

MINUTES OF GREYMOOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES HELD IN THE STAFFROOM ON MONDAY 26 FEBRUARY 2024 BOARD MEETING AT 5.30PM

Roll call

Proprietors representatives

Angela Sweetman, Anthony Whitcombe (arrived at 5.50pm)

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 (deputy presiding board member)

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

Fr Mathew and Miles Roper (Proprietors representatives)

Dedicated Board

Terri Johnstone from Catalyst for Change Limited met with the board via google meet to discuss the board composition review. Catalyst for Change Director Terri Johnstone was engaged by the Greymouth Catholic Schools' Combined Board Of Trustees for John Paul II High School and St Patrick's School to undertake this consultation to capture feedback and determine Board member perspectives on the proposed change from a Combined Board composition to two Separate Governing Boards. Methodology. A standard internet survey tool (SurveyMonkey) was used to capture responses, with questions tailored to suit the needs of the Board. This survey was sent to 16 Board members, of which 12 responded, resulting in a 75% response rate. As per Terri's report to the board below: *This high response rate indicates both strong reliability and validity, showing that results in this report are a true reflection of Board opinion. All comments provided in this report have been themed to ensure the anonymity of respondents. In addition, Terri Johnstone undertook individual interviews with the current Principals to capture their more thorough feedback. Board members firmly support the Board composition changing from a Combined Board model, to two Separate Governing Boards, with 11/12 Board members selecting this preference. Board members saw weakness in the current model, specifically in relation to the lack of balanced focus between the two schools. They also saw weakness in the length of meetings and workload, with there being too much information to process and give thorough thought and due diligence to the individual needs of both schools. Board members also saw weakness with the Combined Board composition, as discussions of more sensitive issues could remain more private in a Separate Governing Board Model. Additionally, as primary and secondary schools differ significantly in terms of curriculum and social/behavioral issues, Board discussions are often only relevant for one school. The Board believes they cannot deeply engage enough in governance or the strategic plan in the Combined Board model, and believe they are not providing the most effective governance. When discussing a move to two Separate Governing Boards, Board members see strength in improved strategic focus for meetings and shorter meetings with deeper engagement with topics and situations. They envision greater investment in meetings by Board members, as all topics discussed would be relevant to their school and their children/students. They see more focus on each individual school with better prioritisation of resources leading to improved outcomes for students. They also envision stronger relationships within the Board, and better relationships with staff and the school community. Board members highlighted some caveats of a move to two Separate Governing Boards, however provided solutions to mitigate any challenges.*

The Board firmly supports a move from the current Combined Board Composition, to two Separate Governing Boards, with one Board to govern St Patrick's School, and one Board to govern John Paul II High School.

It was noted Marjan and Anthony had not received the survey and requested for this to be sent to their non board email addresses which have been provided to the board secretary to share with Terri so that they would be able to complete the survey. A draft of the survey was shared with board members. Survey is attached.

Board members were asked to help out after Mass on Sunday 4 March for the monthly cup of tea. At the same time Terri will be available to meet with parishioners regarding the survey. Thanks to Alan, Abby and Angela for offering to assist.

Moved Alan Berry / Kim Hines *“that the tabled board survey results as completed by Catalyst for Change Limited be accepted and that the board moves to the next stage to community consultation”*. Carried

Welcome and Prayer

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

Election of Presiding Board member and Deputy Presiding Board member

Alan Berry advised the meeting he would be stepping down as presiding board member at the meeting this evening. Nominations were called for presiding board member and deputy presiding board member. Board secretary called for nominations for a presiding board member. Blair spoke to the meeting regarding his concern for his placement as the presiding board member in relation to his connection with John Paul II High School as opposed to St Patrick’s School where his children are currently attending. Alan advised that he was stepping down, but not leaving the board and has offered to assist in this area, as all the parent representatives for John Paul II High School would also do as their role of parent representatives.

Renée Hutchinson nominated Blair Shrimpton for presiding board member, this was seconded by Abby Murphy. There being no further nominations Blair Shrimpton is to be appointed as presiding member of the Greymouth Catholic Schools’ Board of Trustees.

