



# Minutes of Ordinary Monthly Meeting St Joseph's School Board of Trustees 18 September 2019 – 7.00pm - Staffroom

**Present:** Bernie Leonard, Bec Brookland, Jayne McNaught, Fr Jolly, Charlotte Bowan, David Faulkner, Daniel Goldie, Leanne Mulligan, Mellanie Fraser-Tate

**Apologies:** Katrina Brown

**Welcome:** Bernie Leonard

**Prayer:** David

## Additions to Agenda

Nil

## Previous Meeting Minutes

Nil

*It was moved "that the 14 August 2019" Minutes as circulated, In Committee Minutes be taken as read and confirmed".*

M Tate / D Faulkner – **Carried**

## Matters Arising from Previous Minutes

Nil.

## Correspondence

As per attached list.

## Additions to Correspondence

Mellanie sent a letter to Garth Poland as a thank you.

*It was moved "that outwards correspondence as per attached sheet be approved and Inward correspondence be received".*

M Fraser-Tate / D Faulkner – **Carried**

## Matters Arising from Correspondence

Nil

## COMPLIANCE REPORTING

### NAG 1 – Curriculum/Principal

**Roll** –119 with 5 confirmed enrolment for the remainder of year. Crucial we move on the roll extension. Board need to write to Mike to ask what next steps of procedure are.

**Action:** Mell to email

**SC Gymnastics** – Team from school participated.

**Science & Technology Fair** – Good experience.

**CEM Competition** – Eleven students entered in these UC competitions in Science, English and Maths.

**AIMS Games** – Brodie presently at games.

**Enviroschools Green Team** – Bec spoke about Bronze Green Team visit. Lady came down from ChCh, 2 students showed them around the school and talked to around the Bronze paragraph and whether they had achieved this. Talked through guiding principles and vision map and at end of that awarded a Bronze Certificate. One page report to Toimatua Trust. To receive a sign for outside saying we have reached Bronze level.

**Tongan Visit** – Tongan group performed to students as part of Tongan week.

**Ski Trip** – 59 students and family members took part in a successful ski trip.

**Music** – Going well with Alister & Sheryl.

**Art Class** – Starting term 4 again for 6 weeks with Colin & Maria.

**Miniball** – Successful week with 3 teams entered in competitions – Yr 5-6, and two Yr 3-4.

**Art Exhibition** – Next week starting with a wine and cheese evening.

**Bike track** – To take students to bike track at Temuka Primary one lunch hour per week.

**Curtains** – Gift for Leone for redoing the curtains for us.

**Cleaner** – To spend \$100 on a leaving gift for Jackie Philips.

*Move to have wine available at Art Exhibition wine and cheese evening.*

B Leonard / D Faulkner – **Carried**

## Compliance

- Fire drill undertaken.
- Principal Appraisal documentation received from Lois, Mell has received a copy.
- All SUE reports are checked for accuracy and signed with information on current banked staffing figures.

## NAG 2 – Self Review

**Sun Protection Policy** – Do we need more shade sails? Shade from trees.

*Moved to accept Sun Protection Policy subject to if there is anything needed as suggested by Cancer Society.*

M Tate – J McNaught – **Carried**

**Health, Safety & Welfare Policy** – Add up to date emergency plans including lockdown procedures. Looking at lockdown since ChCh event. Lockdown blinds now in place. Looking at new guidelines at beginning of next term.

## Strategic Planning Reporting

### *Goal One – Maintain wellbeing of our students and staff as part of a caring community*

- We held another successful Whanau Hui covering events planned for this year. To call another in term one 2020 to pickup on the aspects discussed at the first one this year including a “graduate profile” for our Maori students alongside that being worked on for all our students.

The group are planning a school Hangi in November funded by the Te Reo budget alongside sponsorship from Silver Farms. Each class will supply veges. It is intended to lift the Hangi in the early evening for families to attend as a community cultural celebration.

- Kapa Haka uniforms are the next focus which is being worked on by a small group from this Hui. We have \$500 available from grants for this along with \$200 raised in a raffle by the Whanau Group.
- Kapa Haka group are practising very hard on the FLAVA Festival in September. Fortunate to have musical expertise from Stevie Morgan.

Cathy Wright is invaluable in her ongoing support for Char with this group and also attends each week to help out. Char leading this area.

Kapa Haka performed on Friday at mass and performed today on Enviro schools visit. Great support from Stevie and Cathy Wright.

