

Signed by:

Date:

2019

**St Mary's School Board of Trustees**  
**6a Cromwell St, Wakari, Dunedin in the Staffroom**  
**Minutes of meeting held on Monday 9<sup>th</sup> September 2019 at 6:30 pm**

**Prayer and Welcome:**

- Father Fredy

**Present:**

- Father Fredy, Corinne Guthrie, Caroline Walker, Susan Kubala, Will Deerness, Kyle Milner, Stephen Finlay, Lynne MacDonald, Belinda Dillon and Karen Crawford.

**Apologies:**

- Nikka Barcos

**Previous Minutes:**

*That the previous minutes of Monday 29th July 2019 be accepted."*

Corinne Guthrie/Stephen Finlay

**Matters Arising:**

- Non-Preference: case by case – no more discussion had.

**Correspondence In:**

- Education Gazette 5.8.19
- Caritas Aotearoa New Zealand – Letter 23.7.19 and Annual Report 2018
- Education Gazette 19.8.19

*"That the correspondence in be accepted.*

Kyle Milner/Will Deerness

**Correspondence Out:**

- None

**Reports:**

**Principal's report:**

- See attached and presented by Corinne Guthrie.
  - Roll: Current roll number required on report
    - Split by year level
    - Projected year numbers
- School Docx: available in 4 weeks to start reviewing policies
  - Have calendar to sort discussion of policies.
- Updated Target Students Beginning Term3 2019 Report: Presented by Corinne

*"That the Principal's report be accepted."*

Caroline Walker/Belinda Dillon

## **DRS (Director of Religious Studies) Report:**

- See attached and presented by Belinda Dillon.
  - Father's Day Mass was good.
  - Asked about Grandparents Day:
    - 10-15 attended, great morning.

*"That the DRS report be accepted."*

Father Fredy/Kyle Milner

## **Financial Report:**

- St Mary's Finance Report as at 6.9.2019 - refer attached.
  - Board reminded that Solutions & Services now only providing Quarterly report.
  - Lynneth looked over bank statements and happy with.

*"That the above including St Mary's Finance Report have been discussed and accepted"*

Lynneth MacDonald/Caroline Walker

## **General Business**

- Board Code of Conduct – Discussed. Typing it up and getting signed.
  - Corinne reminded about Code of Ethics (Catholic School).
- Special Character Review – Discussed report.
  - Board of Trustees happy with report. Corinne to email back advising happy with draft. Gets published on website.
- Teaching Registration for Corinne – Email re Registration to teach extension as Corinne was waiting on renewal of Teacher registration sent in June. Registration has been renewed now.
- Dyslexia Hub – Corinne started discussion on this,
  - Learning – would come and talk to school Community.
  - Bishop would still have final decision, allowing us to do this.
  - Corinne read report re Dyslexia Scheme.
  - Stephen mentioned might be good to mention Disbraxia if Christine skilled on that so that we are seen to cover literacy and numeracy.
  - Asking Board if ok to ask Bishop being first step, then start sorting impact statements etc before BOT decides.
  - Corinne confirmed just submitting proposal to Bishop. If all ok, then to Public and then decision by BOT.
  - Do now before strategic planning.
  - Corinne asked BOT all happy for her to go to Bishop – all agreed ok.
- Donation Scheme:
  - Still to be government approved yet.
  - Can still fundraise ie fairs etc.
  - Can still seek funding for some camps out of school.
  - Can opt out annually.

- Fees that we can request might change:
  - Sports can be asked for including sports uniform donation.
  - Stationery to be paid by families.
- Most likely opt in, but wait until November when need to decide by.
- Bendigo Valley Grant: The BOT approved the application for swimming, sports uniforms & Master key changes to building, to be sent to Bendigo Valley.
- Principal Insurance: Insurance would be if school takes out and principal has grievance against Board, school pays. Basically if School insures, it is insuring the role, and if Principal insures, it is for themselves.
  - Caroline asked for advice and was advised not up to school to pay and CoL's advised school does not have to pay.
  - Board decided they will not pay.
- Teacher Aide Hours: Fixed term contract ends 27.9.19.
  - Benefit of having Teacher Aide:
    - Teacher Aide enjoys after school care hours three days a week.
    - Teacher Aide afternoon school time, still benefits when looking at school data.
  - Options:
    - Cannot keep fixed terming.
    - Renew for further six months and end of that make permanent hours. Teacher Aide confident, happy with her teaching aiding.
  - If decide permanent, would have to advertise.
  - Discussion had re after school care programme, if anything changed, could that change Teacher Aide role.
  - Board decided to let Corinne do what she wanted to do.
  - Corinne advised she wants to Fix Term to end of year, with view to advertise permanent position in Xmas holidays.
- Boys toilets – Wall:
  - Stephen will come one weekend & sort replacement of wall part with hole.
  - Corinne mentioned plumbing issue, Stephen will look at.

*“That the above general business items be accepted as discussed.*

Caroline Walker/Will Deerness

**Meeting closed at: 8.14pm**