

**DRAFT MINUTES OF GREYMOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES
HELD IN THE STAFFROOM ON MONDAY 29 APRIL 2024 BOARD MEETING AT
5.30PM**

Roll call

Proprietors representatives

Miles Roper

Principals

Renée Hutchinson (Principal John Paul II High School), Kim Hines (Acting Principal St Patrick's School)

Parent representatives - John Paul II High School

Alan Berry , Maria Lockington and Marjan Sprock

Parent representatives - St Patrick's School

Abby Murphy, Blair Shrimpton (Presiding board member) and Kathryn Ruddle (Deputy Presiding board member)

Staff and student representatives

Celia Costelloe (staff representative John Paul II High School) , Lisa Shannahan (staff representative St Patrick's)
Ciaran Thow (John Paul II High School student representative)

In attendance

Tanya Whitmore (Board secretary)

Apologies

Angela Sweetman, Anthony Whitcombe and Fr Mathew (Proprietors representatives)

Welcome and Prayer

Blair Shrimpton welcomed board members to the meeting. The meeting opened with a prayer led by Miles Roper.

Principal and Finance report

John Paul II High School - Principal report - started at 5.35pm

Renée presented to the meeting the board her report for John Paul II High School. Renée's proposal of recruiting for a dedicated religious education teacher was presented to the board, however this is subject to staffing and finance. Appointed a LAT Mathematics teacher who is new to the West Coast. Enrolment marketing for 2025 is currently underway with the review of advertising on a billboard. Ideal roll for school and staffing is between 200 and 220, the more students, means more options are available, more security with staffing when the roll increases. Current roll is 165 students. Reporting on attendance is a focus of the Ministry of Education. Student representative spoke of the student leaders' development. Student leaders attending a conference is a great opportunity for the student leaders. Renée and Joanie will be attending the 'A Current of Grace International Catholic Schools Conference' in Canberra from 20-21 May 2024. This replaces the proposed secondary schools Alpha Course for Principals and DRS. This is financially sponsored by the Bishop.

Moved Miles Roper / Maria Lockington *"that the board supports John Paul II High School principals proposal to recruit a dedicated religious studies teacher subject to finance and staffing"*. Carried

Moved Blair Shrimpton / Abby Murphy *"that the principal report for John Paul II High School as tabled be accepted by the board"*. Carried

St Patrick's School - Principal report

Kim as acting principal presented to the meeting her board report for St Patrick's School. Term two, day one, St Patrick's School reached a milestone of 200 learners currently enrolled. We have applied for a role review for funding and staffing. The teacher aide system is working well to ensure our on-going resource scheme (ORS) and in-class support (ICS), and high health needs (HH) students are being supported and receiving their allocated hours each week. Start of year testing took place in term one, with another round of testing to start in term two and then again during term four. Students working well below (2+ years) their curriculum expectations have had an individual education plan (IEP) written for them. Classroom timetables have been analysed to ensure that one hour a day is being taught explicitly in Reading, Writing and Mathematics, however it is to be noted this has always been business as usual. Currently we have a large cohort of ESOL students who have daily sessions with teaching support. It is to be noted we have readers, writers available for students who require assisting during testing. Structured literacy and the Ideal programme are being well utilised at St Patrick's School. We celebrated our first cultural week of the year with Filipino week. The students learnt about the Filipino culture through traditional games, art and dance and we celebrated learning by having a presentation before Mass. Our Year 7 and 8 students are looking forward to Science and Technology being available for them this term at John Paul II High School. Our whole school attended Kapa Haka during term one. The focus for term two is for a smaller group to work towards participation as a group at the Kapa Haka festival this year.

Ian's leave is continuing under the guidance of his medical team. Ian has been keeping Kim and Blair updated with his recovery. The board offered support and assistance to Kim, Ian and the staff at St Patrick's School during this time while Ian is away. Bernie Leonard from Evaluation Associates has been appointed to work with Kim for professional development in her new role. The contract focuses on the on-going implementation of the strategic plan including the understanding of Te Mataiaho and on-going curriculum development as a result of the MoE direction. This contract is solely for 2024.

