



## Minutes of Ordinary Monthly Meeting St Joseph's School Board of Trustees 3 September 2025 – 6.00pm Staffroom

**Present:** Brenna Sugrue, Leigh McNamara, Debbie Dick, Rusty Sullivan, Fr Jolly, Aleisha Coskerie, Toby Beeby

**Apologies:** Paddy O'Reilly, Tania Teahen

**Welcome:**

**Prayer:** Video

**Additions to Agenda:**  
Literacy Review

**Previous Meeting Minutes**  
Nil.

*It was moved "that the 13 August Minutes as circulated, In Committee Minutes be taken as read and confirmed".*

Brenna / Debbie – **Carried**

**Matters Arising from Previous Minutes**  
Nil

**Correspondence**  
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**Additions to Correspondence**

**Matters Arising from Correspondence**  
Nil.

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

Brenna / Debbie – **Carried**

## COMPLIANCE REPORTING

**In Committee**  
Nil.

## Curriculum/Principal

### *Principal's Report*

Presented to the Board and read prior to the meeting.

- Each year BOT purchase a small gift for staff as a thank you for their hard work. **All Board members agreed to the purchase out of Board Amenities ledger.**
- Paid Union Meeting – Half of the staff are Union members. There could be strike action next term and in process of voting.

- Involved with a pilgrimage – group of students from Australia. Another group from Christchurch on Saturday.
- A lot of illness in school with teachers and students – Influenza A, therefore production suspended to next term.
- Catholic Review – Tony very positive and have the review ready in 3 weeks.
- Brenna has a Principal's Conference at Mt Cook next week.
- Survey results from Term 2 – to discuss results in newsletter. Results to be used for Strategic Plan.
- Flyer ready to go out in Temuka mailboxes. Students offered to do some delivery in the next couple of weeks. In Kindy's also.
- Students making bookmarks for parish fathers on Father's Day.

*Move the Principal's report be accepted.*

Brenna / Leigh – **Carried**

## Self Review

- Missing Student Procedure – No change.
- Policy Vetting Policy – No change.
- Safety Check Policy – No change.
- Food and Nutrition Policy – Take out Milk In Schools form.
- Abuse Recognition and Reporting Policy – No change.
- Child Protection Policy – No change.
- Survey Board Feedback – No change.
- **Literacy Review**
  - Structured Literacy training, school wide code implementation, training, school wide "The Code" implantation, PAT assessment updated and aligned with new curriculum. Writing moderation for consistency with Phases, handwriting programme.
  - Made changes with PD and break down what each phase looks like – new ones aligned with current new curriculum. Upskilled with structured literacy approach. Upskilled Teacher Aids with new structured literacy. Karen being doing structured literacy training through MOE funding – Zoom days and face to face training. Researching PAT assessment for reading comprehension.
  - Making change by drawing on research and new curriculum, used framework and indicators to develop school wide expectations to give clear continuity through school. Clear expectations in literacy and embedding of new curriculum, explore writing further.
  - Prioritising Into action – PD on writing from MOE advisor. Phase 3 English curriculum implemented beginning of 2026 once MOE released. Writing PD with Rose Stanley. Upskilled Teacher Aides from MOE funding. Implementing 'Make it Write' action plan from 2026 and new digital writing tool for Yr 6-8 in Term 1 2026. PAT assessments administered in reading comprehension Yr 4-8.
  - Continuing to monitor – reading and writing data shown little difference except of two cohorts in writing. Continue to monitor, upskill teachers for moderation and consistent approach. MOE TOD on Friday – felt our staff were in a good place.
  - New curriculum being drip fed from MOE.
  - Template with progression shown so can look back and forward. Need to teach at the phase students supposed to be in and then fill the gaps. Cater for students with learning needs to meet where they need to be met.

## Staff Report

Leigh

- Teacher Only Day on Friday.

## Finance

- **Finance Reports to end of August 2025**

*It was moved "that the Financial Reports for the month of August 2025 be adopted and that all expenditure shown therein be ratified and that the above motion be passed."*

Debbie / Leigh – **Carried**

## Property / P/P/P

- **Playground Update** – Consulting at present. Next term we'll look at getting some parent help. Right now, the children are making the most of the playground and love having extra space on the bars.

## Health & Safety

- Milton maintained loose walls.
- Discussed setting up a rotation for property checks so different issues are noticed.
- Milton has completed September property checks.

## Administration

- **N4L** – In last 2 days of holidays getting a new Snub network for Wi-fi. Been waiting for new equipment for a few years. New wi-fi boxes and wiring through school. Bob overseeing.
- **Board Training** – Background for new Board's to understand what a Board is. Handbook for BOT's given to each member. Brenna presented a training PowerPoint discussing Catholic Identity, Governance and Management, Legal responsibilities, Catholic Special Character, Board Composition, Strategic Planning, Code of Conduct, Resources and Support. Watched video from NZCEO.
- **Appointment of Presiding Member**  
Debbie Dick Brenna / Fr Jolly – **Carried**
- **Committee Appointments** –  
Property – Rusty & Toby Brenna / Debbie – **Carried**  
Finance – Aleisha, Debbie Brenna / Leigh – **Carried**
- **Annual Delegations**  
Delegations to be moved:
  - 1) Principal to be appointed as Privacy officer for school.
  - 2) Employment of Teacher Aides and teaching staff required for short term relieving.
  - 3) Grant and / or require in relation to:
    - Medical certificate for an absence on sick leave in excess of three days
    - Discretionary leave not exceeding five days
  - 4) EOTC forms to be signed off then forwarded to BOT for sign off.
  - 5) Authorise expenditure and payment as identified in the BOT approved budget.
  - 6) Manage Banked staffing:
    - Ensure payroll information is accurate
    - Check and sign the fortnightly SUE report
    - Have banked staffing decisions reported at finance meetings and tabled at BOT meetings
    - Order fixed assets for which the capital expenditure has been approved.
  - 7) Day to day curriculum and resource management of the school and achievement of the Governments key achievement areas.
  - 8) Communicate with parents, officials, representatives of the educational organisations and other firms with whom the principle deals with as part of her leadership role.
  - 9) During the absence of the principal from school for more than five days these delegations shall be exercised by a designated and appropriate staff member with the prior approval of the BOT chairperson.

*It was moved Brenna Sugrue be appointed as Privacy Officer for the school.*

Debbie / Rusty – Carried

- **Conflict of Interest and Board Code of Conduct**  
New forms were signed by Board members.

## **Bishops Reps Report – Fr Jolly, David**

- Thank you to Brenna for First Holy Communion.
- Bishop wrote a letter thanking David for his 4 years as Bishops Rep.

## Community Partnership

**COL** – Zoom coming up last week of term regarding working together in the future. Would like to continue.

**FOSJ** – Quiz night a fantastic evening – made just over \$10,000. Great feedback. Sold church pews.

## Pastoral Council

AGM – planning to have an appreciation day for volunteers on 18 October. Acknowledging visitors – Brenna to talk to Sister Lyndall.

## Special Issues/General

Nil.

## Reflections

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

Literacy, new board, heading in right direction, continue to do what we are doing, setting Board up with training.

Tony Shaw who did review is keen to come and do a combined training session with other SC schools.

**Meeting Closed:** 7.42pm

### Next Meetings (4<sup>th</sup> and 9<sup>th</sup> week of each term)

**2025** (suggested dates)

**Term 4:** 29 October, 10 December

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

**Presiding Member:**

\_\_\_\_\_ **Date**