

# MINUTES OF GREYMOOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES HELD IN THE STAFFROOM ON TUESDAY 30 MAY 2023 AT 5.30PM

## Roll call

### Proprietors representatives

Fr Mathew, Miles Roper, Anthony Whitcombe and Angela Sweetman

### Principals

### Parent representatives - John Paul II High School

Marjan Sprock (deputy presiding board member)

### 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)

### On-line

Dan Steggles (Deputy Principal John Paul II High School).

## Apologies

Alan Berry (Presiding board member), Renée Hutchinson (Principal John Paul II High School), Ian Johnson (Principal St Patrick's School) and Maria Lockington (Parent representative John Paul II High School).

## Welcome and Prayer

Marjan Sprock welcomed board members to the meeting. The meeting opened with a prayer led by Kim Hines.

## Principal and Finance report

### John Paul II High School - Principal report

Dan Steggles presented Renée's principal report to the board. Report was tabled as read and the board were asked if they had any questions. Clarification was asked in relation to the staffing, with the board wanting to know how many students were required for the staffing not to reduce for 2024. Dan advised approximately 20 students. The reasons as to why students have left John Paul II High School are explained, we have had a number of families move off the Coast to Christchurch or the North Island for work opportunities. We are not losing students to other West Coast schools (only two so far – one in Hokitika because of the travel, and one to Grey High because JP II wasn't the right fit for the child). The board noted a teacher aide was employed for a short period of time. Board asked questions as to how the change in timetable and the Wednesday programme is affecting student achievement and attendance. Dan advised the students are embracing the change and giving it a go, it is early stages. There has been some fine tuning of the new timetable to enable this to work for all students. The long term goal is the seniors will work through a leadership programme which works well with careers on Wednesday. At the start there were too many options for the clubs, using student voice, then the clubs were brought to a more manageable level. All of this has been absorbed into the Wednesday timetable. Board discussed the importance of surveying students and families, to see if Wednesday is working. Dan advised students were surveyed in this area with approximately 50% of students responding, this was a positive survey. Dan advised they did not want to survey too early, as John Paul II High School is still working towards making Wednesday a success.

Fr Mathew advised he and Fr Tang were making visits to the classrooms at John Paul II High School and this is going well.

Community consultation with students, staff, parents, caregivers and the parish regarding the selection process of the head students for the future is at the information gathering stage, with the formal process taking place term three, week two.

Moved Marjan Sprock / Ciaran Thow *“that the principal report for John Paul II High School as tabled be accepted by the board”*. Carried

The board would like to remind Renée to submit her principal reports to the board secretary to share with board members twelve days prior to a board meeting (as per calendar invite), this enables the board members to read the principals reports and attachments in a timely manner prior to the meeting.

**John Paul II High School - Sydney study trip**

Report not available. This is to be tabled at June board meeting

**John Paul II High School – Analysis of Variance**

John Paul II High School Analysis of Variance was tabled to the meeting. Copy attached.

Moved Marjan Sprock / Celia Costelloe *“that the Analysis of Variance as tabled be accepted”*. Carried

**John Paul II High School – Annual Plan**

John Paul II High School Annual Plan was tabled to the meeting. Copy attached.

Moved Marjan Sprock / Anthony Whitcombe *“that the Annual Plan as tabled be accepted”*. Carried

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

Blair and Kathryn presented to the meeting the financial report for John Paul II High School. Discussion was held in regard to the Cobalt Systems quote for CCTV cameras at John Paul II High School and Civic Centre. Board would like Renée to look into the service contract part of the quote for future costs. The board would also like Renée to obtain a second quote.

Moved Blair Shrimpton / Kathryn Ruddle *“that the financial report for John Paul II High School as tabled be accepted by the board”*. Carried

**John Paul II High School Budget 2023**

Blair and Kathryn presented to the meeting the 2023 budget for John Paul II High School. Budget attached. Budgeted income \$775,327.04, budgeted expenses \$870,104.00, with an operating deficit of \$94,776.96.

