

St Mary's School Board of Trustees
Monday 8th April 2019, 6:30 pm
St Mary's Kaikorai School, 6a Cromwell St.

Agenda

Prayer and Welcome: Father Fredy

Apologies:

Minutes of previous monthly meeting: awaiting approval

Matters Arising:

Correspondence In listed and/or tabled:

Tukutuku NZ Education Gazette 11.3.2019

Ltr from NZSTA 26.2.19 re 2019 Triennial School Trustee Elections - Returning Officer Handbook 2019-2022
Education Gazette 25 March 2019

Email from Tony Hanning re Tautoko Update

Email from Solutions & Services re Quote for switching to Xero Accounting programme

Email from Auditor requesting various documentation

Correspondence Out:

Email to BOT Schedule of Delegations for St Mary's

Email to Solutions & Services requesting quote for switching to Xero Accounting programme

Reports:

Principal's Report:

Finance Report: Reconciliation for December 2018 and draft Annual Accounts for year ended 2018:

- Reconciliation for December 2018
- SMK Deposits December
- SMK Creditors December
- SMK Payments December
- SMK Journals December
- SMK Income and Expenditure Report December

Reconciliation for January and February in Draft by S&S, attached reports relating to Jan/Feb:

- Reconciliation for January & February (Draft) SMK Deposits December (Draft)
- SMK Creditors January & February (Draft)
- SMK Payments January & February (Draft)
- SMK Journals January & February (Draft)
- SMK Income and Expenditure Report January & February (Draft)

Budget: Draft budget to be ratified

General Business:

Elections: Election planning dates attached

OneCall: Discuss Proposal

Casual Vacancy: Need to move and minute Casual Vacancy in staff

Auditor Documentation: School Annual Accrual Report Certification (for 2018) to be signed by Chairperson and Principal

Operations Grant Entitlement Notice: be accepted

Solutions & Services: Quote re Xero

School Docs