

Signed by

Date

**St Mary's School Board of Trustees**  
**6a Cromwell St, Wakari, Dunedin in the Staffroom**  
**Minutes of meeting held on Monday 14 May 2018 at 7:00 pm**

**Prayer and Welcome**

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

**Previous Minutes**

*"That the previous minutes of 9 April 2018 be accepted."*

Erin Barton/Will Deerness

**Matters Arising:**

**Health and Safety**

Dave prepared to do the health and safety monthly checks. Woodchips are needed for the playground, especially around the area with the poles and concrete showing through - get onto doing the woodchips and then apply for grant towards getting matting down. Rachael search for a checklist. Jacquie mentioned we have the folder that a previous board member had used, we will get this sorted before the next meeting.

**Logo**

This is still ongoing, perhaps we do need a deadline, so this starts getting action.

**Programmed Maintenance**

No payment yet, as work not exactly finished. Email accounts and let them know what is happening.

**Good Sorts**

TVNZ. Caroline has followed up – asked if we could find someone to do a story about our school. she will followed up to see how far this is gone. Sell our story.

**Neighbour – Fence**

Neighbour has moved out and an older lady is moving in. CEO are still happy to go ahead with the fence.

**Gifted and Talented**

Erin to talk to Tracy and get things underway.

**Board Training**

Rachael has contacted STA and she is waiting for them to get back to her with a date. It will be before a meeting, we have a meal and then do training.

## **Correspondence Listed**

Education Gazette (in staffroom)

NZSTA STA news

Letter from Neighbour to approve replacing the fence instead of hedge. – Happy with that.

*“That the correspondence in be accepted.*

Erin Barton/Caroline Walker

## **Reports**

### **Principal’s report**

See attached

Kapa haka but incorporated both our Pasifika and Filipino communities and make it more of a culture group.

Thelma the school cleaner has resigned over the holidays and we have now employed Lisa.

*“That we appoint Lisa Boermans as the new school cleaner for 8 per week term time only.”*

Rachael Deerness/Erin Barton

### **DRS report**

See attached

Mothers Day mass – thank you to Father Fredy and Bishop for a wonderful service and blessing of the mothers. It was good to see so many there and supper after was lovely.

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

Rachael Deerness/Caroline Walker

### **Financial Report**

Final Annual Report was signed off and will be sent to the auditors so we met the 30 May deadline.

Finances are looking good. Banked Staffing - Rachael is attending a pd session on this so we can keep an eye on this over the year.

*“That we ratify the April expenses of \$7,694.11”*

Jacquie Tetlow/Rachael Deerness

## **General Business**

### **Strategic Plan**

Rachael has worked with Gary to update this and make it current. Still working on getting inline with our Annual plan.

### **Filipino community**

Offer to them to use our premises, might help with promotion and get enrolments.

### **Hall**

Discussion held around, ideas on what and how to fix this or make it more usable.

### **Board Member Numbers**

Parent member to be co-opted/by election - think about this and come back to the next meeting.

### **Meeting Dates: 2<sup>nd</sup> Monday of the Month/person leading prayer**

11 June - Susan

13 August – Father Fredy

10 September - Jacquie

12 November - Will

10 December – Rachael

### **Topics for next meetings**

June – Self Review

### **Meeting closed:**

8:30 pm.

<b>Tasks to be done</b>	<b>Responsible</b>	<b>Outcome</b>
School Logo	Caroline – promo team	continuing
STA email registration	All Board Members	
Police Vetting	Jacquie/Rachael	ongoing
H&S Checklist/Grant	Rachael/Jacquie	
Whole BoT training info	Rachael	
G&T Launch	Erin	