



# Minutes of Ordinary Monthly Meeting St Joseph's School Board of Trustees 12 December 2019 – 7.00pm - Staffroom

**Present:** Bernie Leonard, Bec Brookland, Jayne McNaught, Fr Jolly, Charlotte Bowan, Mellanie Fraser-Tate, Katrina Brown

**Apologies:** Leanne Mulligan, David Faulkner

**Welcome:** Bernie Leonard

**Prayer:** Mellanie

## Additions to Agenda

- Vests
- ERO emerging findings
- Within School Teacher appointment
- Health Consultation

## Previous Meeting Minutes

Nil

*It was moved "that the 6 November 2019" Minutes as circulated, In Committee Minutes be taken as read and confirmed".*

B Brookland / J McNaught – **Carried**

## Matters Arising from Previous Minutes

Nil.

## Correspondence

As per attached list.

## Additions to Correspondence

Timaru Christian School – roll increase.

Respond to letter with a response of no concern.

**Action:** Janette to reply to letter

*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

Moved to go into In Committee at 7.12pm.

Discussed letter of concern from a parent.

**Action:** Mell to reply to letter

Came out of In Committee at 7.27pm.

## COMPLIANCE REPORTING

### NAG 1 – Curriculum/Principal

**Roll** – 122. Start of 2020 roll 116, end of 2020 125 projected.

**Roll Increase** – Discussed letter from Mike Nolan. Census figures inaccurate from 2015. To discuss further in March.

**ERO** – Emerging findings – data shared. Intense with a narrow focus. Professional issues around one of the facilitators – Bernie discussed with Lois, her appraiser. Four categories on reporting on accelerated students. ERO will send out a draft report, which will arrive in February. Bernie suggests asking for an extension to look over and respond. A lot of things they had evidence of and overall practices really good.

Next step around development of cultural practices and Te Reo, along with other comments, to discuss in February.

**Integrated Schools Property Money** – Letter from CEO, concern over Government announcement funding for all NZ schools except integrated schools. CEO are in negotiation with the government at present. Likely consult to about seeking a judicial review. Local schools are writing to our local MP's to ask for clarification.

**SC Athletics** – Team of 11 students represented us with good results.

**Camps & Big Days Out** – Yr 4 a very successful event and thoroughly enjoyed by all including staff. Yr 7-8 was and enjoyable experience for all, biking 26.6km to Grumpies and outdoor activities Yr 5-6 Big Day Out students spent morning at CBay and the bay. Thanks to Temuka Transport for the free bus for this trip.

**St Joseph's Got Talent** – Good event with Yr 8 leaders running.

**Teacher Only Day** – Taking 2 days to do RE paper and third day doing talk to learning. Do not have to make those 3 days up. Make a long Labour weekend, other could be school ski day run by parents. 21 August in middle of term and one before Queen's Birthday weekend. Take two extra teacher only days to do curriculum review. Finish on about 17<sup>th</sup> 2020.

### **Dates for 2020**

Term 1 – Tuesday 4 Feb – Wed 8 April

Term 2 – Monday 28 April – Friday July 3

Term 3 – Monday 20 July – Friday 25 September

Term 4 – Monday 12 October – Wednesday 16 December

Induction for New staff Monday 27 – Thursday 30<sup>th</sup> Mornings

Monday February 3 – TOD

Term 1 – Tuesday February 4 First day for students

Waitangi Day – Thursday February 6

Teacher Only Day – Friday February 7

End of term one – Wednesday April 11

Teacher only Day – Thursday April 9 Holy Thursday (COL RE PAPERS)

Teacher Only Day – Friday May 29 Queens Birthday (COL RE PAPERS)

Highlighted days not needing to be made up

*Localised Curriculum review*

Teacher Only Day – Friday October 23 Labour Weekend

Teacher Only Day – Friday 21 August (mid-winter term break, ski date)

## **Compliance**

**Procedures & Policies** – We were compliant for ERO with all our policies and procedures.

**Hazard** – We had one child injure their hand on the basketball nets after wire was inadvertently used to replace broken cable ties. A hazard report has been filled out for this.

**Emergency Kits** – Emergency kits set up for Lock Down, which we will go through at the start of 2020. These kits comprise some non-perishable food, plastic gloves and wet wipes inside a plastic bag lined bucket which will be used as a toilet in emergencies.

