

Signed by:

Date: 8 April

2019

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/Corinne Guthrie

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 on playground
- 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 what else did they want to see

"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 1st 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 using 0.4 with Year 3's in senior room.
- Discussion on Deanne's resignation. Erin asked that this be discussed at end of meeting.
- 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:

- 21st/22nd March – 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”

Caroline Walker/Corinne Guthrie

Meeting Dates:

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

The Board moved that the general public were excluded from this part of the meeting to discuss Staffing. LGOIMA 1987 schedule 2A at 8.45pm

The meeting reopened to the general public at 9.05pm

Meeting closed:

9:12 pm