

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 8th April 2019 at 6:30 pm

Prayer and Welcome

- Susan Kubala

Present:

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

Previous Minutes:

"That the previous minutes of 4th March 2019 be accepted."

Caroline Walker/Corinne Guthrie

Matters Arising:

- Erin had not asked daughter re Wakari School and whether zoned or not.

Correspondence In:

- Tukuruku NZ Education Gazette 11.3.2019
- Ltr from NZSTA 26.2.19 re 2019 Triennial School Trustee Elections - Returning Officer Handbook 2019-2022
- Education Gazette 25 March 2019
- Email from Tony Hanning re Tautoko Update
- Email from Solutions & Services re Quote for switching to Xero Accounting programme
- Email from Auditor requesting various documentation

"That the correspondence in be accepted."

Caroline Walker/Susan Kubala

Correspondence Out:

- Email to BOT Schedule of Delegations for St Mary's
- Email to Solutions & Services requesting quote for switching to Xero Accounting programme

"That the correspondence out be accepted."

Corinne Guthrie/Susan Kubala

Reports

Principal's report

- see attached and presented by Corinne.
- 10 Year Maintenance Plan: to include new asphalt
- Poplar Trees to be topped for Father Fredy – he would like use of wood.

- Police Vetting: Who has been vetted? Caroline's mum done. Will has been done. Erin has been done. Tama has been done. Need to find those records of being vetted.
- For Parish - School Newsletter: Put in? Advised if on noticeboard not seen.
- DRS Report: attached. Preference/Non Preference forms still required – about 12 still to be done.

“That the Principal's report incorporating the DRS report be accepted.”

Caroline Walker/Erin Barton

Financial Report

- December - refer attached. No Solutions & Services Report provided because of timeframe with them completing Annual Accounts.
- January/February – refer attached. Includes Interim Report from Solutions & Services.
- Who in charge of checking accounts regularly? Maybe new Board appoint accounts person.

“That the above including Financial Reports have been discussed and accepted”

Caroline Walker/Corinne Guthrie

Draft Annual Accounts – refer attached:

- Erin commented on great end of year outcome. Good for start of year.

“That the Draft Annual Accounts be accepted as discussed and approved”

Caroline Walker/Corinne Guthrie

Draft Budget:

- PTA – is there to be a fair as this is mentioned in draft budget.
- Notes section of draft budget – more detail of what each category for – individual items.
- Other points discussed from draft budget:
 - 3-4 year plan re painting. It was advised that there was a product failure re upper boards. Follow up with Bill re this.
 - Hall liability falls on who? Parish owns hall.
 - Electricity – look into. Help with hall power cost – contact Bill.
 - Church don't pay rates.
 - Cyclical Maintenance
 - can make variance next meeting advised by Corinne
 - remove non cash item and call it reserve
 - Donations: code 10100, Actual \$4481 but budget \$3,000 – look into report/breakdown of this figure.
 - Need to discuss with Bev of S&S depreciation amount.
 - Erin advised look to revising budget in July reassessing budget on conferences/learning-staff.

“That the Draft Budget be approved as a Final Budget and that the Board of Trustees Accept a gain of \$4999.”

Caroline Walker/Corinne Guthrie

General Business

BOT Elections:

- Dates as per election page – refer attached
- Amount to be inserted in Returning Officer appointment letter by Caroline/Corinne. 80% paid if no election, to Returning Officer.
- Need:
 - 1 Staff Representative - It was agreed the board would carry a casual vacancy for staff representative on the board as elections in May.
 - 5 Parent Representatives – Two parents going too/One parent likely

“That BOT Election be accepted as discussed and approved.”

Caroline Walker/Corinne Guthrie

Staffing:

- Vacancy: Corinne advised that the confirmed staffing entitlement now makes formal provision for the 0.4 Principal Release position. This will be advertised with interviews over the holidays with hopefully our successful applicant starting on the first day of Term 2.

“That the 0.4 Teacher Vacancy be accepted as discussed and approved.”

Caroline Walker/Will Deerness

OneCall:

- Proposal re copier attached. Definite savings under this proposal.
- Proposal re phone. No saving in first year due to setup cost but following year save \$100 a month.
- Logan of OneCall – IT person: No server. Wait for proposal before deciding on server or cloud base.

“That the Copier and Phone proposals be accepted as discussed and approved.”

Caroline Walker/Corinne Guthrie

Self Review/Parents:

- 2018 Report - questions read out by Corinne. But perhaps more general questions needed.
- Send out – more time for them to think about.

“That the above be accepted as discussed.”

Caroline Walker/Corinne Guthrie

SAAR Report:

- Required to be completed and signed
- Signed by Erin Barton

“That the above be accepted as discussed and form to be signed.”

Caroline Walker/Corinne Guthrie

OPS Grant:

- Refer attached.

“That the OPS Grant be accepted as discussed and accepted.”

Caroline Walker/Corinne Guthrie

Xero Accounting Software Quote:

- Need more clarification on what their support fees will be? Karen to look into.

"That the above be accepted as discussed."

Caroline Walker/Corinne Guthrie

School Docs:

- Corinne presented.
- Cost \$1100 a year
- Policies always up to date
- Discussion had:
 - Will – Get funded? Corinne – Board expense
 - Will - Should Community of Learning be looking at having school docs as overall policy doc? Corinne – only been going a year.
- Docs to be approved – check on donations/cyclical maintenance – then most likely agree

"That the above be accepted as discussed."

Caroline Walker/Corinne Guthrie

Other items mentioned:

- With regards to Website, load documents ie Budget for Public. Also documents only for Board of Trustees in BOT part
- Teacher strike: Caroline, Irene and Karen to cover if Corinne/Belinda attend.

Next Meeting Dates:

- Decided that meetings be 2nd and 8th week of each term. Schedule to be made up.

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

Caroline Walker/Corinne Guthrie

Meeting closed:

9:15 pm