**Action:** Prizegiving – publically acknowledge at prizegiving.

**Hold parent information evening through FOSJ with parent training in “Mindfulness” and “Strategies for easing Anxiety” with our parent coach.**

We are now working on the details for this session.

### **Training for TA with ASD**

Our teacher aides attended three sessions run by Thrive Aoraki to upskill them with dealing with students with different learning and behavioural needs. Bernie assisting delivery of these sessions. 66 teacher aides – very successful.

### **Principal and DP to take part in 5 day Mentoring and Coaching course with Mel Stopforth in Christchurch and onsite.**

Brenna and Bernie have completed this course and found most valuable in giving tools when working with colleagues, students and parents. Plan to deliver this to the whole staff during 2020 as our in school PD. Appraisers advised Bernie to do the “master class” next year, dependent on the cost to the school.

### **Utilise one R unit to be used for Wellbeing release in discussion with staff and at discretion of Principal and DP.**

Proving to be most helpful for staff, particularly with emerging needs of students allowing staff time to undertake more referrals, specific work based on individual needs and release when under pressure. The days grew to fifteen with the half DRS unit becoming available. We have some remaining to allow release for staff writing reports in Term 4. Use of units very appreciated by staff. Think seriously about having a wellbeing in budget for staff.

### **Social Worker in Schools**

Following the escalation in student behavioural needs, have sought the support of TPS, Winchester, Arowhenua, Temuka Police and Family works to make a case for a Social Worker in Schools in our area. Sought support from MOE but received a negative reply after meeting with my senior advisor, with Grant Willocks.

In the interim Tenika Reihana, a parent here and qualified Mindfulness Coach, has approached Bernie to offer a programme for Term 4. Cost \$850 for a group of 10 students.

Remain confident Social Worker in Schools is going to happen.

*Move we spend \$850 for the Mindfulness programme to fund 10 sessions once week.*

B Leonard / B Brookland - **carried**

### **Goal Two – Living and growing in our Catholic faith**

**In classes Yr 4-8 use Microsoft 365 as a tool for developing more personalised programmes to meet individual needs**

- Bob has accessed a laptop package for parents needing to purchase BYOD laptops for 2020.
- We have some new school owned devices for those unable to afford this for their children and to provide this tool for Yr 4 students.
- FOSJ are funding five new IPADS for the junior school.

### **Investigate and learn about using PacT as tool in literacy learning as part of COL PD.**

All staff have attended workshops with Rose R learning about the reading PacT tool.

### **Develop the outside areas around our new building to further develop play-based learning opportunities**

- Continue to keep working on the play based areas with the boat now in place in a sea of stones thanks to Daniel Perham, a parent from Sicon.
- FOSJ have agreed to fund the storage shed for the STEM technology resources, which will be put in the top corner of the school.
- FOSJ have set \$7,500 for the play based areas so our small group will keep developing the ideas up to this budget.
- To look to having a “working bee” in Term 4 to resite and enlarge the jumping pit to use as a bike jump area, put in place (in concrete) some logs we have on site for stepping stones. From there we will look at building one obstacle at a time as funds permit, but meeting the H&S safe fall requirement. The three favoured by students are sensory swing, climbing wall, tyre swings. Stepping stones and long jump covered with working bee. Priority installing tyre swings.
- FOSJ agreed on spending \$300 per classroom per year and will be ongoing, IPADS purchased, Pay for storage shed, literacy toys and Bernie, Brenna, Sarah and Charlotte to spend the money in terms of what students wanted.

Question – would Temuka Transport fund planting? Option to look at grants.

**Action:** To note in next school and parish newsletter a list of plants people would like to donate.

### **Investigate further opportunities to take part in accessible play-based learning PD for junior syndicate**

- The junior team are undertaking online modules on learning about Play Based learning as part of their CRT days.

### *Goal Three – Students thriving through engaging learning environment*

#### **Undertake some social action in our community as evidence of “Doing our Bit”.**

As part of Catholic Social Justice week have been teaching each class the nine principles of Catholic Social teaching. Our focus this year has been on Caring for the Environment with all classes going out into various areas in Temuka to clean up rubbish, with emphasis on connecting this to the Social teaching. Linked this to MM value for the week.

#### **Seek 1-1 guidance from RE advisor, Cushla for DRS**

- Bernie has worked with Cushla for an afternoon about our school direction, needs and challenges and attended a DRS meeting in Waimate.
- All our COL schools have enrolled to undertake a Diploma in RE paper in 2020 on two TOD days with the assignments being more in line with classroom resources.
- Becs is attending a day in ChCh on 20 September for Catholic teachers.

