

MINUTES OF GREYMOUTH CATHOLIC SCHOOLS' BOARD OF TRUSTEES HELD IN THE STAFFROOM ON TUESDAY 25 JUNE 2024 BOARD MEETING AT 5.30PM

Roll call

Proprietors representatives

Miles Roper, Angela Sweetman, Anthony Whitcombe

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

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) and Joanie Roberson (DRS JPIIHS)

Apologies

Fr Mathew (Proprietors representatives), Marjan Sprock and Maria Lockington (Parent representatives)

Welcome and Prayer

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

Principal reports

St Patrick's School - Principal report

Kim as acting principal presented to the meeting her board report for St Patrick's School. Mr Jovanie Leones has secured a new position at St Joseph's New Plymouth. Jovanie's last day at St Patrick's School is Friday 2 August. An exit interview has been offered to Jovanie. For the rest of 2024, Lisa Shannahan and Samantha Doig will be sharing the Director of Religious Studies role. This will enable us to ensure we continue with the programme that is embedded within our school. Kim advised the board as yet there is no replacement teacher. We will continue to advertise for a replacement. In the meantime Kim will be teaching the class as well as undertaking her acting principal role. The position of Director of Religious Studies will be advertised for a 2025 start of the new teaching year. Two students were stood down for two days in the first week of term two. Both students had been previously warned about their behaviour at the end of term one for continual disobedience and both were stood down for two days for racial remarks about a staff member and continual disobedience. PAT testing has been completed again in Term Two for Mid Year comparisons. Below are the comparisons for Term One and Term Two.

Test	Below Term One	At or Above Term One	Below Term Two	At or Above Term 2
PAT Maths	26%	74%	22%	78%
STAR	23%	77%	24%	76%
PAT Listening	38%	62%	23%	77%
PAT Vocabulary	24%	76%	22%	78%
PAT Reading Comprehension	33%	67%	20%	80%

St Patrick's School - Attendance report Term one 2024

Attendance report tabled to the board for term one, 2024. Below is a snapshot of the report.

Term 1 Summary

How many students regularly attended school this term?



What were the main reasons given for absence this term?

1. (M) Illness / Medical Absence 53%
2. (E) Accepted (but unjustified) 32%
3. (T) Unexplained / Trivial 15%
4. (J) Justified (other) 1%

How many students were on time to class?

77% of students were on time to class
Definition of lateness depends on school attendance policy.

Moved Kim Hines / Abby Murphy "that the principal report and attachments for St Patrick's School as tabled be accepted by the board". Carried

John Paul II High School - Principal report


Renée presented to the meeting the board her report for John Paul II High School. A highlight on this report which the board acknowledged was the results of the current assessment review. NZQA – Managing National Assessment review. On 13 June 2024 a follow up MNA review was conducted, where the reviewer from NZQA met with the PN (Dan Steggles), many of the Learning area leads and a small group of senior students. Although it will take several weeks for the report to be released, we have been assured that we have resolved all identified issues, and our practice is now exemplary. There have been four stand downs in year ten students. These have been for low level on-going miss conduct, interrupting other students' learning. Renée and Joanie attended a Current of Grace course in Canberra. Thank you to the Bishop and board for supporting this opportunity to learn about peer to peer evangelisation in schools. There are two events presented to the board, Junior South Island Secondary Schools Netball tournament in Christchurch during week one of the holidays and the second is the Year 10 camp to Wainui Park in Bank Peninsula in Christchurch from 24 - 27 November. This camp is a replacement for the past Boyle River camp. It is to be noted as per the policies and procedures all volunteers for camps and overnight activities are to be police vetted. This is to be completed in a timely manner to ensure police vetting is completed prior to the activity. If police vetting has not been undertaken, then the activity will not take place.

John Paul II High School - Attendance report Term one

Attendance report tabled to the board. Below is a snapshot of the report.


Term 1 Summary

How many students regularly attended school this term?

