

MINUTES OF GREYMOOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES HELD IN THE STAFFROOM ON TUESDAY 27 NOVEMBER 2023 BOARD MEETING AT 5.30PM

Roll call

Proprietors representatives

Angela Sweetman, 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

Fr Mathew, Miles Roper, 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 Kim Hines.

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. Incoming Year 9's currently being interviewed for 2024 placement. Clear student and staff voice regarding student timetable. Boot camp and activities moved from Wednesday to Friday. ERO is completing the final stages of their review.

Moved Renée Hutchinson / Anthony Whitcombe *"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

No meeting was held.

John Paul II High School - Professional Growth Cycle 2024

The Professional Growth Cycle for Renee for 2024 is to follow the existing structure of the current professional growth cycle. This is in line with the professional growth cycle as per the Ministry of Education and New Zealand Schools Trustees association. Links are provided for principals. The presiding board member and principal set goals for the year. Currently Renee is working with the principal of Villa Maria who provides a letter of endorsement attesting to Renee satisfying the requirements of the professional growth cycle.

John Paul II High School - Principal's coaching and wellbeing fund

The \$6000 fund has been spent on a leadership programme through the Harvard Graduate School of Education (15-19 January 2024, Sydney Australia). The full entitlement of funds has been used on this programme with no carry over. The travel and accommodation have been supplemented by a \$2000 scholarship that will be paid directly to John Paul II High School upon completion of the course and submission of receipts. Renee has been accepted into the Springboard Trust Strategic Leadership programme for 2024 and will use \$3000 from the 2024 Coaching and Wellbeing Fund to contribute towards the cost of this course. The remaining \$3000 will be decided in 2024.

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. Teachers are available at this time also to meet with parents in general or a group situation. This is working well, but not a great deal of families have taken up this offer. Numbers are mainly from new entrants to year six classrooms. Book character day was a huge success, as was the book fair run at the same time. We had many parents/caregivers attend the book character day parade. Reading recovery report as tabled by Samara Ewan for St Patrick's School.

Moved Ian Johnson / Celia Costelloe *"that the principal report for St Patrick's School as tabled be accepted by the board"*. Carried

St Patrick's School Principal wellbeing fund

To support principal wellbeing, the agreement provides access to professional supervision, coaching and wellbeing support of up to \$6,000 per annum in each of 2023 and 2024. This fund will be held by the School Board and be accessed by the principal for the purposes of accessing professional coaching, support in their leadership role and wellbeing. The \$6,000 in funding will be a line item tagged in primary schools' operational funding grants for the purposes of professional coaching and support for primary principals. Each school's use of the funding should be in accordance with its policies relating to professional development and sensitive expenditure. The finance committee approves the expenditure of this agreement to be spent on hearing aids for the principal. After further discussion at board level it was decided this decision needed to be reviewed as it does not meet the criteria for the fund. There a motion was tabled and approved to carry this funding over to 2024.

Moved Alan Berry / Blair Shrimpton *"that the board carry over the 2023 funding of \$6,000 to 2024"*. Carried

St Patrick's School - Strategic Plan

The strategic plan was tabled to the meeting.

Moved Ian Johnson / Blair Shrimpton *"that the strategic plan for St Patrick's School be accepted"*. Carried

Principal appraisal

Ian spoke to the board about the process of his principal appraisal led by Bernie Leonard of Evaluation Associates. Having an external advisor provides assurance to the board on his performance as the principal at St Patrick's School is very beneficial, not only to the board but for Ian's professional development. Ian's principal appraisal will be made available to the board late February, early March in 2024. Professional Growth Cycle is another option for Ian, but having an external appraisal provides further reassurance to the board and Ian is happy for this to continue.

Moved Alan Berry / Kathryn Ruddle *"that Bernie Leonard be appointed as an external appraiser for Ian Johnson for 2024"*. 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

Special Issue

Sub committee structure for 2024

Members of the board we asked to review what committees they wanted to be on for 2024 and advise the board secretary

2024 Calendar for board meetings

Discussion was held in regard to timing of the board meetings. Suggestion is to meet twice a term, or as necessary if required. Both schools are to table and present to the board their curriculum reports. John Paul II High School in March and St Patrick's School in July. Board meetings are to be held during February, April, June,

August, October and either late November or early December. Board meetings will be tabled on the board google calendar.

Newsletter articles from the board

Board members have offered to take turns in providing to each school a notice for the school newsletters after a board meeting.

Dedicated board

Discussion was held in regard to appointing an Independent consultant to run the community survey for the dedicated board. Board secretary is to make contact with Liz Clarke, Debbie, Terri Johnstone and Tom Scollard to ask them to provide a quote.

Well being survey

Well being survey results for St Patrick's School. Board members are to invite staff to a morning tea to discuss the outcomes of the survey and thank the staff for taking part. Blair, Abby, Alan, Tanya to ordinate some dates.

Gym - climbing wall update

No update at the time of the meeting.

Annual leave

Moved Alan Berry / Kathryn Ruddle *"that the board move into in-committee at 7.15pm"*.

Carried

Moved Alan Berry / Anthony Whitcombe *"that the meeting move out of in-committee at 7.20pm"*

Carried

Moved Alan Berry / Kathryn Ruddle *"that an annual leave plan for the Principal of John Paul II High School be presented to the board"*.

Carried

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 (as per standing orders) 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?

Exit interviews are to be offered to Kevin, Vanessa and Adam from John Paull II High School. Marjan and Fr Mathew have offered to undertake these interviews. Board secretary is to organise the meetings before the end of the year.

Sub committee reports

Complaint committee report

Nothing to report

Special Character committee report

Nothing to report

Strategic Planning committee report

Graphic facilitation invitation extended to board members, 6.30pm@ MM1 with then next steps are further community consultation for John Paul II High School

Health and Safety committee report

Minutes attached for St Patrick's School for Health and Safety

Remove the stones, and then get rubber matting in the adventure playground is the next big item on the agenda for the playground. Planning an external playground inspection to be undertaken in the new year.

Property committee report

Minutes attached for St Patrick's School for Property

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 / Kim Hines *"that the minutes of the October meeting held on 7 November 2023 meeting be confirmed as a true and correct record"*. Carried

Closing Prayer

Closed the meeting with a prayer lead by Alan.

Meeting closed at 7.29pm

Next board meeting: **Monday 26 February 2024 @ 5.15pm nibbles and 5.30pm start**

Date	Time	Dates and times of future board meetings
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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.