

**DRAFT MINUTES OF GREYMOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES  
HELD IN THE STAFFROOM ON TUESDAY 28 MARCH 2023 AT 5.30PM**

**Roll call**

Proprietors representatives

Fr Mathew, Miles Roper, Anthony Whitcombe and Angela Sweetman

Principals

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

Parent representatives - John Paul II High School

Alan Berry (Presiding board member), Marjan Sprock (on line) (deputy presiding board member) and Maria Lockington

Parent representatives - St Patrick's School

Kathryn Ruddle, Blair Shrimpton and Abby Murphy

Staff and student representatives

Ciaran Thow (JPIIHS student representative)

In attendance

Tanya Whitmore (Board secretary), Vanessa Pringle and Tina Singer (Teachers from JPIIHS) (visitors to the meeting)

**Apologies**

Kim Hines (staff representative St Patrick's) Celia Costelloe (staff representative JPIIHS)

**Welcome and Prayer**

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

Vanessa Pringle and Tina Singer were welcomed to the meeting as visitors. Both Vanessa and Tina are teachers at John Paul II High School.

**Principal and Finance report**

**St Patrick's School - Principal report**

Ian Johnson presented to the meeting his principal report, together with an attendance report and data from recent testing. Year 5 and Year 6 camp to Arthurs Pass was held mid March, with a big disappointment of the TransAlpine train being canceled for their return trip to Greymouth, apart from this it was a hugely successful camp. The Year 7 and Year 8 camp to Teapot Valley was held mid February and was also a hugely successful camp. Ian stressed to the board the importance of parent involvement for these camps to be able to take place. St Patrick's teaching staff took part in the recent NZEI teacher strike on Thursday 16 March 2023. St Patrick's School is receiving ORS funding from the Ministry of Education for two students.

Moved Ian Johnson / Blair Shrimpton *"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 January and February 2023. Budget for 2023 will be tabled at the April meeting for approval. Camp costing and Ministry of Education donation scheme were discussed.

Moved Ian Johnson / Anthony Whitcombe *"that the cyclical maintenance provision of \$37,762 for St Patrick's School as provided by Solutions and Services be approved"*. Carried

Moved Ian Johnson / Ciaran Thow *"that the finance report as tabled is accepted"*. Carried

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

Renée presented to the board her principal report. Renée thanked the board for their support in moving the school to online learning as from Wednesday 22 March 2023 to Wednesday 29 March 2023. School will be open with business as usual on Thursday 30 March 2023. John Paul II High School hosted the Bishop Lyons Shield Competition 10-12 March, coming first in debate, third in religious questions and fourth place overall. Renée thanked Fr Mathew for his support and guidance with the Mass. Special thanks to Adam and Jennie as the lead

teachers for this event and to the office staff for their wonderful organising and to Ian for the use of St Patrick's School classrooms to support this event. Discussion was held in regard to advertising Bishop Lyons to the community as some members of the community were unaware this competition was being held in Greymouth. Newsletters and events are to be shared with the parish office. Scott from the Ministry of Education visited Renée and shared with her an attendance report on the students at John Paul II High over the past four years. The Ministry of Education is taking a different approach to attendance. Renée offered to provide to the board an attendance report. Boot camp on Wednesday is going well, with plans in place for a nutritionist, dietitian and counselor to work with the students. Positive feedback from the trainers, police and students.

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

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

Renée presented to the meeting the financial report for John Paul II High School. In moving forward the committee will present to the board a copy of the statement of comprehensive revenue and expense as well as the balance sheet and monthly meeting minutes. John Paul II High School has deferred the approval for the cyclical maintenance provision until clarification is received in relation to the 10 year property plan. The finance committee reviewed the following procedures, Asset Management and Protection, Attendance Due and Other income, Expenditure and Financial committee.

*Due to the next point of the meeting moving into in-committee, visitors to the meeting, Vanessa Pringle and Tina Singer left the meeting and waited in the library.*

Moved Renée Hutchinson / Anthony Whitcombe *"that the meeting moved into incommittee at 6.06pm"*. Carried

Moved Renée Hutchinson / Anthony Whitcombe *"that the meeting moved out of incommittee at 6.10pm"*. Carried

*Vanessa Pringle and Tina Singer re-joined the meeting.*

Moved Renée Hutchinson / Blair Shrimpton *"that the account for power at the Gym (Civic Centre) be paid immediately"*. Carried

Moved Renée Hutchinson / Kathryn Ruddle *"that the financial report for John Paul II High School as tabled be accepted by the board"*. Carried

#### **Special Issue**

##### **Principal Appraisal - Professional Growth - St Patrick's School**

Ian spoke to the board regarding the new direction of the professional growth cycle together with an external endorser. As the board has requested an external appraiser as part of this process, Bernie Leonard from Evaluation Associates has been engaged to undertake this for the board. This will involve meetings with Ian and the presiding board member as well as a 360 review of board members, staff, students and family/parish members. There is a special character component in this review.

##### **Dedicated board**

Bishop Michael has responded to the board regarding how he would like to see the dedicated board setup. Lisa Dunn from NZSTA has offered to assist with the next stage of the process which is a memorandum of understanding as to how the board is formed. This is to be shared with the school and parish community. This is work in progress

##### **PPTA strike action - John Paul II High School**

Staff at John Paul II High School are taking part in the strike action planned for Wednesday 29 March. As the students are home learning there should not be too much interruption to their learning.