 Regular Attendance

56%


Compared to 42% in Term 1, 2023

 Irregular Absence 35%

Compared to 40% in Term 1, 2023






 Moderate Absence 3%

Compared to 10% in Term 1, 2023

 Chronic Absence 5%

Compared to 8% in Term 1, 2023

What were the main reasons given for absence this term?

1.  (M) Illness / Medical Absence 50%
2.  (E) Accepted (but unjustified) 23%
3.  (?) Unknown (Temporary) 13%
4.  (G) Holiday 10%
5.  (J) Justified (other) 3%

How many students were on time to class?

74% of students were on time to class

Definition of lateness depends on school attendance policy.

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

Special Issue

Dedicated board

Blair shared with the board the draft recommendations from the action group in regard to the consultation feedback. At the April 2024 Board, the board agreed to form a working group to take a closer look at the feedback of the parents/caregivers and parish community following the separate board consultation. The working group met and has grouped the feedback into themes. For each of the themes the working group has summarised the suggested actions that could be taken to address the feedback.

Blair, outlined the outcomes of the action group committee actions as per above.

Blair asked the board if they would or would not like to proceed with a proposal to establish two dedicated boards?

Moved Blair Shrimpton / Alan Berry *“that the board request approval from Bishop Michael to proceed with the proposal to establish two dedicated boards, one for Sts Patrick’s School and one for John Paul II High School”*

Carried

Miles Roper and Anthony Whitcombe recorded that they are not in favor of the motion.

Sub committee review of structure and membership

Board members were offered to review the committee or committees they were part of. The board confirmed the following sub committee and their members.

Property, Health & Safety - St Patrick's School	Property, Health & Safety John Paul II High School
Acting Principal - Kim Hines Board representative - Lisa Shannahan, Alan Berry, Kathryn Ruddle, Abby Murphy Proprietors representative - Fr Mathew & Anthony Whitcombe Staff member - Tanya Whitmore	Principal - Renée Hutchinson Board representative - Celia Costelloe, Alan Berry, Kathryn Ruddle, Abby Murphy Proprietors representative - Fr Mathew, Anthony Whitcombe Caretaker - Jason Briggs, James Murphy

Finance committee St Patrick's School	Finance committee John Paul II High School
Acting Principal - Kim Hines Board representative - Lisa Shannahan, Alan Berry Kathryn Ruddle Staff member - Tanya Whitmore	Principal - Renée Hutchinson Board representative - Celia Costelloe, Alan Berry Kathryn Ruddle Staff member - Liz Manning, Madeline Castles

Special Character committee St Patrick's School	Special Character committee John Paul II High School
Acting Principal - Kim Hines Acting Director of Religious studies - Lisa Shannahan & Sam Doig 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.

Sub committee reports

Finance report

John Paul High School - Finance meeting

Meeting deferred until after board meeting

John Paul High School - 2024 Budget

Kathryn outlined areas of the budget to the meeting. Summary report is as below:

John Paul II High School

Full Budget - Summary Report
2024 Draft Budget
Excluding 3 groups



STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE

Income					
Header	2024 Draft Budget	S&S 2023 Approved Budget incl Stmt of Fin Posn	2023 Draft Budget	Actuals: Oct 2023	Actuals: Dec 2023
Government Grants	775,345.04	751,877.04	751,877.04	879,679.08	1,053,044.55
Locally Raised Funds Income	22,350.00	21,450.00	21,450.00	42,164.23	47,120.30
International Students Income	0.00	0.00	0.00	0.00	0.00
Interest Earned	2,000.00	2,000.00	2,000.00	16,729.87	27,914.50
Other Revenue	0.00	0.00	0.00	(2,521.97)	(3,891.92)
Total Income	799,695.04	775,327.04	775,327.04	936,051.21	1,124,187.43
Expenditure					
Header	2024 Draft Budget	S&S 2023 Approved Budget incl Stmt of Fin Posn	2023 Draft Budget	Actuals: Oct 2023	Actuals: Dec 2023
Learning Resources	236,906.00	170,584.00	170,584.00	118,725.70	148,494.28
Administration	553,800.00	447,120.00	447,120.00	415,081.29	516,328.76
Property	224,514.52	210,400.00	210,400.00	176,169.45	254,136.72
Depreciation	42,000.00	42,000.00	42,000.00	0.00	63,698.81
Total Expenditure	1,057,220.52	870,104.00	870,104.00	709,976.44	982,658.57
Plus					
Header	2024 Draft Budget	S&S 2023 Approved Budget incl Stmt of Fin Posn	2023 Draft Budget	Actuals: Oct 2023	Actuals: Dec 2023
MOE Direct Funding	0.00	0.00	0.00	0.00	14,243.37
Operating surplus / (deficit) year to date	(257,525.48)	(94,776.96)	(94,776.96)	226,074.77	155,772.23

