

MINUTES OF GREYMOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES HELD IN THE STAFFROOM ON TUESDAY 7 NOVEMBER 2023 FOR THE OCTOBER BOARD MEETING AT 5.30PM

Roll call

Proprietors representatives

Fr Mathew, Angela Sweetman and Anthony Whitcombe (arrived at 6.11pm)

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

Abby Murphy & Blair Shrimpton

Staff and student representatives

Celia Costelloe (staff representative John Paul II High School), Kim Hines (staff representative St Patrick's)

Ciaran Thow (John Paul II High School student representative)

In attendance

Tanya Whitmore (Board secretary) & Joanie Roberson (JPIIHS DRS)

Apologies

Miles Roper, Kathryn Ruddle, 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 Johnson.

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. Work has been completed on the installation of new lights, power points and sound panels as per ministry of education initiative. A survey undertaken by the senior students at school, regarding many factors, Ciaran Thow, Student rep on the board briefed the board about this. An appointment committee has been formed for new appointments, Maria has offered her services for this. Currently there are 40 year nine enrolments for 2023.

Moved Renée Hutchinson / Ciaran Thow *"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

Finance report for John Paul II High School was tabled to the board. Report attached. Fusion is being contracted for ICT work for 2024. A joint finance committee meeting is to be formulated for discussion regarding the library.

Moved Renee Hutchinson / Maria Lockington *"that the finance report for John Paul II High School as tabled be accepted"*. Carried

St Patrick's School - Principal report

Ian presented to the meeting his board report for St Patrick's School. Invitation has been extended to parents/caregivers to be able to come into the classrooms after school. This was identified in the strategic planning survey. The school will be open from 3.00pm to 3.30pm each Wednesday.

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

Finance report for St Patrick's School was tabled at the meeting.

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

Carried

Maria asked the meeting to re-consider the ten days prior to meeting recommendation for principals reports to be emailed to board members as these can be outdated when tabled to the meeting. This was put in place to ensure board members were given enough time to read reports and prepare for the board meeting. The meeting agreed this can be changed from ten days to seven days, which would be the Tuesday prior to a meeting.

Special Issue

Strategic planning - John Paul II High School / St Patrick's School

Effective planning and reporting underpins all the other work that schools do. Schools need to intentionally plan, and evaluate their performance to give effect to Te Tiriti o Waitangi, to meet legislated board primary objectives and show how the school has given particular regard to the NELP and to ensure the needs of all ākonga are met and to ensure the voices of all ākonga and whānau are heard. Te Whakangārahu Ngātahi aims to improve planning and reporting practices, to focus on delivering equitable and excellent outcomes for all ākonga, by having schools be more accountable and responsive to the needs of their ākonga and their community. A copy of the toolkit is to be shared with the board. The report from Debbie Dawson has been shared with all board members. An update on the strategic planning for both schools is to be shared at the November board meeting.

Anthony arrived to the board meeting at 6.11pm

Dedicated board

NZSTA have advised the following:

As discussed, please see the next steps to be taken prior to requesting a dissolution of the combined Board and the creation of designated Boards for John Paul II High School and St Patrick's from the Ministry of Education

- *Finalise community survey required by Bishop/ML of CHCH/CEO. Was Mike able to reconfirm the need for the second community survey? And, if so, did he approve the survey question?*
 - *“Do you support or oppose the dissolution of the combined board and the establishment of two dedicated boards, one for John Paul II and one for Saint Patrick’s?”*
 - *If the question is approved, it would be advantageous to hold the survey as soon as possible.*
- *If agreed, a letter requesting dissolution will be sent to MOE who will designate a date for:*
 - *audit of accounts*
 - *Minister sign-off*
- *Mary Pupich is your new MOE contact and has been briefed on the process to date.*
- *NZSTA will:*
 - *assist with new contracts for employees of both schools*
 - *assist with elections / timing etc.*
 - *provide a letter to the Bishop outlining support through the transition (MOE has been asked to do the same)*

An email was sent to Mike Nolan. Email and response is as follows

Thanks for this further information, following Bishop Michael's letter of 25th September 2023 (attached).

