

# MINUTES OF GREYMOOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES HELD IN THE STAFFROOM ON TUESDAY 1 AUGUST 2023 AT 5.30PM

## Roll call

### Proprietors representatives

Fr Mathew, Anthony Whitcombe, Miles Roper 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) (arrived at 5.50pm via Zoom) ,

### 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

Nil

## 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. Student leadership survey is currently underway. This is to collect student, parent, staff, and parish voice to inform our student leadership model moving forward. Renée advised the board, the survey has been in the last two school newsletters, and she has emailed the link directly to all parents. Students are now receiving this survey for the second time. This has also been shared with the parish community. Renée is confident that the survey has captured the thoughts of our community.

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 - Finance report

Renée presented to the meeting the financial report for May and June 2023. John Paul II High School has signed up for all of the government (AOG) memorandum of understanding (MoU), so now John Paul II High School is able to use a rental vehicle for travel to Christchurch/Nelson or long distances instead of personal vehicles if it works out more cost effectively. It also guarantees a safe late model vehicle for traveling staff. The committee approved getting quotes for replacing the workstations with workbenches and two ovens, as well as a demonstration mirror. It is intended to have the quotes ready for the next Finance Committee meeting and for the replacements to be installed in Term four. Year 10 Camp prices have increased greatly. This camp is recognized as being of value to the students and is an important part of their personal development. This year's camp charge to parents is \$330.00, however the true cost is closer to \$500.00. The charge for transport this year is over \$1,000.00 more than that of 2022. The finance committee will be submitting applications for funding.

Moved Alan Berry/ Miles Roper *"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. St Patrick's School has shared with their school community a copy of the draft graduate profile. Graduate profiles are one way a school can communicate a shared understanding of what a future-oriented learner looks like. Graduate profiles describe skills, knowledge, and attitudes students will need to develop in order to participate in a range of life contexts beyond school.

The chief executive officer from Grey District Council, Mr Paul Morris requested a meeting and met with Tanya and I on 20 July. He raised concerns about vehicle behaviour in the Grey District Council car park as well as the safety of the St Patrick's School students. We agreed it was a concern, we as a school shared how we had been trying to improve the situation. Paul suggested blocking the middle access to stop parent cars moving in and out of the council car park to a degree. He also said he would have all council vehicles park on their half of the civic centre car park. We suggested a number of options regarding Puketahi Street. Paul said he would connect us with his engineers for further discussions. We communicated the changes to school families and John Paul II High School week ending 21 July 2023 .

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 June 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. We are reinvesting our funds into teacher aides to support learning.

Annual furniture and fitting grant, known as 'Policy One'. The 'Government Budget 2022' increased the funding for schools to modernize and replace furniture and equipment. The Annual furniture and equipment grant is calculated as a fixed percentage between 10.6% and 13.3% (dependent on school type) of the proprietors' Policy one budget. This total was \$22,801 (GST exempt). Then due to the grant being calculated before the new rates came into effect, we have received a top up of \$11,863.00 (GST exempt). Total of \$34,664. Funding must be prioritized for urgent health and safety work or essential infrastructure work.

Moved Ian Johnson / Angela Sweetman *"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 the below:

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.

Discussion was held on the above three points.

1. Number of proprietors appointees and parent representatives to each dedicated board

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

2. Memorandum of Understanding for shared property

A draft memorandum of understanding for shared property was shared to the board prior to the board meeting. The meeting agreed the property committees together with the principals and their leadership teams meet to work further on the draft memorandum of understanding for shared property between John Paul II High School and St Patrick's School. Board members asked for this to also look at shared usage and shared booking systems. Once this is completed, it is to be shared with the board and then to the Bishop. It is expected this will be completed for the August board meeting.

3. Memorandum of understanding to support transition from St Patrick's School to John Paul II High School. Question was raised as to what other schools in our diocesan do to support transition from catholic primary schools to catholic high schools. Ian provided to the board a draft list of activities supporting transition from St Patrick's School to John Paul II High School.

The board secretary is to share a document to all board members asking for each board member to share how separating the board is going to benefit each school and their boards. This will be formulated at the next board meeting to a response to the Bishop.

#### **Well being survey**

A draft well being survey was shared to all board members. NZSTA are not able to provide a well being survey, but they have checked the draft well being survey supplied to them by the board. The board is to seek guidance from NZSTA as to how to share the results with the staff of both schools. Ian and Renée have both viewed the survey. An additional question is to be included at the start of the document asking the staff member to tick either being a member of the teaching staff or support staff. This is a confidential survey with no links to be able to identify staff, no collection of email addresses or names.