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Page: 1

Moved Renée Hutchinson / Blair Shrimpton *“that the budget for 2024 for John Paul II High School as tabled be approved by the board”*. Carried

Please note the following are part of the board of trustees standing orders which were approved at the 21 February board meeting for John Paul II High School

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.

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.

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.

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.

St Patrick’s School - Finance meeting

Kim and Lisa presented to the meeting the finance report for St Patrick’s School. Currently in a roll growth position, with this comes extra staffing and funding which we are very grateful for. Discussion around bank staffing is being monitored fortnightly in conjunction with the SUE reports. The finance committee approved the use of the principal wellbeing fund proposal to support Kim Hines as acting principal to attend the beginning principal courses and professional development with Evaluation Associates, as well as attending the Trans-Tasman Principals’ conference in Christchurch.” An application has been made to the Hoatu Trust to be able to assist our families in need financially, emotionally and spiritually. Stock take has taken place in regard to classroom furniture.

There is a need based on numbers of students and the way the classes have been allocated, for additional desks and student chairs. Management is to provide to the finance committee a proposal as to what furniture is required, together with costs.

Moved Kim Hines / Anthony Whitcombe “that the finance report and attachments for St Patrick’s School as tabled be accepted”. Carried

St Patrick’s School - 2024 Budget

Kim and Lisa presented the 2024 budget to the board.

St Patricks School - Greymouth

St Patrick's School - Greymouth

Full Budget - Summary Report
2024 STP Budget - DRAFT



STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE

Income			
Header	2024 STP Budget - DRAFT	2023 Draft Budget	Actuals: Dec 2023
Government Grants	582,522.00	436,389.76	539,525.05
Locally Raised Funds Income	14,500.00	26,500.00	6,825.37
Interest Earned	9,500.00	2,500.00	9,224.80
Other Revenue	28,127.80	11,466.00	25,853.38
Total Income	634,649.80	476,855.76	581,428.60
Expenditure			
Header	2024 STP Budget - DRAFT	2023 Draft Budget	Actuals: Dec 2023
Locally Raised Funds Expense	8,000.00	7,000.00	5,023.96
Learning Resources	429,245.00	322,330.00	353,508.01
Administration	80,773.00	71,617.00	68,999.76
Property	55,660.00	51,968.00	87,862.70
Depreciation	46,560.00	17,045.00	46,602.67
Other Expenses	2,115.00	115.00	15,427.01
Total Expenditure	622,353.00	470,075.00	577,424.11
Plus			
Header	2024 STP Budget - DRAFT	2023 Draft Budget	Actuals: Dec 2023
MOE Salaries/Usage (net)	0.00	0.00	(5,727.39)
Operating surplus / (deficit) year to date	12,296.80	6,780.76	(1,722.90)

Moved Kim Hines / Kathryn Ruddle “ that the budget for 2024 for St Patrick’s School as tabled be approved by the board”. Carried

Please note the following are part of the board of trustees standing orders which were approved at the 21 February board meeting for St Patrick’s School

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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.

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.