1. *Please provide the full survey, including the preamble you will provide so that parents and parishioners have an appropriate context and background to the question you are asking them to respond to.*
2. *Presumably there will be other questions or information/feedback you will be seeking from the parent & parish community?*
3. *Will respondents have an opportunity to provide reasons for their answer to the primary question, and any secondary questions?*
4. *Will there also be an opportunity for a public meeting for people to express their opinions regarding this significant proposal?*
5. *Will the board be following best community consultation practice by engaging an external consultant to run the consultation process and provide an independent report to the board on the community's feedback? As noted previously, an independent and experienced consultant will also assist the board in providing its reasons for the community consultation and will ensure all questions are framed in such a manner as to not provide a hint of predetermination.*

Alan read to the meeting the above emails from NZSTA and Mike Nolan. In regard to Mike questions

1. A copy of the full survey will be drafted and forward to Mike and the Bishop for approval
2. There are no other questions
3. Yes the respondents will have the opportunity to provide reasons for their answers on the survey
4. Public meeting can be offered, but the board is yet to confirm this
5. The board will engage an independent consultant to coordinate the survey

Discussion was held in regard to the board wanting to share in the preamble why the current board is wanting to move towards two dedicated boards. This will be drafted and shared with board members. NZSTA is to be contacted to help formulate a preamble to the survey

The board is to draft up a model for two sub committees. One for St Patrick's School and one for John Paul II High School. This is to be prepared for the November board meeting. The board would like to be able to focus on both schools individually.

Well being survey

Board members were emailed prior to the meeting copies of the summary of both survey reports for John Paul II High School and St Patrick's School. These were also handed out to board members at the meeting. The summary was formulated by Debbie Dawson, contracted by NZSTA.

Renee Hutchinson and Joanie Roberson were asked to leave the meeting while the St Patrick's School survey was discussed.

Moved Alan Berry / Abby Murphy *"that the meeting move into in-committee at 6.25pm"*

Carried

Ian Johnson left the meeting while the John Paul II High School survey was discussed.

Renee Hutchinson re entered into the meeting for discussion regarding the John Paul II High School survey

Moved Alan Berry / Maria Lockington *"that the meeting move of in-committee at 7.15pm"*.

Carried

St Patrick's School

The concerns and pressures relating to staff wellbeing that were identified were generalised comments about the overall educational environment e.g. Ministry of Education resourcing could be better; transition to the new curriculums; behavioural issues with students, continuing development of the Positive Behaviour for Learning (PB4L) programme, development of the School's Professional Growth Cycle (PGC), expectations of staff in relation to the School's Special Character, staff shortages are all efforts to strengthen the School's culture.

John Paul II High School

The survey feedback indicates some staff are struggling with their workload especially in relation to new programmes or new ways of working. Actions for consideration are to share with staff there will be an opportunity to discuss workload at a professional development session; Use the workshop time to probe what in the school environment creates pressure for staff e.g. the classes (teaching & managing behaviours); rostered duties; meeting attendance; requirements to meet management unit expectations; etc. Identify what aspects of the workload are externally generated and what are within the school's control; Identify and agree on local solutions.

Both Principals have external appraisers and 360-degree feedback on their leadership is a feature. It is recommended that the Board ensure they are seeing the summarised results of any feedback from staff gathered by the external appraisers and how these are being reflected in each Principal's leadership goals for the coming year. Given that 360-degree feedback is part of the annual appraisal process for each Principal, the Board may wish to consider whether a biennial survey focusing specifically on staff wellbeing would be sufficient. Frequent surveying can also result in staff survey fatigue, particularly when the results are not reported back or there is not enough time to put in place action plans and to see improvements.

Moved Alan Berry / Anthony Whitcombe *" that for any future well being surveys that these continue to be under the guidance of NZSTA"*.

Carried

Principal appraisal - John Paul II High School

Alan shared with the board Renee's principal appraisal, as undertaken by Neil Wilkinson. A final summary sheet was given to all board members to read.

Moved Alan Berry / Maria Lockington "that the meeting moved into in-committee at 7.15pm". Carried

Moved Alan Berry / Maria Lockington "that the meeting move out of in-committee at 7.34pm" Carried

Moved Alan Berry / Maria Lockington "that the principal appraisal for Renee Hutchinson by Neil Wilkinson be accepted". Carried

Ian and Joanie were invited to re-enter the meeting at 7.34pm

Gym - climbing wall update

John Paul II High School property committee together with Renee are to draft a letter to the climbing trust in regard to compliance and best practices, in going forward.

Exit interviews

In the past exit interviews have been offered to any staff leaving both schools. A copy of the blank exit interview is to be shared with the board. Marjan has offered to take part in the exit interview and Fr Mathew is happy to continue. An offer of an exit interview will be made to staff members who are leaving once the board views the exit interview questions. Staff have the opportunity to complete the form or attend the interview or both. This is to be on the agenda for the November board meeting.

