

Signed by:



Date: 02/07

2019

St Mary's School Board of Trustees
6a Cromwell St, Wakari, Dunedin in the Staffroom
Minutes of meeting held on Monday 13th May 2019 at 6:30 pm

Prayer and Welcome

- Corinne Guthrie

Present:

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

Previous Minutes:

- Corinne noted that we need to add in under General Business, Elections, that the Board agreed to carry a Casual Vacancy for Staff Representative on the board - this to be added into 8th April Minutes.

*"That the Casual Vacancy for Staff Representative minute be added into 8th April minutes
And that the minutes of 8th April 2019 be accepted."*

Caroline Walker/Corinne Guthrie

Matters Arising:

- Budget – Request last meeting for detailed report of Donations code 10100 – refer attached report.
- Xero Quote – Email from Sandy of S&S clarifying what will monthly support costs be – refer attached email.
- Police Vetting documentation - not able to locate all vetting documentation of board members that mentioned they had been vetted.
- Bill – Painting - Refer email received by Corinne (copy attached)
- Hall Power – 1 September 2015 Hall passed back to Parish. Parish should pay for Hall power. When Bill visits, will advise School not paying for power anymore.
- Donations – Leave St Vincent de Paul monies that come in on 1st of each month at the moment.
- School Docs – put on hold.
- Budget – as follows:
 - PTA fundraising amount amend \$amount
 - Donations – take off St Vincent de Paul which = \$700
 - Other ways of income – grants – Otago Community Trust. Noted that we are saving on cleaning – no cleaner wages.

Correspondence In:

- Education Gazette 8 April & 7 May.
- Email from Solutions & Services 10.4.19 re Xero Quote and our request for further breakdown of costs
- Letter from NZSTA re 2019 triennial school trustee elections – Promoting elections.

"That the correspondence in be accepted."

Father Fredy/Corinne Guthrie

Correspondence Out:

- Email to Solutions & Services 9.4.19 re Xero Quote and clarity on monthly support fee

"That the correspondence out be accepted.

Susan Kubala/Father Fredy

Reports

Principal's report

- see attached and presented by Corinne.
- IT Proposal – one-off costs/no ongoing support cost/just training initially of \$154 per hr + GST
- Youth Wellness – agreement for Caroline to sign off.
- Laptops x6 have been sourced from University of Otago

DRS Report:

- Refer attached report presented by Corinne.

"That the Principal's report incorporating the DRS report be accepted."

Caroline Walker/Will Deerness

Financial Report

- March - refer attached.
- April – refer attached.
- Will, Caroline and Corinne, will get together to revise Budget.
- School fee charges for 2019:
 - Stationery \$60
 - Photocopying \$30
 - Sports Uniform Hire \$20
 - A TOTAL OF \$110

"That the above including Financial Reports have been discussed and accepted"

Caroline Walker/Susan Kubala

General Business

BOT Elections:

- Nominations received so far:
 - Parent Representative: Two received: Nikka Barcos & Lynneth MacDonald
 - Staff Representative: One by Belinda Dillon

"That BOT Election be accepted as discussed and approved."

Caroline Walker/Corinne Guthrie

OneCall:

- IT Proposal – Version 2 Cloud based \$700
 - Annual Cost? Move but if over \$100 Corinne will come back to Board.

"That the IT proposal be accepted as discussed and approved

Subject to Annual cost if any."

Susan Kubala/Caroline Walker

Xero Accounting Software Quote:

- Go ahead

"That the above be accepted as discussed."

Will Deerness/Corinne Guthrie

School Docs:

- Further discussions had but decided to hold off at the moment.

Other items mentioned:

- Teacher strike: 29th May 2019.
 - Corinne reported on meeting Friday that teachers had enough
 - PPTA (Secondary School) date was 29th May
 - Options
 - late June go on strike/stay on strike
 - school hours change permanently
 - Corinne mentioned Postcards to parents coming for them to fill in.
- PTA Fundraisers mentioned for this year by PTA:
 - Term 2: First Aid Kits
 - Term 3: Quiz Night
 - Other Possibilities:
 - La Porchetta Family night out; and
 - Stadium work

Next Meeting Dates:

- Monday 17th June 2019

"That the above remaining general business items be accepted as discussed."

Caroline Walker/Corinne Guthrie

Meeting closed:

7.55 pm