

**St Mary's School Board of Trustees**  
**6a Cromwell St, Wakari, Dunedin in the Staffroom**  
**Minutes of meeting held on Monday 4th March 2019 at 6:30 pm**

**Prayer and Welcome**

- Father Fredy

**Present:**

- Erin Barton, Corinne Guthrie, Father Fredy, Caroline Walker, Susan Kubala, Will Deerness & Karen Crawford.

**Previous Minutes:**

*"That the previous minutes of 10 December 2018 be accepted."*

Caroline Walker/Father Fredy

**Matters Arising:**      none

**Correspondence In:**

- Letter & Update from Caritas Aotearoa New Zealand 13 December 2018 (attached)
- Email from NZCEO 30.1.19 (attached)
- Letter from NZSTA 13.2.19 (attached)
- ASB Audit Confirmation Report 31.12.18 required by Deloitte (attached)
- Education Gazette 28.1.19, 11.2.19 and 25.2.19
- Letter of Resignation from Deanne Barton dated 17.2.19

*"That the correspondence in be accepted."*

Caroline Walker/??

**Correspondence Out:**

- Acceptance of Resignation from Deanne Barton on 19th February 2019

*"That the correspondence in be accepted."*

Caroline Walker/Father Fredy

**Reports**

**Principal's report**

- see attached and presented by Corinne.
- Strategic Direction: refer report
- Religious icons mentioned by Erin. Corinne advised doesn't need to be in Strategic Direction, just do it, just be an outcome – mentioned by Erin/learning mentioned by Caroline.
- Manual created to have like pink catholic one.
- Graph re Target reading etc/year level
- Susan asked about Religious (Bridging document)
- Digital tech – develop plan running in 2020
  - Change by:
    - Develop
    - Implement
    - & Review

- Plan to cover three years for digital tech plan.
- Senior room maybe required.
- Will mentioned “School Vision” – Corinne advised can be changed anytime.
- Charter Report – signed by Caroline
- Target of Intention referred to
- Tyre steps – need rail
- Rotten board near ??
- Holes in ceiling being fixed downstairs
- Corinne asked BOT if any other items to be added into Principal Report:
  - Caroline asked that any future enrolments be added
- Corinne mentioned Schedule of Delegation – BOT employs Principal to manage school

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

Father Fredy/Caroline Walker

- DRS report - Corinne asked about ??

*“That the DRS report be accepted.”*

Will Deerness/Caroline Walker

## **Financial Report**

### **Draft Budget:**

- Need last year’s budget – were we in credit
- Draft budget not accepted until December report from S&S – discuss next meeting to finalise.

### **Other financial items mentioned:**

- Ops Grant takes effect once roll return filed 1<sup>st</sup> March and backdated.
- Depreciation figure – queried why so high? Check with Bev of S&S
- PTA gave annual letter advising funds collected in, paid out and paid to school – Rachael gave at December meeting.
- Reduced cleaning cost by not employing cleaning – taking care of cleaning ourselves.
- Light/heating – Corinne mentioned very high cost.
- Caretaker’s wages – dropped.
- AlSCO – Towel provider and Sanitary – Contract ended – staff helping with washing of towels etc.

*“That the above has been discussed and be accepted.”*

Erin Barton/Will Deerness

## **General Business**

### **Logo:**

- Coincidence of words being the same as St Francis Xavier.

- Actual logo colour
  - maroon background for words chosen
  - Black and white background (middle one) – all white background
- Will not sure re words.
  - Email families – pick from these words or Family consultation evening – give them options list?

**Promoting School:**

- Belinda went to three preschools

**Zoning:**

- Caroline asked about zoning for here. Wakari School what happening with their zoning? Erin asking daughter Chloe re Wakari School zoning.

**Honrariums:**

- Donations to go towards PTA to be tagged as pastoral care – uniforms/sports fees etc.

**Chairperson:**

- Erin called for Caroline to be accepted as Chairperson.

*“Caroline Walker to be Chairperson accepted”*

Erin Barton/Father Fredy

**Board Secretary/Returning Officer:**

- Karen Crawford appointed as Board Secretary and Returning Officer.

*“Karen Crawford as Board Secretary and Returning Officer be accepted”*

Corinne Guthrie/Erin Barton

**Staffing:**

- Caroline asked where we are at with staffing/classrooms – Corinne explained plan of ???
- Discussion on Deanne’s resignation – **add any more here as discussed – refer my notes??**
- Teacher Aide :
  - Check ERO Report re breakfast club issues – any affect on teaching side of things running after school club.
  - Will’s concerns that original plan re Teacher Aide now half altered.
    - Assess new Teacher Aide hours – factors mentioned:
      - Play based learning – Corinne new at it.
      - Literacy etc lessened classes
  - Corinne did not mark permanent – could mark as project.
  - Caroline would like to see 15 hours spent in class not After School Club
  - Volunteer centre mentioned by Susan

Solution for After School Club?

Will mentioned keeps out point of difference by having teacher aide

Corinne mentioned Teacher Aide/After School Supervisor position advertised – 1 application received.

**After School Club:**

- Doing structure where After School Club paid for use of.

**Non Catholic/Preference enrolments:**

- Father Fredy to give permission

**Last ERO Report:**

- Maori Polyfest mentioned – used someone – who? Corinne to check with Pauline of MOE (Maori contact). Suggested Polytech students to do hours – contact Katrina – Caroline looking into.
- Erin mentioned about policies – ERO due when? – maybe end of year – should be notice of three terms.
- Roll Return (kids enrolled) – mentioned:
  - 2017 = 19
  - 2018 = 17
  - 2019 = 27

**Draft Plan:**

- Teaching students – is it public? Karen/Corinne to place any documents for BOT on website – BOT part – when replacing, mention on previous documents – “replaced by version and its date”

**Provisional Maintenance Plan:**

- What in place?
- Heat pumps
- Painting of building - \$3,500 or less – Painter that is approved by Diocese Office

**BOT Elections:**

- Require :
  - Parent Representative: Minimum three parent representatives - another parent representative required – approach parents.
  - Bishop representative
  - Proprietor representative
- Election date works towards - election papers out by 13 May
- Board constitutions – look up STAR
- Corinne gave to Caroline – BOT information
- Novopay form signed by Caroline re Corinne – Permanent Principal

**Photocopier:**

- Anything from One Call person – Corinne advised yes their photocopier service person had been –Corinne advised keep running it until it no longer works.

**Donation:**

- Increased last year? Caroline and Will were not sure.

**Bishops forum:**

- 21/22 **March or May/June??** – Caroline as Chairperson to go? Corinne send schedule to Caroline

**Next Meetings:**

- Provide what to tidy up
- What other schools do/recommend re ERO Reports
- Breakfast Club/After School Club – meeting requirements to have these.

*“All General business be accepted as discussed”*

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Caroline Walker/Corinne Guthrie

**Meeting Dates:**

Next meeting - to be decided once S&S done report and do Final Budget

**Meeting closed:**

9:12 pm