

**St Joseph's School Board of Trustees - Minutes of Special meeting held on Wednesday 4<sup>th</sup>  
December 2019 administration building, St Joseph's School, Victoria Street Hawera.**

**Present:** Anita Jordan (Chairperson), Karee Duncan (Acting Principal), Terese Orchard, John Wyatt, Ricson Torres, Nathan Gray, Julie Buijtendijk, Robbie Bird (staff rep,) Jemma Johnston (recording minutes)

**Apologies:** Anna Hornby, Mark Hughson, Geraldine Sumner (Principal)

**In attendance:** Erica Stephens (DRS)

Meeting commenced 7.02 pm

Welcome and opening prayer read by Julie

### RE Update

Erica Stephens presented a Special Character and Religious Education Report:

- Overview of elements of programme for 2019
- Legal requirements of RE teaching hours
- Summary of classroom observations
- Annual plan 2019-2020. Goal 5 remains focus for 2020
- Pastoral care (50 meals to 8-9 families)
- Year 7 + 8 influx – importance of induction program
- Special character review will occur in Term 1 (18<sup>th</sup> -20<sup>th</sup> Feb) 2020
- Special character funding

Ricson enquired about the opportunity to contribute to pastoral care. Erica advised that forms would go out in the New Year and people able to contribute can indicate this on their forms. Forms are sent out at start of each year as new families join the school community.

The pastoral care committee usually only meets in a significant large scale / devastating community event. Pastoral care is essentially solely coordinated by Erica and Leigh (and Janelle in Erica's absence).

Anita asked about support given to non-catholic teachers. Erica advised she conducts an induction program with these teachers and as an example has had 8-10 meetings with Janelle this year.

Anita thanked Erica for attending and presenting her report.

7.26pm Erica left the meeting

### Correspondence

Incoming: NIL

Outgoing:

- Schools that deliver re Cancellation

### Principals Round Up

Teresa Edwards has advised Karee that we cannot close the year 7 and 8 roll, only possible to close whole school roll. BOT find this gravely concerning as the top heavy structure we have for 2020 creates significant risk for the school. If roll is full due to disproportionate numbers in year 7 and 8 it will;

- prevent young children coming in at new entrant level – this impacts on culture and funding and sustainability of school structure
- Large numbers leaving over next 2 years will mean we enter surplus staffing situation. Wildly fluctuating roll creates issue for retaining staff. We need enrolments coming in to junior school.

Essentially our school is being used as an intermediate due to the current climate around education in our town.

Anita will discuss BOT concerns with Paula NZSTA. Karee will have a further conversation with Teresa.

Teresa has advised we do not have enough tagged teacher positions. Also our non preference roll is over the 5% limit. She is coming to meet with Karee re these points. Teresa will also organise getting Karee access to the MOE school portal.

Karee (in consultation with staff) has finalised classes for 2020 and communicated this out to the teachers. Much care was taken in ensuring students were in classes / with peers that were the best fit for them.

7.49 pm

**Motion:** That under section 48(1) of the Local Government Information and Meeting act 1987, to protect privacy of individual(s) and due to a conflict of interest; the public, and Mark Hughson be excluded from the meeting from this point in the proceedings (7.49pm). General subjects for discussion - personnel matter(s), passing of in-committee minutes.

Moved: Anita - Carried

**Resolved:** That meeting move back into 'open session' at 9.11pm

Moved: Anita - Carried

Minutes

**Motion:** That minutes of meeting of 25<sup>th</sup> November 2019 are accepted as a true and accurate record

Moved: Anita

Seconded: Terese Carried

**Motion:** That minutes of meeting of 27<sup>th</sup> November 2019 are accepted as a true and accurate record

Moved: Anita

Seconded: John Carried

General Business

- End of Year Function

Amanda organizing car rally. BOT agreed on platters from Red Rock Patea.

Closing prayer read by Julie

Meeting closed at 9.16 pm

**Prayer Schedule**

Feb – Jemma, March – Nathan, April - Terese

Dates for next meetings:

**BOT meeting:** TBA

**Finance:** TBA

**Minutes Approved**

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**Date**

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