- What is your main reason for leaving?
- What other reasons do you have for leaving?
- How did you find your induction when you started?
- What has been good/enjoyable/satisfying working with us?
- What has been frustrating/difficult/upsetting working with us?
- What extra responsibilities would you have liked to be given?
- Is there anything we could have done differently to enable greater use of your capabilities?
- How well do you think your training and development needs were assessed and met?
- What training and development did you find most helpful and enjoyable?
- How did you find the communication within the school?
- How would you describe the culture or 'feel' of the school?
- How did you find relations/collaboration within the school?
- Were there opportunities to provide feedback?
- How do you feel in general about our school?
- Any additional comments?
- If you are accepting a new position, please reply to the following questions
 - What particularly attracted you to apply for your new role?
 - What are they offering that we are not?

Advertising

Discussion was held in regard to the board being more visible to our school community. Ways of doing this was suggested to place articles into the school newsletter after each board meeting, meet with staff (pop into the staffroom for morning tea etc), end of year speech, to name a few suggestions. First article for JPIIHS is as follows: *The board of trustees would like to thank the school community for their input into our strategic plan. We are working through this so the senior leadership team can progress with their annual plan for John Paul II High School. Many congratulations go out to all that attended the Jubilate in late October, a beautiful performance by our talented students. Also, a big congratulations to our basketball team, representing the school well at Nationals, you should all be very proud of yourselves. There is a lot of behind the scenes work that goes into ensuring these events go ahead, thank you to all involved. We would like to wish all students the best of luck for your exams, both that have been and that are to come. You are well supported by the team at John Paul II High School. "The capacity to learn is a gift; the ability to learn is a skill; the willingness to learn is a choice." Brian Herbert We have some exciting projects looking ahead to 2024 and the board of trustees wish to express support and enthusiasm for Ms Hutchinson and her team's direction for the school.*

Complaint committee report

Moved Renee Hutchinson / Anthony Whitcombe "that the board moved into in-committee at 7.40pm". Carried

Alan Berry left the meeting at 7.40pm

Moved Anthony Whitcombe / Maria Lockington "that new employee checklists and employment procedures are followed and shared with the board". Carried

Alan re-entered meeting at 7.55pm

Special Character committee report

Report from committee: *Curriculum refresh progressing with Rory. Sacramental program going well 14 plus a further 2 new preparing for Baptism possibly Bishop Micheal to celebrate 3rd November. Jubilate coming up this week. NET Team from Christchurch last team. CYT small for next year. Joanie to head over and discuss with Christchurch Diocese to discuss servicing this need next year. Hearts Aflame – Promote – to our 18 year olds. 4 goals from Debbie’s session 1 of which is specifically special character – woven into all others AIM: Quality teaching, interesting and purposeful in every class. RE is the why – tie in with teaching and learning. FOCUS: Encounter, Christian witness, growth in knowledge captured each year in overall focus – then a specific focus Graphic Facilitator – Working with Students, Staff, Parents SERVICE Visible and contributing to our community, Corequisite – 20 hours per year, International service trip for mission and service e.g. trip to Samoa every second year Renee to chat with Celia so she can scope out interest from students and staff – consider Philippines first term holidays and Easter. Renee to ask Dan Dungee Marist Brothers – Lay partnership coordinator. Revolution and Antioch Camps - Funding and Transport provided for students – aim to snowball this as students this year very positive – get students to promote through assembly, videos, newsletter, social media – Instagram, facebook (linked). Decision making framework from NZCEO – Check with Alan – Maria . Elections for Chair? Miles keen to share around. Thank you for Ivory Rancho – she does a lot in our schools. Renee, Joanie and Jovanie to organsie. Two meetings this term – tie in with a strategic plan. Miles to check date 1st Week Dec – Mike Nolan document on dimension included in discussions*

<i>February</i>	<i>Reacquaint with goals</i>
<i>April</i>	<i>Overseas Mission?</i>
<i>June</i>	<i>Plan Revolution Camp</i>
<i>September</i>	<i>Plan Antioch Camp</i>
<i>October</i>	<i>Plan Strategic Goals next year</i>

Strategic Planning committee report

Work in progress, next steps are further community consultation.

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 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.

Board professional development

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

Confirmation of Minutes

Moved Alan Berry / *"that the minutes of the September meeting held on 19 September 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 8.20pm

Due to Renee hosting a graphic facilitation for parents of minority groups within John Paul II High School the November board meeting has been moved to Monday 27 November at the same time and venue.

Next board meeting: **Monday 27 November 2023 @ 5.15pm nibbles and 5.30pm start**

Date	Time	Dates and times of future board meetings

Actions Points	Allocated person
Letter to climbing wall	Principal & Property committee
Newsletter BoT updates	Whole board
New employee checklists and employment procedures to be shared with board	JPIIHS principal
Draft a sub committee proposal	Board secretary/ Presiding Board member

Presentation to board	Maria and Renee
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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.

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.