Moved Kathryn Ruddle / Blair Shrimpton *“that the 2023 Budget for John Paul II High School as presented to the meeting be accepted”*. Carried

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

Kim Hines presented to the meeting Ian Johnson’s principal report. The Ministry of Education has completed their annual survey on the progress of PB4L. The physical restraint procedure for St Patrick’s School has been adjusted and complies with the requirements set out by the Education and Training Act 2020. The concerns and complaints procedures have been updated following an internal review of SchoolDocs. In regard to reporting to the board of trustees on meeting compliance requirements 2023 that is part of Ian’s report, number 1, 26 and 34 do not have ticks next to them on the report. Kim and Tanya assured the board these were in hand and had been completed. Our teachers attended a Kahui Ako curriculum refresh. This was undertaken on a teacher only day.

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**

Kim presented to the meeting a finance report for March and April 2023. The management of bank staffing was discussed with the board. An application has been made to the Hoatu Trust for the financial hardship of our families. Kathryn and Blair are to be advised of the next meeting.

Moved Kim Hines / Blair Shrimpton *“that the finance report as tabled is accepted”*. Carried

**St Patrick’s School Budget 2023**

Kim presented to the meeting the 2023 budget for St Patrick’s School. Budget attached. Budgeted income \$476,855.76, budgeted expenses \$470,075.00, with an operating profit of \$6780.76.

Moved Kim Hines / Anthony Whitcombe "that the 2023 Budget for St Patrick's School as presented to the meeting be accepted". Carried

### **Special Issue**

#### **DRS leave - St Patrick's School**

The meeting was informed that the Director of Religious Studies, Mr Jovanie Leones has returned to the Philippines for the funeral of his father who died suddenly. It is expected Jovanie will return to school early June. A reliever has been secured for his class. Our thoughts and prayers are with Jovanie and his family.

#### **Marist Block**

Deferred to the June meeting for Renée to speak to.

#### **Climbing wall - Gym**

Deferred to the June meeting for Renée to speak to.

#### **Strike action - PPTA and NZEI**

PPTA suspended till Tuesday 30 May after PPTA meeting

NZEI have a paid union meeting Wednesday 31 May

#### **Curriculum presentation to Board - John Paul II High School**

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 organise catering for this. John Paul II are to set the library up for the presentation.

### **Sub committee reports**

Sub committees as per below

#### **Special Character committee report**

The special character terms of reference for St Patrick's School and John Paul II High School were tabled to the board. The Special Character Committee is to encourage and enhance the spiritual development of all involved in the education and formation of our students.

Moved Miles Roper / Angela Sweetman "that the terms of reference as tabled be accepted".

Carried.

#### **Strategic Planning committee report**

No meeting held prior to the board meeting

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

Both schools are to hold a meeting prior to the June board meeting and report back to the board. Ian and Renée are to organise a meeting date and time for their school, then advise the board secretary who will inform the committee.

#### **Property committee report**

The capital works plans for St Patrick's School were shared with the board.

Both schools are to hold a meeting prior to the June board meeting and report back to the board. Ian and Renée are to organise a meeting date and time for their school, then advise the board secretary who will inform the committee.

### **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 secretary is to organise with NZSTA a self review for the board.

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 component is to be included in this. Board secretary to check with the Catholic Education Office regarding this..

#### **Board professional development**

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. Abby attended this training and Celia is interested in attending the next session.

#### **Correspondence**

No correspondence was received



SchoolDocs to be reviewed	Principal St P's, JP11 and Board members
Code of conduct for board to be drafted with addition of special character for June board meeting	Board secretary
NZSTA to advise the board on direction of well being survey for both schools	Board secretary
Principals to include the review of SchoolDocs into their monthly reports to confirm the above procedures have been reviewed.	Principal JP11HS & St P's
Board secretary is to organise with NZSTA a self review for the board.	Board secretary
Curriculum reporting timeframe for board members to receive reports 29 June	JP11HS principal

<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 Caretaker - Jason Briggs

<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 - Joanie Robertson Proprietors representatives Fr Mathew, Miles Roper, Angela Sweetman, Anthony Whitcombe, Maria Lockington.