Moved Renée Hutchinson / Abby Murphy *“that Blair Shrimpton be appointed as presiding board member of the Greymouth Catholic Schools’ Board of Trustees”*. Carried

Blair called from nominations for deputy presiding board member. Abby Murphy nominated Kathryn Ruddle for deputy presiding board member, this was seconded by Ciaran Thow. There being no further nominations Kathryn Ruddle is to be appointed as chairperson of the Greymouth Catholic Schools’ Board of Trustees.

Moved Celia Costelloe / Ciaran Thow *“that Kathryn Ruddle be appointed as deputy presiding board member of the Greymouth Catholic Schools’ Board of Trustees”*. Carried

Blair thanked Alan for his time, energy, knowledge and commitment that he has given to the role of presiding Alan for the last three years. It is hugely appreciated and acknowledged.

Principal and Finance report

John Paul II High School - Principal report

Principal presented to the meeting the board report for John Paul II High School. Currently undertaking an employment process for teacher vacancies at John Paul II High School. There has been a student voice as part of the process. The following teachers have been appointed into Dean roles for 2024: Year 9: James Roberson; Year 10: Trish Dellaway; Year 11: Celia Costelloe; Year 12: Renée Hutchinson (acting for Ema Motu); Year 13: Corinne Coulthard. Principal has begun work with Neil Wilkinson around leadership goals for 2024. Neil Wilkinson has been engaged in this role of supporting leadership which has been budgeted from the \$6000 fund for well being for Principals as Neil has worked with Renee while she has been at John Paul II High School. Principal attended Harvard Leadership for Excellence professional development in Sydney in January. It was reported in the local newspaper that the West Coast obtained the worst results in the country for NCEA Level 3 with an average of 50%, however the students at John Paul II High School in this area obtained a far greater result. 2024 sees the publication of updated EOTC forms, these have been compiled by EONZ and have been designed to be a standard

across schools and to streamline the EOTC procedure. The focus now is on supervisor competencies and those of the students on the activity. Any activity involving water requires specific consent from the caregiver. Student/Teacher ratios are no longer used to establish the number of supervisors on an activity. School tone is positive and students are settled.

Principal has begun the Springboard Trust Strategic Leadership program, which is a Strategic Leadership for Principals Programme (SLPP) connects principals with strategic experts from outside of the education sector to develop principals' leadership capability and to support clear, insightful strategic planning for schools. Discussion was held in regard to a morning tea or BBQ to acknowledge the staff at John Paul II High School where board members would be present. Principal is to discuss options with the presiding board member.

Moved Renee Hutchinson / Maria Lockington *“that the board supports the principal of John Paul II High School professional development Springboard Trust Strategic Leadership program”*. Carried

Moved Renée Hutchinson / Abby Murphy *“that the principal report for John Paul II High School as tabled be accepted by the board”*. Carried

John Paul II High School Strategic Plan 2024-2026

Consultation with the board of trustees, staff, students, community, and Ngati Waewae has been undertaken. Minor updates have been included. Work is underway with LALs and unit holders to co-construct the Annual Implementation Plan. This will be published on the school website by 31st March in accordance with Education and Training Act requirements.

Moved Renee Hutchinson / Alan Berry *“that the John Paul II High School Strategic plan for 2024-2026 as tabled be accepted”*. Carried

John Paul II High School - Finance report

Provisional result for 2023 looks positive, however, the figures for 2023 still have to be ratified and confirmed. After this has taken place, the end result should still be some surplus. This is due to extra funding during 2023. Fusion Networks are now the Network Administrators which provide regular on-site support for both staff and students. Quotes have been provided for the gym to be repaired, this is to be deferred to the property committee. Due to the age and condition of the school van, it was stated a replacement is needed. Discussion was had regarding purchasing a new van or lease. A selection of options are to be submitted to the next finance committee meeting for discussion. Renee has asked that \$60,000 be budgeted for a new van. A luggage trailer was also discussed. Hireage rate for the gym is to be reviewed as currently the \$25.00 per hour does not cover expenses, power, cleaning etc.