**Appraisal** – All staff appraisals have been completed.

**Board** – Bernie thanked all Board members for working together well and being a good supportive Board.

B Leonard / M Fraser-Tate - **Carried**

Moved into In Committee at 7.45pm to discuss 1 standdown and 1 suspension last week.

Moved out of In Committee at 7.47pm.

## NAG 2 – Self Review

### **Te Reo**

How well does our school engage the Maori community? – Looked at over last 2 years. Marie, Stevie to assist with guitarists, FLAVA Festival, hangi etc.

How are we giving children a chance for children to realise their own unique potential in their lives as Maori? – Profiling opportunities.

How effective are the teachers integrating Maori? – Teacher Te Reo, games, karakia in Te Reo, students competition at present mihi, hangi a very successful day with weaving etc also.

Nga hongonga – Relationships – Spend more time at Marae, spend more time in community etc.

Whakamana – Empowerment – Taha presentation, Kapa Haka. Dan offered his services as a support person.

Whanautanga – Family and Community – Students keen to have a Maori mass. Helps students with connections.

Feedback from students – Kapa Haka, proud to be Maori student, help other students, teachers value us.

What needs to be developed in 2020 – Matariki night, Kapa Haka group competitions.

St Joseph's Curriculum Document – Put together by Char with resources and goes through whole year about what should be taught when Maori planning.

Feel made good progress and hearing student voice powerful.

APPS used in classes.

## Strategic Planning Reporting

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

#### **Hold parent information evening through FOSJ**

FOSJ hosted Sofia Tautu for an evening with students alongside their parents hearing about the latest huge trends in Social Media for young teenagers, the benefits along with the pitfalls. It was great to see so families attend and both parents and students hear the same information. We are most grateful to Sarah and Tamara for hosting this on behalf of FOSJ.

#### **Training for Teacher Aides**

Our three teacher aides have attended all or some of the Thrive Aoraki Workshops adding to their toolbox for teacher aides along with approximately 75 others. The opportunity to share ideas and collaborate was new to our TA team but proved worthwhile in sharing ideas.

### *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**

This has been extended to include Google classroom as a tool as it has several features that are more user friendly than 365. This is the result of the Teaching Inquiry undertaken by Char who now has it running every effectively in her room as a result of her pedagogical learning this year. Find our students adapt more easily switching platforms than adults.

We have stated to parents of Yr 4-8 the BYOD is an expectation for 2020 but have also used some funding to purchase new laptops for Rm 1-2 to ensure that no student misses out if they are unable to have their own. Bob sources a good deal for parent to purchase if they choose to.

#### **Ground development team set up projects for consolation with community to be funded by FOSJ**

FOSJ have purchased a kit set shed, to be used to store technology equipment to be assembled by some volunteer parents when time allows.

The multilingual sign is in the process of being etched and hopefully installed to start 2020.

Three students have worked with their teacher aide to turn the garden bins, made by Milton from pellets, into a very colourful caterpillar of which they are most proud. These bins are now filled ready for planting.

**Use the PacT tool part of our assessment for learning in maths – Underway.**

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

We have now used this for two reporting cycles and now that the issues have been ironed out in the programme we find it of immense use, replacing some of the other formalised tests used. We will still maintain a schedule of summative and formative assessments to give us the best overall picture for students.

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

#### ***Base our RE programmes on Implement “Benchmarks” as assessment tool in religious Education***

We have been sent the new Benchmarks for Yr 7-8 students that we will implement in our planning for 2020.

Bernie has attended a DRS day with the team and have asked that next year we have two full days instead of four half days given that there was more time spent travelling for Cushla and Rory than in meeting time. It also “matters most” so needs a full day of thinking.

#### ***Combined Parish Mass***

This was well attended by our families, with most of those unable to attend having told us prior. It was a wonderful setting and lovely to see many families staying around to mix and mingle afterwards.

The 2020 Commissioning mass for all SC Catholic teachers is set down for Thursday 27 February.

#### ***Use new RE review documentation for planning and focussed review***

We are scheduled to have a Special Character internal review in Term 1 2020.

#### ***Ensure all students have experiences that involve an Encounter with Christ.***

We had only one Yr 8 be confirmed last weekend, something that is a little concerning.

B Leonard / B Brookland – **Carried**

## **NAG 3 – Personnel/EEO**

### **Staff Report**

**Anna Galbraith** employed as a Fixed Term teacher for 2020 in Room 3.

**Within School Teacher Appointment** – COL appointment Brenna Sugrue keen to continue.

**Teacher Aides** – Sharee finishing on 16 December to study nursing. Jackie to do in school support next year. Kristin Holloway to teach art next year.

