

ST TERESA'S SCHOOL

Minutes of the Board of Trustees Strategic Meeting 7.00 pm on Thursday 10th December 2020 St Teresa's School Ruma Manuka and Zoom

Present

Sarah Simmons (Chair), Blair Renwick (Deputy Chair), Mary-Angela Tombs (Principal), Rebecca Dymond, Brad Gallen, Geoff Ward-Marshall, Mike Smith, Deirdre Brown, Fr Ron Bennett from 7:30, Kate Single, Brendan O'Ceallaigh, Lauren Mercer (Minute-taker)

Apologies

Nil.

Opening Prayer

Brad led a prayer.

Welcome new members

This will happen at the first meeting of 2021.

Declarations of interest

Nil.

Trustee Code of Behaviour Policy

The Board will act in an ethical and respectful manner.

In-Committee

Motion: **Moved** Chair

That the public be excluded from the following parts of the proceedings of this meeting, namely agenda items: 2.2, 2.1.3, 3.4.

Carried

The general subject of each matter considered while the public was excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution were as follows:

The general subject of each matter to be considered: Staff matters

The reason for passing this resolution in relation to each matter: Good reason to withhold exists under Section 9 of the Official Information Act 1982.

The ground(s) under section 48(1) for the passing of this resolution: S 48(1)(a)(ii).

1. Strategic Decisions

1.1 Appoint Chair

Sarah will remain Chair until February when the next election takes place.

1.2 Draft Annual Goals 2021 (also refer to 2.1.5 and 2.1.6)

Members of the group have reviewed this document and shared feedback with the Principal.

2. Monitoring

2.1 Principal's Report in relation to the annual plan

2.1.1 Catholic Character Report

Parish Priest has been unwell.

2.1.2 Kahui Ako 2020 Annual Report

St Teresa's is part of Kahui Ako group along with 12 other Wellington Catholic Schools. Principal noted that 2020 has been a particularly difficult year for collaboration. At this time St Teresa's is not finding Kahui Ako as beneficial as they would like. The group agree that this is a direct result of Covid-19. Principal points out that several benefits have come from being part of this group such as maintaining relationships, STEM workshops and inclusion leaders working together across different schools.

The group agree that this resource has great potential and should continue to be taken advantage of.

2.1.3 Kahui Ako appointment (in committee)

2.1.4 2020 Analysis of Variance (updating each target at time of print)

The group reviewed the report.

2.1.4.1 Target 1

Accelerated literacy learning (ALL) programme.

The school was assigned a mentor and given \$8000 (2 teachers = 2x4000\$). Each teacher was then assigned a group of 6-8 children to work with in a normal group setting for 10 – 15 weeks.

St Teresa's have applied for places on this programme for 2021 and are waiting to hear back about acceptance.

2.1.4.2 Target 2

Ongoing target looking at Pacifica learner's year 3 – 8.

St Teresa's currently have 20 children of Pacifica descent.

Principal noted that St Teresa's are proud to celebrate all cultures.

2.1.4.3 Target 3

Boy learners.

Key trends - year 6 boys have anxiety/stress/low self-esteem, don't take constructive feedback well and are prone to 'switching off'.

Going forward the teachers want to know more about this and take a deep dive into the potential reasons why.

Between now and the new year targets for moving forward in 2021 will be established.

2.1.5 Measuring our success against our goals

The group discussed all the ways in which success was measured; Parent feedback survey, Hero,

3 key goals have been set;

- 1) Our students put our actions into practice in the community.
- 2) Our Year 8 leavers respect and understand wellbeing.
- 3) Our Year 8 leavers are agentic learners.

4) Our Year 8 leavers are able to use Te Reo in a variety of situations.

Principal shared a video with the group on visible learning.

Concerns around wording on goal 2 in 2020 board report – self regulate to be changed to respond.

2.1.6 2020 Reading Recovery Report

Jane (RR teacher) gave an overview of The Reading Recovery Programme.

Reading recovery is a research-based intervention that that aims to:

- 1) Accelerate the reading and writing achievement of 6 year olds who are identified as having made less than expected progress.
- 2) Identify students who will need continued additional specialised literacy support.

At St Teresa's the success rate (the child achieving in line with their peers consistently for at least 3 years) is between 75% – 85%.

There was a discussion around Reading Recovery and the following points were made;

- Other forms of specialised literacy support are also available to children such as speech language therapists through MOE, RT Lit, RTLB and in class support from teachers.
- In 2020 there were 4 children on the programme at St Teresa's at any one time.
- Schools apply to MoE for partial funding - The cost is split 50/50 between MoE and the school.

Principal also acknowledged Jane and other teachers' academic achievements.

Motion: **Moved Brad** **Seconded Brendon**
That this meeting be extended by 15 minutes.

Carried

Principal confirmed that her sabbatical had been deferred to next year.

2.2 Risk Register (in committee)

2.3 Financial report

2.3.1 November accounts

The group discussed the November accounts. Draft Dec accounts will be available to the group in Feb.

2.3.2 Available funds forecast

The group reviewed this report created by education services.

2.3.3 Grant applications

Nil.

3. Strategic Discussions

3.1 Policy reviews

3.1.1 B5 - Chair role description

To be reviewed at the next meeting.

3.1.2 B6 - Staff trustee role description policy

Motion: **Moved** Blair **Seconded** Deirdre
That the B6 - Staff trustee role description policy is adopted without changes.

Carried

Policy reviews were assigned to the group for 2021.

3.2 Debrief Hautau - next steps

No discussion at this time.

4. Administration

4.1 Annual proprietors Attestation Report

Mike, Fr Ron, The Chair and Deirdre to work together on this early Feb.

4.2 Confirmation of minutes from meeting for 5 November

Motion: **Moved** Chair **Seconded** Bec

That the minutes for 5th Nov be accepted.

Carried

4.3 Confirmation of in-committee minutes for 5 November

Nil.

4.4 Correspondence

Minute Taker Left the room to allow the meeting to go in committee 09:15pm.

5. Meeting Closure

5.1 Comments on meeting procedures and outcomes – Completion of meeting evaluation

5.2 Meeting attendance and responsibility chart

Closing prayer

Fr Ron closed the meeting with a prayer.

The meeting closed at approximately 9.20

Approved as a true and accurate record:

Chair:

Date:.....

ACTION LIST

From Board of Trustees Meeting 5 November 2020

Meeting date	Item	Action	Responsibility	Timing
10 Dec	2.1.5	Measuring our success against our goals – self regulate to be changed to respond on goal 2 in 2020 board report.	Principal	
10 Dec	4.1	Annual proprietors Attestation Report – To be completed.	Mike (Proprietors rep), Chair, Fr Ron, Deirdre	Feb 2021
10 Dec	4.1	Annual proprietors Attestation Report – To be sent to Fr Ron.	Mike	
10 Dec	3.4	Policy Review – B5	Brad	Next Meeting