Moved Blair Shrimpton / Angela Sweetman *“that the finance report as tabled for John Paul II High School be accepted”*. Carried

Moved Blair Shrimpton / Alan Berry *“ Finance Committee recommended to the board that the Principal can spend up to 50% of the draft budget until the Approved Budget is passed after the 1 March 2024 Roll Return”*. Carried

St Patrick’s School - Principal report

Kim as acting principal presented to the meeting her board report for St Patrick’s School.

Acting principal acknowledged the St Patrick’s School family and the wider community for the support they have given to the staff over the past six weeks since Sue and Ian’s accident. The food that was donated for Sue’s memorial was very much appreciated by both the school and the Johnson Family. The staff had an impromptu meeting on Tuesday 16 January where we all got together to support one another. We had 100% turn out for this meeting. Acting principal thanked Alan for attending this meeting also and supporting the staff at a very difficult time. The school year started with a whole staff (teachers and support staff) attending a staff only day on Thursday 25 January. A whole school Liturgy and a tribute to Sue was held on our first day of the school year, Monday 29 January. We had wonderful attendance from both Board Members and our school whanau. The year 7/8 students went to Living Springs in Christchurch on our second day at school (30 January) for four nights. This was the first

time we have visited this camp and it was well received. The activities were all completed on site (tree climbing, abseiling, archery, air rifles, archery tag, mountain boards, monorail, swimming and more!) The facilities were great, well trained staff and excellent food. I would definitely recommend going again. One student sustained a broken wrist and two broken toes at the trampoline park on the way to Living Springs. He was taken to the 24hr clinic by the acting principal and returned to camp for the rest of the week. The year 5/6 students went to Westport for a two night camp on 21-23 February This was a first camp for many of the students and it was well received with plenty of well planned activities. Starting the year off with school camps has proved very beneficial. The year 7/8 cricket team played in a tournament with a win in the final against Grey Main by one run. The senior classes have chosen two students to represent their class on the Student Council. These children will meet with the acting principal every two weeks and discuss issues within the school. The first focus will be on wearing the appropriate school uniform. Student-Led conferences have been held over two weeks with a large number of whanau attending. Student goals were discussed at these conferences. We have advertised for a Long Term Reliever in the Education Gazette to cover the Year 8 class. If we have a suitable candidate, this will allow the acting principal to be removed from the classroom so she can continue to do Ian's role. Blair thanked Kim (acting principal), Lisa (acting deputy principal) and Tanya (executive officer) for taking on extra roles at St Patrick's School while Ian (Principal on leave) acknowledged the support that Kim and Tanya have given to the Johnson family at this tragic time.

Moved Kim Hines / Lisa Shannahan *"that the principal report for St Patrick's School as tabled be accepted by the board"*. Carried

St Patrick's School Finance report

No finance committee meeting was held

Standing Orders 2024

Each Standing Order applies to John Paul II High School and St Patrick's School.

1. THAT the Deputy Principal of John Paul II High School, or in their absence the Assistant Principal, be appointed Acting Principal in the absence of the Principal from school for one whole day or more; and that, in particular, the Acting Principal be delegated the powers of the Principal pursuant of the Education and Training Act 2020
2. THAT the Deputy Principal of St Patrick's, or in their absence the Director of Religious Studies, be appointed Acting Principal in the absence of the Principal from school for one whole day or more; and that, in particular, the Acting Principal be delegated the powers of the Principal pursuant of the Education and Training Act 2020
3. THAT the Principal of the appropriate school, in consultation with the Board Presiding member, have the authority to form a disciplinary committee of at least three board members and that committee be delegated to act, on behalf of the board, to determine decisions under the stand down, suspension, exclusion and expulsion regulations, as per Education and Training Act 2020
4. THAT the finance officer of John Paul II High School continues their appointment as John Paul II High School's Privacy Officer.
5. THAT the executive officer of St Patrick's School continues their appointment as St Patrick's School's Privacy officer.
6. THAT the Principal and Board Presiding member of John Paul II High School carry out initial enquiries into complaints and undertake initial investigations with respect to complaints against staff members in accordance with the applicable employment agreement provisions, including the power of suspension of staff.
7. THAT the Principal and Board Presiding member of St Patrick's School carry out initial enquiries into complaints and undertake initial investigations with respect to complaints against staff members in