Moved Alan Berry / Marjon Sprock *"that the board approve the draft well being survey questions and that the board secretary undertake this survey in a confidential way for both the staff at St Patrick's School and John Paul II High School"*. Carried

#### **Community Survey**

NZSTA have provided to the board a governance support plan. This is for assistance in developing and conducting a community survey to gather foundation information for strategic planning for both St Patrick's School and John Paul II High School.

*Board is focused on student learning, wellbeing and achievement. Board has a robust understanding around the collection of student data and the ability to monitor with the aim of improving student achievement. The Board's Charter reflects the expectations of the school community and all stakeholders. The Charter sets the strategic direction for the school and is the basis for all of the board's decision making. The school community and all stakeholders have ownership and a feeling of responsibility for the school's and the student's success.*

*A three year self-review and evaluation programme, linked to annual work plans is to be developed, implemented and referred to at monthly board meetings. Student achievement is at the core of the Charter, strategic plan and*

*subsequent annual plan A plan is developed and implemented for reviewing and updating the Charter. A revised Charter and Strategic Plan is developed to set the direction for annual planning Expectations for reporting progress against strategic and annual goals are recorded in the board's work plan. The board develops its annual budget to support the targets developed from the strategic plan and community consultation as per the support plan from NZSTA.*

The board is to seek advice from NZSTA for suggestions for a school governance question in the survey.

Moved Alan Berry / Marjon Sprock *“that the board approve the draft community consultation for both John Paul II High School and St Patrick’s School as provided by NZSTA and that the presiding board member sign the agreement between NZSTA, the provider and the both schools.”* Carried

#### **Education Review Office (ERO) board assurance for John Paul II High School**

This has been completed by Renée, signed off and forwarded to the Education Review Office. This is the first part of the Education Review Office review.

#### **Education Review Office (ERO) board assurance for St Patrick’s School**

This has been completed by Ian, signed off and forwarded to the Education Review Office. This is the first part of the Education Review Office review.

#### **Gym - climbing wall update**

No updates at the time of the board meeting

#### **Community consultation re John Paul II High School student leaders**

This was discussed in Renée’s principal report.

#### **Curriculum presentation planning 2024**

John Paul II High School heads of departments presented to the board their curriculum presentations last week. This was well received by the board. St Patrick’s School staff presented to the board their curriculum presentations in April. The board was asked as to how the board members how they would like to see future curriculum presentations going forward for next year. The board was happy with the way these were presented by each school and appreciated having copies of the presentations in a timely manner prior to the meeting so they were able to be informed and able to process the data prior to the meeting. Having one school at a time enables the board to focus solely on the school presenting. Which the board appreciated. The board agreed they approved of the way this was delivered and would like to see the same take place next year. It was noted it was good to see the whole staff from St Patrick’s School stand by the teaching staff as they presented to the board. It was a good way for the staff and the board to meet. John Paul II High School would like to be able to present their curriculum reports to the board during March for next year. Dates will be made available to the principals at the November meeting with the 2024 calendar.

#### **Cellphone ban during school day John Paul II High School**

Cell Phone usage in class was asked to be put on the board agenda as an action point from John Paul II High School curriculum presentation to the board last week. Below is a copy of a message Renée has shared with parents / caregivers at John Paul II High School regarding this.

*Kia ora Student name*

*You will be aware that digital distractions in the classroom from notifications, social media, calls and messages are having a significant negative impact on student focus and teaching and learning. This is a global problem all schools are grappling with. We have made the decision based on research and survey results, and supported by the BOT, to begin a cellphone, smart watch, and ear bud/headphone ban during classes. (Student name) will put their phone (on silent) and other digital devices except their laptop in a clear box at the start of every lesson and get these back at the end. We hope to improve student focus and engagement in lessons and minimise digital distractions to enhance academic, social and well-being outcomes for students. If you need to get hold of (student name) during a lesson, please call the school office in the first instance and they will get a message to (student name). You can contact the office 03 768 4166 or email [office@johnpaul.ac.nz](mailto:office@johnpaul.ac.nz) If a student chooses not to comply, the student will be withdrawn from class and we will ask you to come in and collect their phone. We don't anticipate this will be a problem with students choosing the option of relinquishing devices during class time rather than a total school wide ban. Any student who takes another's device(s) could face stand down for theft but we are*

sure common sense and good judgment will prevail. For your interest, you may wish to see what's happening nationally and internationally in this space.