B Leonard / M Tate – **Carried**

## **NAG 4a – Finance**

### ***Draft Budget 2020***

At this stage an Operating Surplus of \$581.00 and an estimated end of year working capital of \$12,581.00.

\$150 funding per student (from 1 July 2019 roll) to be paid in January – not sure of when other students who start during the year will be paid. \$17,500 from donation scheme divvied out in budget. Camp – to hold a meeting with parents at start of year, they will have to make decision if they will contribute to camp. To relook at options offered. Ski day can choose to go as a group of parents organised outside school.

K Brown / B Brookland – **Carried**

**Solutions and Services** – To go down to one commentary per year instead of 2.

**Grant for musical** – Katrina to look into beginning of 2020.

### ***BOT Entitlements***

*It was moved to pay BOT Entitlements for 2019.*

K Brown / C Bowan – **Carried**

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

K Brown / Fr Jolly – **Carried**

## **NAG 4b – Property / P/P/P**

### ***Property Report Presented***

**Odour** – Pipe line that runs outside Rm1 & 2 from an old toilet block. To dig up during the school holidays – middle of January. Need to shift some of the roses. To find pipe and use camera without ripping out whole rose garden. Possibility a cap has blown off.

**Asbestos Testing** – To be done in holidays inside and outside.

**Carus** – 2 days painting work to be done in middle of January.

**Copper Piping** – Cracked and leaking. Nexus doing a quote for all plumbing.

**Fulton Hogan** – Filled pit up with stones with no cost through Daniel Perham.

**Cabin** – No date for it to be returned. Will be sent back once odour sorted.

**Rubbish** – Without trailer difficult to get rid of rubbish and Milton not having a tow bar. Fire hazard if rubbish sits around. Dan offered to lend trailer.

**Blue Cedar** – Needs limbing.

**New Building** – Doors to Rm 6 were not closing, problem with the door.

B Leonard / D Goldie - **Carried**

## NAG 5 – Health & Safety

**First Aide** – Leanne, Katrina, Jayne and staff. Date in confirmed for March.

**Health Consultation** – Only 5 replies received. Comment of health nurse with Year 5. Trial survey monkey or google forms at the beginning of next year.

## NAG 6 – Administration

**Bernie's Appraisal** – Summary from Lois read out. Mell read out report – Bernie well respected by team and very positive report and congratulations from Lois Christmas, appraiser.

**Farewell and Christmas Gifts for staff** – Leanne will present roses to leaving families at prizegiving and Bernie organised staff gifts.

## Proprietors Report

**RE Review** – RE Review will be Week 3 Term 1.

Report on internal special character of the school. Given a dimension to review every year.

Bernie instigated strategic plan with Parish Council next year.

Assist parents and caregivers to participate more in the school masses.

Options around what to do and what like to do around pastoral care.

Look at development plan with Cushla around RE.

Review with Kahui Ako around RE.

Hope to build on relationship with Sister who is coming in March.

First Communion programme getting Parish prayer partners.

Results of RE test against schools in whole of Diocese – some sit AT and some BELOW – strong in some areas and not strong in another. 50 online questions for Yr 4 – difficult to understand questions.

## Community Partnership

**Kahui Ako** – Rebranded. No Stewardship meeting. New teachers being appointed, PE PD next year, specialists group next year.

**FOSJ** – No meeting. Social Media workshop run by FOSJ. Sarah Young has resigned from her role as Co-President next year. Minutes and signatories need to be sorted and financial records. Charlotte to contact Jocelyn.

**Pastoral Council** – No report.

## Special Issues/General

**Vests** – Fonterra no longer funding vests. Students are required to wear vests when out walking and on busses.

Amendment to uniform policy that yellow vests with reflectors and zipped if possible be a compulsory part of the uniform.

Shift from school cost and management to parent.

*Move to add yellow, hi visibility safety vest with reflectors and zips as part of school uniform.*

M Tate / C Bowan – **Carried**

Mell thanked every for their support during the year and hope have a relaxing holiday.

Bec thanked everyone for their support on the Board and the Board in return wished her well.

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

**Meeting Closed:** 9.10 pm

**Next Meeting:** February 2020 (date to be confirmed)

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

\_\_\_\_\_  
**Chairperson:** Mellanie Fraser-Tate