Signed by Date 2017

**St Mary’s School Board of Trustees**

**6a Cromwell St, Wakari, Dunedin in the Staffroom**

**Minutes of meeting held on Monday 11 December 2017 at 7:00 pm**

**Prayer and Welcome**

**Present**: Erin Barton, Rachael Deerness, Father Cipriano, Nick Sorensen, Caroline Walker, Jacquie Tetlow. Susan Kubala, Will Deerness.

**Previous Minutes**

 *“That the previous minutes of 1 November 2017 be accepted.”*

Erin Barton/Caroline Walker

**Matters Arising:**

Good Sorts – still waiting

**Correspondence Listed**

Education Gazette (in staffroom)

NZSTA STA news

*“That the correspondence in be accepted.*

Erin Barton/Nick Sorensen

**Reports**

**Principal’s report**

see attached

Thank you for the great Confirmation Service, it was lovely.

Thank you to the staff for the great camps. A huge thank you to the scouting community of Wairoa. The venue was awesome, so well appointed and set up. An extremely handy location.

Staffing

Julia will be leaving at the end of the year, she has secured a full time position at Fairfield. It’s with sadness we see her go, however are delighted she has won this job.

Staffing for 2018 will as follows

Rachael and Jeremy will go from a .8 positions to 1FTE. There is no release time/management time for the principal – this will need to be reviewed as numbers of children increase.

*“That Rachael Deerness will be appointed as Principal for the 2018 year and Jeremy Morgan will continue in Room 3, both as 1FTE.”*

Erin Barton/Caroline Walker

**DRS report**

See attached

*“That the Principal’s report incorporating the DRS report be accepted.”*

Rachael Deerness/Nick Sorensen

**Financial Report**

**Budget**

A draft budget was presented, this will be discussed more in 2018.

That we ratify the November expenses of $14,263.52.

Jacquie Tetlow/Susan Kubala

**General Business**

**Policy Review**

This will be done over the first half of 2018 as time permits.

**Neighbour**

Cars, discussion held, letter to be sent.

Get photos – evidence

**Gifted and Talented**

Will continue Erin to talk to Tracy re: signed documents and dates to include the holiday period over Christmas.

**Marketing**

New Logo, Branding ourselves, getting a grant to help

**Farewell to Father Cipriano**

Father is moving to a new position in Queenstown. Thank you for everything you have done to help promote our school and for accommodating our students in the schools masses so well. We are sad to see you go, but wish you well and God’s protection over you.

**Meeting Dates:**

12 February 2018 – Rachael

**Meeting closed**:

8:10 pm.