

Signed by:



Date: 10/2/2020. 2019

St Mary's School Board of Trustees
6a Cromwell St, Wakari, Dunedin in the Staffroom
Minutes of meeting held on Monday 2nd December 2019 at 6:30 pm

Prayer and Welcome:

- Corinne Guthrie

Present:

- Corinne Guthrie, Caroline Walker, Will Deerness, Stephen Finlay, Belinda Dillon, Nikka Barcos and Karen Crawford.

Apologies:

- Susan Kubala, Father Fredy, Kyle Milner, Lynne MacDonald

Previous Minutes:

"That the previous minutes of Thursday 17th October 2019 be accepted."

Corinne Guthrie/Caroline Walker

Matters Arising:

- None

Correspondence In:

- Ltr from NZSTA 11.10.19 Changes to NZSTA Membership Subscription process
- Ltr from Southern District Health Board 17.10.19 re Future of Health Promoting Schools
- Email from MOE 22.10.19 re School Donations
- Email from Solutions & Services 8.11.19 encl Letter, 2020 Fees Schedule & Invoice
- Ltr from Moore Markhams 25.9.19 Quotation – Comparison re Accounting services
- NZ Education Gazette 28.10.19 (available at meeting)
- NZ Education Gazette 11.11.19 (available at meeting)
- NZ Education Gazette 25.11.19 (available at meeting)
- Ltr from Bendigo Valley 31.10.19 Grant accepted

"That the correspondence in be accepted."

Nikka Barcos/Corinne Guthrie

Correspondence Out:

- None

Reports:

Principal's report:

- See attached and presented by Corinne Guthrie.
 - Benefits of using PACT discussed.
 - Laptops okay at present. Next year will look for new Laptops as have 2 that are Windows 7 which will not be supported.

- Digital Technology – what’s happening next year in classrooms asked by Will.
 - Through CoL Tiatakutu – Professional Development
 - Coding and robotics can be taught using maze and grids on paper first rather than toys first. but toys hopefully too.
 - Part of curriculum is computer online, but being safe.
- Updated Target Students Beginning End of Year 2019 Report MASKED: Presented by Corinne:
 - Various questions asked by BOT in relation to report.

“That the Principal’s report be accepted.”

Stephen Finlay/Caroline Walker

DRS (Director of Religious Studies) Report:

- See attached and presented by Belinda Dillon.
 - Next year Seek sessions at Kavanagh College will include Science, Art and Drama.

“That the DRS report be accepted.”

Caroline Walker/Corinne Guthrie

Financial Report:

- St Mary’s Finance Report as at 2.12.19 - refer attached and presented by Corinne.
 - Staffing allowance should be approximately \$3,000 in credit to use by March 2020.

“That the above including St Mary’s Finance Report have been discussed and accepted”

Will Deerness/Stephen Finlay

Draft Budget:

- St Mary’s Draft Budget attached and presented by Caroline and Corinne.
 - Under Donations & Fundraising - no amounts due to Donation Scheme that we have opted into.
 - PTA fundraising - no amount – can just have PTA save to pay for things around the school.
 - Was also mentioned, is PTA an Incorporated Society? Corinne spoke with Kyle earlier today and so he is checking this out.
 - If they are incorporated, perhaps up to certain amount they can decide to spend, but over amount BOT decide?
 - They would approach Principal about projects
 - Wait for Kyle to come back to us if Incorporated Society, then do letter to PTA advising Boards budget is not asking for any \$\$\$.
 - Stationery Income - amount is less than last year due to what’s on hand here already. Looking at packs if families wish to opt into otherwise get their own.
 - Learning & Resources – kept the same.
 - Staffing Appraisal – Board can do appraisal, but possibly difficult re teaching side. Not sure who yet will do Principal appraisal.
 - ADM Wages – hoping to increase hours for admin.
 - Accounting – Staying with Solutions & Services.

- Cyclical Maintenance – No Cyclical Maintenance plan made yet, as still waiting on previous painting job to be sorted. \$4000 allowed as per Draft Budget. It was agreed to setup new account and transfer that amount.
- Surplus Funds – amount is usually third of ops grant so \$30000 odd.

“That the Draft Budget be approved as a Final Budget and that the Board of Trustees Accept a gain of \$1311”

Stephen Finlay/Nikka Barcos

Motions to be moved:

- Motions to be moved as follows and read by Caroline. These were requested by Solutions & Services re 2019 Annual Accounts preparation:

“The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2019 Annual Accounts on the Board’s behalf when confirmation is received that the audit has been completed”

“That the Board approves the inclusion of a budget for the 2019 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board’s 2019 operating and capital purchases budgets”

“The above two motions were moved and accepted”

Will Deerness/Stephen Finlay

General Business

- ERO Report:
 - Caroline did not like beginning of it, being under 1.1 last sentence “At this stage the school does not know how well students are achieving in other areas valued by the community
 - BOT would prefer it said “At this stage the school is reviewing areas valued by the community and how the students will meet those values”
 - It was all agreed to send that off to ERO for changing.
- Student Data Report:
 - Attached and presented by Corinne.
 - Discussion had.
 - Target students for 2020 still to be discussed by Corinne, Christine & Belinda.
- Maori Students:
 - Caroline mentioned about Maori students from Kavanagh College coming up to our school that she knows of. Corinne is going to follow up with Tim Lucas, Dean of Maori at Kavanagh.
- Lion Foundation:
 - As reported at meeting 9th September 2019, a grant was being applied for with Bendigo Valley for Sports Uniforms, Swimming and Master key changing. It was decided that we would approach Lion Foundation for the Key lock changing and hence noting this change in Minutes now.
- BOT Xmas Gathering:
 - Dates do not suit for Xmas gathering this year as everyone is so busy.

- Meeting Dates:
 - Meeting dates schedule attached and presented.
 - Times to be change to 6pm not 5.45 and still on Monday's as this day suits majority
- Gift for Will:
 - Will presented with gift as his last meeting. Thanks for all his hard work. Stephen asked does another member need to be sought, Caroline advised no as Will was co-opted on.

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

Will Deerness/Stephen Finlay

Meeting closed at: 8.05pm