

MINUTES OF GREYMOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES HELD IN THE STAFFROOM ON TUESDAY 29 AUGUST 2023 AT 5.30PM

Roll call

Proprietors representatives

Miles Roper, Fr Mathew and Anthony Whitcombe (arrived 5.55pm)

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), 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 John Paul II High School), Ciaran Thow (John Paul II High School student representative)

In attendance

Tanya Whitmore (Board secretary)

Apologies

Angela Sweetman (proprietors representatives) & Marjan Sprock (deputy presiding board member)

Welcome and Prayer

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

Principal and Finance report

John Paul II High School - Principal report

Renée presented to the meeting her board report for John Paul II High School. Renée shared with the board about the literacy in high school going forward. There is on-going work to develop a schoolwide literacy across the curriculum approach to improve outcomes for students. This work is being spearheaded by the literacy navigator and her team.

Moved Renée Hutchinson / Blair Shrimpton *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 July 2023. Note credit received for OCS for not completing a term clean. Liz and Renée attended a professional learning in school finance. Management report from the auditors, highlighted no issues. Graphic facilitation - raised with finance committee to have, accessible for the strategic plan, \$3000 for graphic plan how they would see. Helps to inform the strategic plan, three meters in size. Renée asked the board for approval on this as there are funds available and she would like to be able to confirm engagement with the facilitator.

Moved Renée Hutchinson / Celia Costelloe *that the board approve the graphic facilitation for John Paul II High School*". Carried

Moved Alan Berry/ Celia Costelloe *that the financial report as tabled for John Paul II High School be accepted by the board*". Carried

St Patrick's School - Principal report

Ian presented to the meeting his board report for St Patrick's School. The year four annual religious education assessment has been completed. Mid year individual education plans (IEP) reviews have been completed. Following the previous Board meeting the St Patrick's graduate profile has been circulated to stakeholders. Feedback will be incorporated into the final document. Number of incidents have steadily declined since May, with only 35 in July. Presently Thursday is our worst day for incidents- events increase over the week but this is less than last year. A further positive takeaway is there is a clear dip on Friday's currently- this may be due to Octoball and whanau time. 1.10pm -3.00pm is when most behaviour occurs with the classrooms and the field being our hotspots.

Moved Ian Johnson / Kathryn Ruddle *“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 July 2023.

Moved Ian Johnson / Kim Hines *“that the finance report as tabled for St Patrick’s School is accepted”*. Carried

Special Issue

Dedicated board

Prior to the meeting a document was shared with all board members in relation to a dedicated board. This document outlined next steps and questions from the Bishop. The Bishop’s letter to board December 2022 stated he requires the current Greymouth Catholic Schools’ Board to address, and or confirm its acceptance of the following matters, before he will be in a position to contemplate providing the proprietorial approval to proceed to a formal community consultation in this matter.

1. He requires each of the two schools to have four proprietor appointees, and this means that each school must have five elected parent trustees, as well as the Principal and staff trustees (plus a student trustee for John Paul II High School)
2. We (the bot) rightly note there must be a detailed consultation with the Catholic Education Office regarding the development of a binding memorandum between the Bishop and the two separate school boards as to how property is to be addressed by staff and students of the two separate schools and which areas are to be maintained by the two separate schools - this is required as property provision has previously been provided by the Bishop to one governing body for both schools and common areas such as the staffroom, library, hall and Civic centre are able to be accessed by staff and students of both schools; albeit these areas technically reside on the ‘books’ of one school or the other. This matter must be satisfactorily confirmed, in order to enshrine fairness and equity, before any community consultation is contemplated and/or undertaken. As this is a local community decision to explore two separate bodies, in the first instance the Bishop requires the Greymouth Catholic Schools’ Board to turn its mind to how two separate school boards would agree in perpetuity to grant mutual access, and how each of the two school boards would agree in perpetuity to provide an agreed contribution to the maintenance of shared ‘common’ property areas.
3. How would two separate school boards enhance the likely flow of students from St Patrick’s School to John Paul II High School.

Moved Alan Berry / Miles Roper *“that the board agree to both schools to have four proprietor appointees, and this means that each school must have five elected parent trustees, as well as the Principal and staff trustees (plus a student trustee for John Paul II High School)”*. Carried

The Greymouth Catholic Schools’ Board of Trustees humbly request your consideration of this matter and your guidance on the steps forward. To be added to the letter is an invitation for the Bishop to meet with our board of trustees in relation to this letter, with the board offering for the Bishop to come to us or a delegation of our board can go to the Bishop.

Moved Alan Berry / Blair Shrimpton *“that the board approve drafted letter of response to Bishop Michael”* Carried (with two abstentions, this has been requested to be noted in the letter to Bishop Michael, this letter is supported by the majority of the board of trustees of fifteen, with two abstentions)

Well being survey

The well being survey has been shared with staff at both John Paul II High School and St Patrick’s School. Close off for this survey is Friday 15 September 2023 at midday. The board is to seek guidance from NZSTA as to how to share the results with the staff of both schools. This is a confidential survey with no links to be able to identify staff, no collection of email addresses or names. Planning to be able to report back to the board at the October board meeting.

