Signed by Date 2018

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

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

**Minutes of meeting held on Monday 9th April 2018 at 7:00 pm**

**Prayer and Welcome:** Erin Barton

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

**Apologies**: Jacquie Tetlow, Caroline Walker (lateness)

Erin Barton/Rachael Deerness

**Previous Minutes**

 *“That the previous minutes of 12 March 2018 be accepted.”*

Erin Barton/Susan Kubala

**Matters Arising:**

* **Health & Safety**

Erin asked if H&S checks were being done. Nick said they were but would prefer to have a checklist/form of some sort that he used to use. Rachael to contact NZSTA to see if they have a template.

* **Neighbour – Fence**

Proprietor has given approval for boundary fence to go ahead. Rachael relayed this to HNZ and gave them Bill Haydon & Tony Hanning’s contact details to liaise with them directly. Erin has asked Rachael to copy him in on the emails she has sent. We would like the fence to be actioned pretty quickly.

* **Gifted and Talented**

Would like to get the launch underway. Erin to talk to Tracy at next CoL Stewardship meeting. Schools are a bit unsure/hesitant of G&T criteria and how the programme is going to work. CoL group to meet/talk with G&T teacher to iron out problems.

* **New Logo**

Father offered his idea. Oval shape used in parish, Dominican Cross, M in shape of the hills. Words around the edge. Father to send his ideas to Caroline to see if we can get one mocked up.

Alternate idea – tree of knowledge, with shape of cross as the tree trunk/branches, children and hill underneath.

**Correspondence Listed**

Education Gazette (in staffroom)

NZSTA STA news

Letter from MOE acknowledging receipt of our Planning and Reporting Documents.

*“That the correspondence in be accepted.”*

Erin Barton/Rachael Deerness

**Reports**

**Principal’s Report, including the DRS Report.**

(see attached)

* Bishop Michael – Reminded BoT members that they are very welcome to attend the ordination of Bishop Michael on 26th April at 6pm in the Town Hall. Rachael to extend invite to children and families. Discussed formally welcoming the new Bishop into our community at our next Family Mass on 12th May.
* BoT Delegations Review – Rachael reported back from NZSTA, Boards can run how they wish. School of our size likely to make whole Board decisions, but good idea to have set tasks to complete in-between meetings where possible. Discussed that sub-committees could involve people outside the BOT. Talked about recruiting/who we could tap on the shoulder/what skillset is needed. Possibility of an educational expert who could question the Principal more. Encouraged to come back to next meeting possibly prepared to put hand up for an area. Areas don’t have to follow the NAG’s and can be short term only. Grants & Marketing are areas important to us at present.
* Cleaner – Thelma on sick leave until the end of the term. Rachael to make contact with her this week to see how she is. May have to look into getting someone to cover while she is sick.
* Roll – 21 at present, 23 at beginning of Term 2, 26 by July return. Discussed what staffing would look like for Term 3&4. Would have staffing of 2.8 and staff the school at 2.4 (2 full time teachers and 0.4 Principal Release) Extra staffing to cancel out overstaffing in Term 1&2 and to be used for relievers etc.

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

Rachael Deerness/Erin Barton

**Financial Report**

**March Accounts**

* Don’t pay creditors until the next Op’s Grant comes in.
* Jacquie to get approval for $10,000 overdraft. Only to be used as a stop gap, cleared each quarter. Ask about fees/penalties. *Moved Erin/Caroline*

*“That we ratify the March expenses of $7197.41”*

Erin Barton/Caroline Walker

**Draft Annual Account**

* Good trend, ended well in 2017.
* Estimated -$26,000 then -$32,000. Actual -$7000. Excellent result.
* Staff did extremely well and classrooms didn’t suffer.
* Discussed the draft report, will table at next meeting once final report is in.

**General Business**

**Promotion/Fundraising**

* Acknowledged effort of PTA at Sausage Sizzles during Ed Sheeran weekend.
* Discussed how we can grow/support the PTA, and whether we should continue with it seeing it becomes more work for staff rather than parents. Is it a better use of our time to work on grants instead?
* Erin keen to have a chat at next social event about future of PTA.

**Grant Applications:**

* Erin brought up the OfficeMax e-learning grant, knows they have money to give schools. We have applied to them in the past and been unsuccessful. How can we change this?
* Rachael mentioned we used to have a BOT member solely responsible for applying for grants. Is this something we can do to take the pressure of Jacquie? Will said he has experience in grant applications so could help.

**Professional Learning & Development:**

* Rachael has book herself and Jacquie into the Edge Conference in Dunedin on 21-22 June. This is our Student Management System which we are not currently using to its full potential. Other schools in CoL are switching to it also, so can share PLD.
* Looking into registering for Arinui workshop on 8th May as have just purchased this online teacher appraisal system.

**Policy Review:**

* Rachael has been in talks with Gary and Trina, and is making time in Term 2 to go through them. Looking at BoT reviewing one at each meeting as it was an ERO priority. Will start with Health & Safety. Have got NZSTA templates to follow.

**Board Training:**

* Biggest threat to our school is the lack of Board training.
* Erin encouraged everyone to go onto NZSTA website and have a look around, and complete some workshops, BOT to pay. Each Board members responsibility.
* Rachael to contact Carmel at SFX about the BoT Training session they did together.

**Strategic Plan Review:**

* Rachael meeting with Gary Tenbeth on 4th May to work on Strategic/Annual Plan to streamline it and make it more of a working document. BoT to work on it at next meeting.
* Discussed difference between goals and having procedures/actions in place for general teaching and learning expectations.
* BoT encouraged to offer goals they saw St Mary’s needing to work towards:
	+ Board Training
	+ Improving attendance at Mass
	+ Appraisal System
	+ Community involvement/interaction
	+ Additional Opportunities – introducing kapahaka, stabilising G&T
	+ Growing the roll - marketing

Nick Sorensen stated his intention to stand down from the BoT. He will draft a letter. We thank Nick for all his hard work and support over the last 4/5 years, especially his expertise during the fort/slide build. We appreciate and value your contribution.

**Meeting Dates: 2nd Monday of the Month**

14 May - Caroline

11 June - Susan

13 August – Father Fredy

10 September - Jacquie

12 November - Will

10 December – Rachael

**Topics for next meetings**

May – Strategic/Annual Plan

June – Self Review

**Meeting closed**:

9.04 pm.

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| **Tasks to be done** | **Responsible** | **Outcome** |
| School Logo | Caroline – promo team |  |
| STA email registration | All Board Members |  |
| Police Vetting | Jacquie/Rachael |  |
| NZSTA H&S Checklist | Rachael  |  |
| Whole BoT training info | Rachael  |  |