any results would become the foundation of your Strategic Plan and following annual plans. A draft of this will be presented at the next board meeting.

Community consultation re JPIHS head students

This is underway and will be in place for the start of term three.

Sub committee reports

Complaint committee report

No board complaints have been received.

Special Character committee report

Anthony tabled Miles report to the meeting

Strategic Planning committee report

Board's strategic plan for three years is nearing the end. Under the new NELPS the board is to look at their strategic plan. The overall arches of the plan cover both schools. John Paul II High School is looking at a 'Pathways' approach. This is to be discussed after the survey is completed.

Health and Safety committee report

Health and Safety - St Patrick's School

A meeting was held in conjunction with the property committee as the committee is the same people. Members of the committee had a walk around St Patrick's School, highlighting the positives and negatives, areas of need and areas of celebration. The committee reviewed the hazard management register, ten year property plan, monthly and termly property reports.

Health and Safety - John Paul II High School

A meeting was held in conjunction with the property committee as the committee is the same people. Discussion was held in relation to the Alpine Club/Climbing Wall and Civic Centre (Gym). Marist block has had the insides cleaned. Access to Marist block remains a problem with a few staff with mobility issues and students with mobility impairing injuries.

Property committee report

Blair, Kathryn and Abby spoke to the meeting about a Memorandum of Understanding in relation to the hall, gym and other shared areas. Historical agreements, who maintains what, who pays for what, usage and booking of areas. Both property committees are to work on this. Question was asked as to why CSC netball is being charged for the Civic Centre as they are solely a school team. Renée is going to look into this.

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

SchoolDocs policies to be updated / reviewed

Board members are reminded to take note of the following reviews on SchoolDocs as shared to all board members and below. Principals are to confirm in their report to the board which policies have been reviewed..

Term 1	Term 2
Student Attendance Enrolment Privacy (board) Official Information Requests (board) Uniform / Dress Code Boarding House Policies	EOTC Planning and Review EOTC Risk Management EOTC Coordinator EOTC External Providers EOTC Staff Competence EOTC Event Categories EOTC Communicating with Parents
Term 3	Term 4
Inclusive Education (board) Māori Educational Success (board) Learning Support Coordination Identify Learning Support Gifted Learners	Student Achievement Information (primary) Student Assessment and Achievement (secondary) Home Learning Distance Learning Religious Instruction / Religious Education (board) Religious Observances (board) Health Education (board)

As per SchoolDocs self review - template

Suggested the principals include this into their monthly reports to confirm the above procedures have been reviewed.

Annual self review timetable with policy and quality assurance

Board members were given a self review document and asked to complete this to be discussed at the next board meeting. .

Discussion was held on a staff well being survey for both St Patrick's School and John Paul II High School. As per the board's standing orders this is to be undertaken once a year. Last year this was undertaken using the NZCER Teaching, School and Leadership Practices survey' 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. When this is sent to staff, NZCER clearly states that the results for your school will be shared with you. However, last year this did not happen due to there being a small number of staff who undertook the survey. This was not shared with the board or the staff. Before the board instructs the principals to undertake a survey and share results with the board, the board secretary is to make contact with NZSTA to ask for direction on this.

Code of conduct for board

The board was given a copy of the 'sample' NZSTA code of conduct for boards. A special character draft component has been included. Board members are to view this and decide what they would like to add to the code of conduct in relation to special character.

Board professional development

Board members are encouraged to attend online training offered by NZSTA.

Review code of conduct and additional special character note	Board members
Locate Civic Centre purchase agreements etc	Board secretary and JPIIHS principal
Board secretary is to organise catering for JPIIHS curriculum presentation evening	Board secretary
SchoolDocs to be reviewed	Principal St P's, JPII and Board members
NZSTA to advise the board on next steps for dedicated board	Board secretary/ Presiding member
NZSTA to advise the board on direction of well being survey for both schools	Board secretary / Presiding member
NZSTA self review for the board to be completed by the next board meeting	Board members

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 Caretaker - Jason Briggs

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, Angela Sweetman, Anthony Whitcombe, Maria Lockington	Principal - Renée Hutchinson Presiding board member - Alan Berry Director of Religious studies - Joanie Robertson Proprietors representatives Fr Mathew, Miles Roper, Angela Sweetman, Anthony Whitcombe, Maria Lockington.