Moved Blair Shrimpton / Alan Berry *"that the principal report for St Patrick's School as tabled be accepted by the board"*. Carried

Special Issue

Dedicated board

Consultation report has been received by the board. This was presented to the board by Terri Johnstone who is the independent agent for the consultation to staff, parents and parish community. Miles asked the board to take a closer look at the considerations of the parents/caregivers and parish community. A document is to be made available to all trustees to propose an action to resolve considerations, the document is to be made available for seven days to the whole board and then a smaller working group (Fr Mathew, Blair, Maria, Renée, Kim, Lisa, Celia and Kathryn) are to collate the proposals. After this is completed by the working group, they are to present the results to the whole board. Timetable is as follows

Date	Action	Who
3 May 2023	Google doc to be made for board members to comment on the considerations of parents/caregivers and parish community	Board secretary, Kim and Lisa
3 May 2023	Document to be shared to Board members for their proposed consideration for the action to be addressed.	Board secretary to share this and give all board members editing access
10 May 2023	Comments close and then document to be closed	
13 May 2023	Working group to analyse comments - Board secretary to share document with working group	Fr Mathew, Maria, Kim, Lisa, Renée, Celia, Blair and Kathryn

The next step would be to share with the Bishop that we as a board would like to progress to a dedicated board and to share with him the results of the survey and action points of considerations of the parish community, parents and caregivers.

Points the Bishop asked the board to consider have been actioned

- Requirement each of the schools would have four Proprietor Appointees, five elected Parent Trustees, as well as the Principal and Staff Trustee (plus a Student Trustee for John Paul II High School).
- Consideration on how to enhance the likely flow of students from St Patrick's School to John Paul II High School.
- Memorandum of Understanding to grant mutual access to the shared "common" property areas for the access and maintenance of the staffroom, library, hall and gym

Guidance on the steps forward, following a successful and approved resolution of the above matter from Bishop Michael is that the Greymouth Catholic Schools' Board must seek written guidance from the Ministry of Education as to the correct procedure to follow this matter to its conclusion. The board is to provide Bishop Michael a copy of the guidance. NZSTA have advised the next steps would be to assist the board to write a letter to the MoE requesting dissolution, then the MoE would designate a date for audit of accounts and minister sign-off.

Blair asked the board if they wanted to proceed with a proposal to establish two dedicated boards?

Moved Kim Hines/ Maria Lockington *"that the board receive and consider the findings of the board composition survey and that the board move to proceed with the proposal to establish two dedicated boards"* Carried

Miles Roper recorded that he is not in favor of the motion

Next steps are as above with the working group. Then the board will meet again to discuss next steps before visiting Bishop Michael.

2023 financial statements

2023 draft financial statements for John Paul II High School were made available to the board for review.

Moved Kathryn Ruddle / Alan Berry *"that the 2023 draft financial statements for John Paul II High School as tabled be accepted"* Carried

2023 draft financial statements for St Patrick's School were made available to the board for review.

Moved Kathryn Ruddle / Alan Berry *"that the 2023 draft financial statements for St Patrick's School as tabled be accepted"* Carried

Annual Implementation Plan 2024

John Paul II High School

Renée presented the 2024 annual implementation plan for John Paul II High School.

Moved Renée Hutchinson / Maria Lockington *"that the board accept the received the plan"*. Carried

St Patrick's School

Kim presented to the board the 2024 annual plan for St Patrick's School

Moved Kim Hines / Kathryn Ruddle *"that the board accepted the received plan"*. Carried

Sub committee reports

John Paul II High School - Finance report

Finance meeting has been deferred.

St Patrick's School - Finance report

Finance meeting has been deferred.