<https://www.nsw.gov.au/media-releases/nsw-government-begins-mobile-phone-ban-public-high-schools#:~:text=NSW%20public%20secondary%20school%20students,students%20learning%20and%20social%20development>

<https://www.theguardian.com/world/2023/jul/04/mobile-phones-other-devices-to-be-banned-from-dutch-classrooms>

<https://www.stuff.co.nz/national/education/127674276/who-you-gonna-call-dunedin-high-school-bans-phones>

<https://www.schoolnews.co.nz/2021/04/mobile-phone-bans-in-schools-on-the-rise/>

<https://www.rnz.co.nz/news/national/478875/ashburton-college-cell-phone-ban-about-eliminating-disruption-principal>

### **John Paul II High School school ball - 16 September**

2023 John Paul II High School ball is planned for Saturday 16 September starting at 7.00pm at Shantytown. Theme is Wild West Coast, with a three course meal and new DJ being part of the cost of the ticket. Police have been informed and Runanga fire brigade will be the bouncers.

Moved Alan Berry / Celia Costelloe "that the board approve the venue, date and time of the school ball 2023 for John Paul II High School". Carried

### **Love me not programme for John Paul II High School**

Love me not programme for John Paul II High School students will take place in the very near future. This is a programme as per below:

*Young people are on an educative journey to having great relationships. Part of learning is avoiding making mistakes. Some mistakes in relationships may be regretted and some may have a long-term negative impact on a person's life. Education about relationships involves:*

- *identifying and aspiring to great relationships*
- *recognising when things aren't going right*
- *identifying societal mores that perpetuate abusive behaviours in relationships*
- *understanding the law in relation to sexual consent*
- *having the skills and strategies to deal with negative, unhealthy and abusive behaviours in relationships as any combination of perpetrator, victim or bystander.*

*Relationship abuse is a pattern of abusive and coercive behaviours inflicted by a person who wants power and control over another person. Over time abuse in relationships tends to escalate and erodes the victim's confidence to such a degree that getting help and/or getting out can be difficult and dangerous. Abuse in relationships and sexual assault occurs in all communities, regardless of their ethnic, socio-economic, geographic, or religious make-up.*

### **John Paul II High School student representative election**

As per the board of trustees standing orders the principal's personal assistant at John Paul II High School to be appointed as the returning officer for the student representative annual election to the board. The election is to take place in the near future.

## **Sub committee reports**

### **Complaint committee report**

No board complaints have been received.

### **Special Character committee report**

No meeting held

### **Strategic Planning committee report**

No meeting held

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

No meeting

### **Property committee report**

No 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

### **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.

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

The board was given a copy of the code of conduct for boards as provided by the New Zealand Catholic Education Office.

Moved Anthony Whitcombe / Celia Costelloe *“that the board accept the New Zealand Catholic Education Office code of conduct”*. Carried

### **Board professional development**

Ian, Kim, Renée and Celia are registered to attend the He Ruru Mātauranga ki Te Tai Poutini: Pūrākau #2, for the Greymouth venue on Wednesday 9 August 2023. RM 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

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

### **Correspondence**

No correspondence received

### **Confirmation of Minutes**

Moved Kim Hines / Miles Roper *“that the minutes of the 27 June 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 7.35pm

Next board meeting:

Tuesday 29 August 2023 @ 5.15pm nibbles and 5.30pm start  
Staffroom

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
Ensure Ian, Kim, Renée and Celia are registered to attend the He Ruru Mātauranga ki Te Tai Poutini: Pūrākau #2, for the Greymouth venue on Wednesday 9 August 2023.	Board secretary
Share a document for board members to make comment regarding dedicated board	Board secretary
Presiding board member to sign NZSTA plan for community consultation	Board secretary/ Presiding board member
Student rep election - John Paul II High School	PA John Paul II High School
2024 BOT calendar to include curriculum presentations John Paul II High School (March preference) and St P's (no preference on date)	Board secretary
Bishop 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 he proprietorial approval to proceed to a formal community consultation in this matter. MoU property and transition	Board members
NZSTA Community consultation	Board secretary
Staff well being survey - St P's and John Paul II High School	Board secretary

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	Principal - Renée Hutchinson

Presiding board member - Alan Berry Staff representative - Kim Hines Board representatives - Abby Murphy Proprietors representative - Fr Mathew	Presiding board member - Alan Berry Staff representative - Celia Costelloe Board representative - Marjan Sprock & Abby Murphy Proprietors representative - Fr Mathew Caretaker - Jason Briggs
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<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.