- accordance with the applicable employment agreement provisions, including the power of suspension of staff.
8. THAT the caretaker for John Paul II High School be the OSH Officer for John Paul II High School or whoever is duly elected by employees of the Board.
 9. THAT the executive officer for St Patrick's School be the OSH Officer for St Patrick's School or whoever is duly elected by employees of the Board.
 10. THAT the Board authorises the Board Presiding member and Principal of each school to sign the Statement of Responsibility for the 2023 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.
 11. THAT the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2024 Statement of Financial Performance. The budget shall be equal to the actual salary costs for the 2023 year and will include an income amount and an equivalent expenditure budget.
Note the actual figure for the MOE teacher salary is provided by Ed-Pay. Every year a special summary is produced which provides information for a number of salary adjustments required at the year-end.
 12. THAT the Board approved the inclusion of a budget for the 2024 Statement of Financial Position, which is derived from the Board's 2023 operating and capital purchases budgets.
 13. THAT the Board approves the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2024. The 2023 figure will include an income amount and an equivalent expenditure budget.
 14. THAT records will be held at John Paul II High School for seven years after (named student/ staff member) has left.
 15. THAT financial documents for John Paul II High School be held for a seven year period, then destroyed.
 16. THAT records will be held at St Patrick's School for seven years after (named student/staff member) has left.
 17. THAT financial documents for St Patrick's School be held for a seven year period, then destroyed.
 18. THAT the Greymouth Catholic Schools' Board of Trustees delegates the authority for fundraising matters, including those involving Charitable Trust applications, following referral from the principal of St Patrick's School and the principal of John Paul II High School to the respective finance committees of John Paul II High School and St Patrick's School. Any contentious fundraising issues will be discussed at a full board meeting.
 19. THAT the presiding member of the Greymouth Catholic Schools' Board of Trustees will be the only authorised member of the board to discuss governance issues with the media and the principals of St Patrick's School and John Paul II High School will be the only authorised persons to discuss management matters relating to their schools. In the absence of the presiding member the deputy Presiding member shall assume the role as presiding member for the purpose of discussing governance issues with the media
 20. THAT the principal of John Paul II High School has the authority to sign the payroll at John Paul II High School.
 21. THAT the principal of St Patrick's School has the authority to sign the payroll at St Patrick's School.
 22. THAT the board secretary be given speaking rights for clarification.
 23. THAT a gift will be presented to any board member who serves two or more terms on the board.

24. THAT the board completes police vetting documentation upon election.
25. THAT the board maintains a training register for board members.
26. THAT the overseas teachers who are recruited by John Paul II High School are to be supported financially, case by case, up to the previous Ministry of Education relocation grant amount, and /or future amount.
27. THAT when the St Patrick's School principal, deputy principal and director of religious education are absent from school, the principal shall make a written delegation of powers pursuant Education and Training Act 2020. Orders of delegation in the absence of one level of responsibility above:
 - a. Principal
 - b. Deputy Principal
 - c. Director of Religious Studies
 - d. Most experienced Syndicate Leader (Teaching years)
 - e. Most experienced Teacher (Teaching years)
 - f. Senior administrator

All items of major concern should be communicated to board Presiding member prior to action in the absence of deputy principal and principal
28. THAT the principal of John Paul II High School has the authority to approve leave applications up to ten days under the guidance of the PPTA collective contract.
29. THAT the board approves St Patrick's School staff to complete the Understanding Behavior – Responding Safely (UBRS) training programme in order for the staff to use physical restraint on a student at St Patrick's School.
30. THAT the board approves John Paul II High School staff to complete the Understanding Behavior – Responding Safely (UBRS) training programme in order for the staff to use physical restraint on a student at John Paul II High School.
31. THAT the board undertakes a staff climate survey minimum of biannually.
32. THAT the principal offers exit interviews together with the board representatives to staff leaving.
33. THAT the principal's personal assistant at John Paul II High School be appointed as the returning officer for the student representative annual election to the board
34. THAT the threshold for purchasing fixed assets is \$500