##### **Correspondence**

*Due to the next point of the meeting moving into in-committee, visitors to the meeting, Vanessa Pringle and Tina Singer left the meeting and waited in the library.*

Moved Alan Berry / Fr Mathew *"that the meeting moved into in-committee at 6.27pm"*. Carried

Maria Lockington left the meeting at 6.30pm due a conflict of interest in the next point.

Move Alan Berry / Abby Murphy "that the meeting move of in-committee at 6.40pm".

Carried

Maria Lockington and Tina Singer re-joined the meeting. Vanessa Pringle excused herself from the meeting at this point and thanked the board for the invitation to attend the meeting.

Moved Alan Berry / Miles Roper "that the meeting respond to the request from PPTA for further information".

Carried

Moved Alan Berry / Anthony Whitcombe "that the meeting respond to a letter from a parent regarding the selection of head students at John Paul II High School".

Carried

### **Marist Block**

John Paul II High School has a student with arthritis who cannot access Marist block because of the stairs. They also have several students and one teacher on crutches who also struggles to access Marist block. There is not the space to move whole classes around to accommodate these people, and a lift needs to be installed to allow safe and easy access. Renée advised the board it is a health and safety issue for the diocese to address. This is to be deferred to the property committee at John Paul II High School.

### **Climbing wall - Gym**

A meeting has been planned for 8 May 2023 at 4.30pm with Alex Cabrera (CE TPP) and the Alpine Club. Health and Safety is the major concern with legal liability if an accident or injury occurs. TPP has been paying \$5000 per year for the auditing costs which John Paul II High School is not wanting to take on. Renée's recommendation is that the climbing wall be removed from the school premises because of the liability issues and the lack of clarity around our role as a trustee.

## **Sub committee reports**

Sub committees as per below

### **Special Character committee report**

Tanya is to share to the board a copy of the terms of reference for approval at the April board meeting.

### **Strategic Planning committee report**

No meeting held prior to the board meeting

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

No meetings held prior to the board meeting. John Paul II High School are holding a Health and Safety committee meeting on Monday 3 April at 12.45pm

### **Property committee report**

No meetings held prior to the board meeting - meeting with TTP re climbing wall is planned for 8 May 2023 @ 4.30pm

## **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

### **2023 Review Schedule -School Docs**

Board are reminded to take note of the following reviews on SchoolDocs as shared to all board members and below

Term 1	Term 2
Student Attendance	EOTC Planning and Review

Term 1	Term 2
Enrolment Privacy (board) Official Information Requests (board) Uniform / Dress Code Boarding House Policies	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 secretary is to seek advice from NZSTA as to what the board can do.

#### **Code of conduct for board**

The board was given a copy of the 'sample' NZSTA code of conduct for boards. Board members were asked to review to discuss at the April board meeting.

#### **Board training**

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

Board members have been invited to attend He Ruru Mātauranga - HRM is a kaupapa/programme that aims to increase access for Ngāi Tahu whānau to quality educational opportunities by encouraging whānau involvement. This collaboration enables facilitators to wānanga together and support one another around the pedagogy, strategies, and methodology to allow their own local narratives to be used as part of the Aotearoa NZ Histories Curriculum. There are four trainings at Arahura marae, you only need to attend one session. Training sessions are available on 2 May 2023 and 3 May 2023 at either 9.00am - 1.00pm or 2.00pm - 6.00pm. Please register via the link that was emailed to you.

#### **Correspondence**

Moved Alan Berry / Abby Murphy *"that the inwards correspondence be accepted and outwards be approved"*.  
Carried

#### **Confirmation of Minutes**

Moved Alan Berry / Ciaran Thow *"that the minutes of the 28 February 2023 meeting be confirmed as a true and correct record"*.  
Carried

#### **Closing Prayer**

Closed the meeting with a prayer from Fr Mathew.

Meeting closed at 7.00pm

Curriculum presentation to Board - St Patrick's School

Tuesday 4 April 2023 @ 5.15pm nibbles and 5.30pm start

Library/Staffroom

Next board meeting:

April meeting to be held Tuesday 2 May 2023

Library/Staffroom

Date	Time	Dates and times of future board meetings
Tuesday 4 April 2023	5.30pm	St Patrick's School curriculum presentations
Tuesday 2 May 2023	5.30pm	Board meeting
Tuesday 27 June 2023	5.30pm	Board meeting
Tuesday 25 July 2023	5.30pm	John Paul II High School curriculum presentations
Tuesday 1 August 2023	5.30pm	Board meeting
Tuesday 29 August 2023	5.30pm	Board meeting
Tuesday 19 September 2023	5.30pm	Board meeting
Tuesday 31 October 2023	5.30pm	Board meeting
Tuesday 28 November 2023	5.30pm	Board meeting

Actions Points	Allocated person
Marist block to be on the JPIIHS property committee agenda	Principal JPIIHS
NZSTA training online	Board members
Register for He Ruru Mātauranga	Board members
Dedicated board memorandum of understanding	NZSTA & Presiding Board member
Curriculum reporting timeframe for board members to receive reports 29 June	JPIIHS principal
Letter of response PPTA re complaint	Board secretary
Response to head students complaint letters	Board secretary
JPIIHS Cyclical maintenance provision for 2023	Principal JPIIHS
Advise JPIIHS bursar to make payment for power account	Principal JPIIHS
JPIIHS newsletters to be shared with Parish office	Principal JPIIHS
St Patrick's School newsletters to be shared with Parish office	Principal St P's
Budgets for both schools to be tabled at April meeting	Principal JPIIHS Principal ST P's
JPIIHS Annual Plan 2023 and Analysis of Variance 2022 to be tabled at the April meeting	Principal JPIIHS

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