Finance special issues for both schools

Quotes

Final costs for the dedicated board consultation was higher than budgeted for. This has led our board to review the area of spending. For future quotes the board is to have a clear scope and contract in place. Short form agreement in place and clearly state the work and agreed to in writing. This is to be delegated to the finance committees to put this into the procedures for each school.

Special Character committee report

Meeting scheduled for Tuesday 2 July 6.00pm at the Parish Centre

Property, Health and Safety committee report

St Patrick's School

Action points from meeting

- Soccer tennis nets are being repaired
- Planning is in place for the adventure playground to be independently inspected
- Asphalt on playground is to be repaired
- Work is currently being carried out on the gray water and sewerage pipes to ensure they are flowing.
- Boys urinals are not fit for purpose. We are seeking advice on this
- Due to roll growth the playground area is to be looked into, with the possibility of a junior area playground. Key part of this process is planning and funding.
- Windows in 90% of the school are not fit for purpose, this is on-going

John Paul II High School

Action points from meeting

- Undertaking a guttering cleanout from Columba Hall to address the longstanding issues of gutter blockages from plant material growing in gutters causing degradation to the pavement beneath.
- Renée to speak to Jason Briggs 29/5 about warning signs and soft cover for metal housing to attempt to mitigate injury.
- Old, damaged items to be thrown out from the gym. Thorough tidy up is prioritised by end of week
- To write to Mike Nolan re: gym repairs prior to painting. Will the diocese cover the whole or part cost of repairs, emphasising the proactive approach we are taking to property.

Administration

SchoolDocs policies to be updated / reviewed

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 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	<i>EMPLOYER RESPONSIBILITY POLICY - Board</i> Appointment Procedure - Board Equal Employment Opportunities 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

Community Conduct Expectations

Blair asked the board to review the Community Conduct Expectations procedures for both schools and how to give effect to this policy. Once this is reviewed then a copy is to be shared with the school community. Staff are to ensure they follow the procedures.

Newsletter from Board

After each board meeting it is the intention of the board to share an article in each school's newsletter. Kathryn has offered to undertake the newsletter brief from the board for both schools. Renée and Kim were asked to share highlights to Kathryn for this task.

Board professional development

NZSTA are offering courses, both in person or online.

Agenda Structure

Board members were asked their thoughts on the new look agenda. The meeting agreed this is a good asset to the meeting structure, Having the links to the reports and supporting documentation was helpful. It is the intention for the meeting to go paperless.

Correspondence

1. Letter from Toki Pounamu re JPIIHS - Renée advised this is underway, therefore no further action is required.
2. Bishop Michael re Investments - Invitation is to be extended to Lisa Sparrow from CDC for a presentation on this investment scheme.
3. Paroa School enrolment scheme - Enrolment scheme information
4. NZQA Managing National Assessment Review JPIIHS - discussed in JPIIHS principal report

Moved Blair Shrimpton / Renée Hutchinson *“that the inwards correspondence be accepted and outwards be approved”*. Carried

Confirmation of Minutes

Moved Blair Shrimpton / Celia Costelloe *“that the minutes of the 29 April 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 27 August 2024	Ciaran	5.30pm	Board meeting
Tuesday 29 October	Celia	5.30pm	Board meeting
Tuesday 26 November	Lisa	5.30pm	Board meeting

Closing Prayer

Closed the meeting with a prayer lead by Joanie

Meeting closed at 8.15pm

Next board meeting: Tuesday 27 August 2024 @ 5.15pm nibbles and 5.30pm meeting start in staffroom

Actions Points - February 2023	Allocated person
Review the Community Conduct Expectations procedures for both schools and how to give effect to this policy.	Board members
Agenda item - Succession planning to go on the agenda with NZSTA assistance	Board secretary
Board request approval from Bishop Michael to proceed with the proposal to establish two dedicated boards	Presiding member
Procedures of financial management to be reviewed on school docs.	Board members
Newsletter items from the board	Kathryn
Community conduct expectations - agenda for August meeting	Board secretary