Moved Blair Shrimpton / Kathryn Ruddle *"that the standing orders as above for 2024 be accepted with the update of the Education and Training Act 2020 for points one to three, staff climate survey being held biannually and the threshold for purchasing fixed assets be reviewed by each finance committee"*. Carried

Special Issue

Sub committee structure for 2024

Members of the board were asked to review what committees they wanted to be on for 2024 and advise the board secretary. Committee to stay as status quo.

2024 Calendar for board meetings

Confirmation of 2024 with the inclusion of termly special character meetings for term one to three and two special character meetings in term four.

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. Blair has offered to provide this information for this meeting to each school for their newsletter.

Confirmation of student achievement plan

School	Date of presentation	Venue
John Paul II High School	Monday 25 March	Library @ 5.30pm
St Patrick's School	Monday 27 June	Library @ 5.30pm

Copies of curriculum reports are to be forwarded to the board secretary prior to the presentation so that board members can read reports and come prepared with questions.

Gym - climbing wall update

To be removed from the agenda and added to JPIIHS property committee

Sub committee reports

Complaint committee report

A sub committee has been formed.

Special Character committee report

Nothing to report

Health and Safety committee report

Nothing to report

Property committee report

Nothing to report

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
Te Tiriti o Waitangi Board Responsibility Parent Involvement Communicating with Parents Community Conduct Expectations School Character / Special Character <i>DOCUMENTATION AND SELF-REVIEW POLICY</i> School Planning and Reporting Reporting to Parents on Student Progress and Achievement	<i>EMPLOYER RESPONSIBILITY POLICY</i> Appointment Procedure Equal Employment Opportunities Teacher Relief Cover Safety Checking Police Vetting Classroom Release Time (primary) Timetable (composite and secondary)
Term 3	Term 4
Concerns and Complaints Media Performance Management Professional Development Protected Disclosure Staff Conduct Staff Leave	<i>FINANCE AND ASSET MANAGEMENT POLICY</i> Managing Income and Expenditure Financial Conflicts of Interest School Donations and Student Activity Payments / Attendance Dues and Other Income Expenditure Asset Management and Protection Property Planning and Maintenance

Term 1	Term 2
	Prevention of Bribery, Corruption, Fraud, and Theft

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. Copies of board assurance and review timetables for 2024 are to be shared to the board.

Board professional development

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

Renee and Maria have offered to host a session on board development. This is to take place at the start of a meeting. Renee and Maria are to advise the board secretary when they would like this to be scheduled onto the board agenda.

Correspondence

Moved Alan Berry / Blair Shrimpton *“that the committee move into in-committee at 7.45pm”*. Carried

Moved Blair Shrimpton / Alan Berry *“that the meeting moved out of in-committee at 7.55pm”*. Carried

It is to be noted the board secretary omitted to include this letter into the board correspondence, board secretary apologies for this oversight.

Moved Alan Berry / Abby Murphy *“that the inwards correspondence be accepted and outwards be approved”*. Carried

Confirmation of Minutes

Moved Alan Berry / Celia Costelloe *“that the minutes of the 27 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 8.00pm

John Paul II High School curriculum presentation to the board: Monday 25 March @ 5.30pm in library

Next board meeting: Monday 29 April 2024 @ 5.15pm nibbles and 5.30pm meeting start in staffroom

Date	Prayer	Time	Dates and times of future board meetings
Monday 25 March 2024	Renee	5.30pm	John Paul II High School curriculum presentation to the board
Monday 29 April 2024	Miles	5.30pm	Board meeting
Monday 27 May 2024	Kim	5.30pm	St Patrick's School curriculum presentation to the board
Monday 24 June 2024	Anthony	5.30pm	Board meeting
Monday 26 August 2024	Ciaran	5.30pm	Board meeting
Monday 21 October	Celia	5.30pm	Board meeting
Monday 25 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.