Complaint committee report

Moved Blair Shrimpton / Lisa Shannahan *"that the meeting move into in-committee at 7.04pm"* Carried

Moved Blair Shrimpton / Alan Berry *"that the committee move out of in-committee at 7.23pm"* Carried

Moved Alan Berry / Abby Murphy *"that complaint has been resolved and various action points are being followed by the committee"*. Carried

Special Character committee report

The below points are from the latest special character committee from Miles email as discussed at board meeting

- Feast of assumption 15th August for JPIIHS confirmation at St Patrick's Church. Father will check the Bishops availability for this Mass
- Aim for baptism in July for St Patrick's students
- Combined school Mass for Feast of Assumption. This requires some planning. Father would meet with both Directors of Religious studies in term two to organise the details.
- Also aim to commission Jovanie on 15th August as well.
- Unanimous support for Renée's proposal of recruiting for a dedicated religious education teacher (subject to financing and board approval etc)
- Some discussion on Mass at Church, St Patrick's School bus students to church, as well as a school Mass at school every fortnight, JPII have a time allocated on a Thursday for a Mass at school, however this doesn't work for Father in terms of his time commitments. Further discussion needed, no simple solution.
- Church youth worker unable to engage with JPII youth group anymore.
- Father will check with Margaret re Easter candle wax holder things for Holy Saturday. Seemed to be a shortfall
- Good discussion from both Jovanie and Joanie on successes, challenges and opportunities

Health and Safety committee report

St Patrick's School

Health and Safety reports from St Patrick's School were shared to the Health and Safety committee and made available to board members. Next meeting is Thursday 23 April at 3.45pm at St Patrick's School

John Paul II High School

Next meeting is Tuesday 28 May at 4.00pm at John Paul II High School

Property committee report

St Patrick's School

Property reports from St Patrick's School were shared to the property committee and made available to board members. Next meeting is Thursday 23 April at 3.45pm at St Patrick's School

John Paul II High School

Next meeting is Tuesday 28 May at 4.30pm at John Paul II High School

SchoolDocs policies to be updated / reviewed

Discussion was held in regard to reviewing policies and procedures.

Moved Alan Berry / Abby Murphy *"that both principals are to include into their principal monthly reports to the board that they confirm all employment and induction procedures have been reviewed"*. Carried

Moved Alan Berry / Abby Murphy *"that both principals are to include into their principal monthly reports to the board that they confirm they have reviewed the procedures and policies as per the board assurance and review timetable"*. Carried

Copies of board assurance and review timetables for 2024 are to be shared to the board. Below is a summarised copy of the review schedule with information on access.

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

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 principal report to the board which policies have been reviewed.

Term 1	Term 2
Te Tiriti o Waitangi - Board Board Responsibility - Board Parent Involvement	<i>EMPLOYER RESPONSIBILITY POLICY - Board</i> Appointment Procedure - Board Equal Employment Opportunities

Term 1	Term 2
Communicating with Parents Community Conduct Expectations School Character / Special Character -Board <i>DOCUMENTATION AND SELF-REVIEW POLICY- Board</i> School Planning and Reporting Reporting to Parents on Student Progress and Achievement	Teacher Relief Cover Safety Checking - Board Police Vetting Classroom Release Time (primary) Timetable (composite and secondary)
Term 3	Term 4
Concerns and Complaints - Board Media Performance Management - Board Professional Development Protected Disclosure - Board Staff Conduct Staff Leave	<i>FINANCE AND ASSET MANAGEMENT POLICY - Board</i> Managing Income and Expenditure - Board Financial Conflicts of Interest - Board School Donations and Student Activity Payments / Attendance Dues and Other Income Expenditure Asset Management and Protection - Board Property Planning and Maintenance Prevention of Bribery, Corruption, Fraud, and Theft

As per SchoolDocs self review - template

Board professional development

NZSTA are offering courses, both in person or online.