#### **Complete the building of the Kete Aronui as a place of tranquillity and prayer**

Thanks to Scott for continuing to work away on this project with all the gardens ready to plant.

#### **Yr 4 students undertake the Online RE Assessment test**

Our students completed this knowledge test but we await the results.

#### **Moved into In Committee**

#### **Move out of In Committee**

### **NAG 3 – Personnel/EEO**

#### **Staff Report**

- **New Teacher Aide** – 40 hours received for a student for in class support. Short term contract. Kristen Holloway.
- **Cleaner Contract** – Jackie Philip’s job advertised in Facebook, newsletter, Parish newsletter. Jackie agreed to do holiday clean and supervise 2 days of the following week with that person. Bernie updated the job description. Hopefully start first week of term 4 – closes on Friday and need to appoint next week. Short list – Tuesday afternoon interviews 3.30pm. Bernie & Brenna to short list.
- **Roll Review** – Received our calculation from MOE for 2020 – drop 1.2 teachers. Discussed with resourcing in Wellington. To talk to someone in ChCh – MOE changed formula for roll calculation. Will need to go through roll review process. Roll for start of year is 114 and 16 confirmed for year. 123 by March 2020 and 130 by end of year. Would have to maintain fixed term roles. Investments to be held to be able to use as cash in interim until funding back paid for roll.

#### **NAG 4a – Finance**

- **MOE \$150.00** – Bernie to put out a survey explaining the situation.
- **Photocopy Contract** – Now signed and confirmed.
- **Nifty Thrifty Donation** – Acknowledge \$500 donation. Janette wrote a thank you letter.
- **Insurance Coverage** – Assets have increased and to increase the insurance.

*Move increase insurance to cover increased assets.*

C Bowan / M Fraser-Tate - **Carried**

*It was moved “that the Financial Reports for the month August 2019 be adopted and that all expenditure shown therein be ratified and that the above motion be passed.”*

M Fraser-Tate / Fr Jolly – **Carried**

## NAG 4b – Property / P/P/P

Property Report received.

- **Admin block odour** – Odour issue ongoing and being investigated.
- **Painting** – Milton to paint exterior fence at main entrance and waterblast deck along with general waterblasting.
- **Carus** – Bernie & David met with Carus. Contract \$12,120 of that \$1,000 option for roof. Profession and scope of work excellent. Could do work in October and can pay beginning of 2020. Use local tradies.

*Move accept the contract from Carus.*

B Leonard / D Faulkner - **Carried**

## NAG 5 – Health & Safety

- We had one student fracture her wrist while snowboarding. She was advised by Bernie to wear a wrist guard, as has been common practice on the field but didn't. We will make this mandatory for snowboarders in future.
- One of our gym team girls broke her wrist at our last team practice. There were two teachers present, one who took her to first aide immediately then phoned mum who took her for treatment. She is now in a cast.
- Now that all our blinds have been installed we are working through our Lock Down procedures. MOE have put out a lengthy document outlining new guidelines following the recent ChCh lockdowns, which we will apply to our procedures.
- First Aid training due for staff. Request Jed back from Meditrain.

**Action:** Janette to book First Aid training for term 4.

## NAG 6 – Administration

**Amendment of Agenda** – Examples of Agendas used in Queenstown. Mell to talk to Bernie and revisit at next meeting.

**BOT Code of Conduct** – Blend some of NZSTA with our procedure.

*Move additions and alterations to Code of Conduct Procedure.*

M Fraser-Tate / D Faulkner - **Carried**

**BOT Governance Model Review Timeline** – Having Governance documents – comprehensive – safeguards against anything governance versus management.

Need training for Bishops Reps – Bernie raised with new Catholic Principal's advisor. She is aware of issues.

**Action:** Janette and Bernie to work through Procedures.

## Proprietors Report

Nil.

## Community Partnership

**COL** – Bernie sent Carmel flowers today as appreciation for her extra work.

**Pastoral Council** – Meeting tomorrow night with Bishop around what happening with buildings.

## Special Issues/General

Nil

### What have we done to improve the quality of education for our students?

Backed teachers and supporting their decisions and know they are appreciated and valued.

**Meeting Closed:** 9.05 pm

**Next Meeting:** 6 November 2019

**Minutes Moved:** \_\_\_\_\_

**Date**

**Chairperson:** Mellanie Fraser-Tate