Gym - climbing wall update

No updates at the time of the board meeting

Community consultation re JPIIHS head students

Data from the student leadership survey. This was live for 14 days, available through two newsletters, and emailed directly to students and parents. There were 133 responses: 70 (students), 42 (parents), 16 (staff members), 5 (Parishioners). Suitability for the role was ranked the highest attribute for leadership, whilst gender and strong Catholic values the lowest ranked attributes. 'Contribute to the collective good of the school, students, and JPII community' was ranked first as the main purpose of student leadership. 'Serve the status of the individual leader' was ranked the lowest. 'Collaboration and student voice in the school' was the highest ranked benefit of student leadership. 'Gaining tertiary scholarships' and 'gaining insight into the running of an organization' the lowest ranked benefits. The servant leadership model was selected as the preferred model of student leadership. The traditional colonial (hierarchical) model was ranked lowest. There were 91 written responses to the question 'What do you think student leadership roles are for? What sorts of things do you think student leaders do or should do at JPII?' To be a voice for students was the most common response. A steering group is working together on what the next steps will be. Renée advised the meeting she will have further information to share at the next board meeting. Report on student leadership survey for John Paul II High School. Breakdown is attached to Renée's principal report.

Sub committee reports

Complaint committee report

No board complaints have been received.

Special Character committee report

Miles gave the meeting a verbal report. Discussion was held regarding the Education Integration act around enrolment for non preference and preference students and the rules around these. Developing relationships between St Mary's School in Hokitika and John Paul II High School.

Strategic Planning committee report

Debbie Dawson who has been appointed to assist both schools with their strategic planning. Debbie would like to meet with the board. The board chose to split into two sub committees for this. There is a four hour session that has been planned to take place in the near future. Board secretary is to work out dates with Debbie and both sub committees. John Paul II High School sub committee is made up of Renée Hutchinson, Celia Costelloe, Ciaran Thow, Alan Berry, Maria Lockington, Marjan Sprock, Miles Roper and Anthony Whitcombe. St Patrick's School sub committee is made up of Ian Johnson, Kim Hines, Blair Shrimpton, Kathryn Ruddle, Abby Murphy, Fr Mathew and Angela Sweetman. Board members are most welcome to attend both sessions.

Health and Safety committee report

Meetings for both schools are planned for next week

Property committee report

Meetings for both schools are planned for next week

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

Term 1	Term 2
	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

Principals of both schools are to 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.

Board professional development

NZSTA are offering courses as per below. Please register if you are interested or ask the board secretary to register you

- School Planning and Reporting, Wednesday 25 October, 6-8pm at The Ashley Hotel
This workshop for all board members explores how your strategic plan can help monitor school performance and improve student outcomes.
- Welcome on Board New Student Representatives, Thursday 12 October, 5-7pm, Online via Zoom
This workshop is designed to help new student representatives get up and running in their role on the school board.
- The Board's Role in Health, Safety & Wellbeing
Tuesday 24 October at 1pm. or Thursday 26 October at 6pm
This webinar is designed for all board members and explores the board's role in health, safety & wellbeing.

Te Kupenga-Catholic Theological College offering professional development

Catholic Theological College is holding three sessions of a Leadership Webinar in October on Catholic School Boards and Special Character. It will look at the management, purpose and status of Catholic schools. The webinar will be taken by Dr Peter Ryan FSC MEd DMin, a De La Salle brother with a long involvement in Catholic education. The attached flyers give a comprehensive outline of the webinars. To register, go to www.tekupenga.ac.nz/leadership To inquire, email events@ctc.ac.nz

He Ruru Mātauranga ki Te Tai Poutini: Pūrākau

This 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

Correspondence

No correspondence received

Confirmation of Minutes

Moved Alan Berry / Renée Hutchinson *"that the minutes of the July meeting held on 1 August 2023 meeting be confirmed as a true and correct record"*. Carried

Closing Prayer

Closed the meeting with a prayer lead by Fr Mathew

Meeting closed at 6.47pm

Next board meeting: Tuesday 19 September 2023 @ 5.15pm nibbles and 5.30pm start

Date	Time	Dates and times of future board meetings
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

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	Principal - Renée Hutchinson Presiding board member - Alan Berry

Director of Religious studies - Jovanie Leones Proprietors representatives Fr Mathew, Miles Roper, Angela Sweetman, Anthony Whitcombe, Maria Lockington	Director of Religious studies - Joanie Robertson Proprietors representatives Fr Mathew, Miles Roper, Angela Sweetman, Anthony Whitcombe, Maria Lockington.
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Strategic Planning - St Patrick's School	Strategic Planning - John Paul II High School
Ian Johnson, Kim Hines, Blair Shrimpton, Kathryn Ruddle, Abby Murphy, Fr Mathew and Angela Sweetman	Renée Hutchinson, Celia Costelloe, Ciaran Thow, Alan Berry, Maria Lockington, Marjan Sprock, Miles Roper and Anthony Whitcombe.