He Ruru Mātauranga workshop for School Board Members and whānau. HRM is a (funded) kaupapa that provides opportunities for collaboration between kaiako, whānau and mana whenua to support one another around the pedagogy, strategies, and methodology to allow local narratives to be used as part of the Aotearoa NZ Histories Curriculum. This mahi is facilitated by Reo Māori Mai on behalf of the two local rūnanga - Ngāti Waewae and Makaawhio. Part of the outcomes for this kaupapa relies on implementation at a governance level, and support from Boards to achieve equitable outcomes. These workshops provide a space for collaboration and discussion around how this could look in your school. There are two sessions to choose from:

- Wednesday 15th May at Arahura 4:30 - 7:30pm
- Thursday 16th May in Kawatiri 4:30 - 7:30pm

Register for the workshops on offer for Board Members on Te Tai Poutini. Any whānau interested are also very welcome, and encouraged to attend.

Please register if you are interested or ask the board secretary to register you.

Board secretary is to create and share a 2024 training register. Board members are asked to record on this document what training they have undertaken.

Newsletter - Board news

After each board meeting it is the intention of the board to share an article in each school's newsletter. Blair has kindly offered to complete this for tonight's meeting.

Agenda Structure

Board members thought the new look agenda was a good asset to the meeting structure. This is to continue with the possibility of links to reports being shared etc.

Board meeting day

At the end of 2023 the board meeting date was moved to a Monday. This was reviewed by the board and the board has made the decision to move the day back to a Tuesday. Board secretary is to change the dates on the board calendar and share them with board members.

Correspondence

No correspondence

Confirmation of Minutes

Moved Blair Shrimpton / Marjan Sprock *“that the minutes of the 26 February 2024 meeting be confirmed as a true and correct record”*. Carried

Future board meetings

Date	Prayer	Time	Dates and times of future board meetings
Tuesday 28 May 2024	Jovanie	5.30pm	St Patrick’s School curriculum presentation to the board
Tuesday 25 June 2024	Anthony	5.30pm	Board meeting
Tuesday 27 August 2024	Ciaran	5.30pm	Board meeting
Tuesday 29 October	Celia	5.30pm	Board meeting
Tuesday 26 November	Lisa	5.30pm	Board meeting

Property committee St Patrick’s School	Property committee John Paul II High School
Acting Principal - Kim Hines Presiding board member - Blair Shrimpton Staff board representative - Lisa Shannahan Board representatives Alan Berry, Kathryn Ruddle, Abby Murphy, Anthony Whitcombe Proprietors representative - Fr Mathew Staff member - Tanya Whitmore	Principal - Renée Hutchinson Presiding board member - Blair Shrimpton Staff board representative - Celia Costelloe Board representatives Alan Berry, 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
Acting Principal - Kim Hines Presiding board member - Alan Berry Staff & board representative - Lisa Shannahan Board members: Blair Shrimpton and Kathryn Ruddle Staff member - Tanya Whitmore	Principal - Renée Hutchinson Presiding board member - Blair Shrimpton Staff & board representative - Celia Costelloe, and Kathryn Ruddle Staff member - Liz Manning, Madeline Castles

Health & Safety committee St Patrick’s School	Health & Safety committee John Paul II High School
Acting Principal - Kim Hines Presiding board member - Alan Berry Staff representative - Lisa Shannahan Board representatives - Abby Murphy Proprietors representative - Fr Mathew Staff member - Tanya Whitmore	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
Acting Principal - Kim Hines Director of Religious studies - Jovanie Leones Proprietors representatives Fr Mathew, Miles Roper, Angela Sweetman, Anthony Whitcombe, Maria Lockington	Principal - Renée Hutchinson Director of Religious studies - Joanie Robertson Proprietors representatives Fr Mathew, Miles Roper, Angela Sweetman, Anthony Whitcombe, Maria Lockington.

Closing Prayer

Closed the meeting with a prayer lead by Renée.

Meeting closed at 8.10pm

St Patrick's School curriculum presentation to the board: Tuesday 28 May @ 5.30pm in multipurpose room at St Patrick's School.

Next board meeting: Tuesday 25 June 2024 @ 5.15pm nibbles and 5.30pm meeting start in staffroom

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