

Signed by: 

Date: 06/08/19

2019

**St Mary's School Board of Trustees**  
**6a Cromwell St, Wakari, Dunedin in the Staffroom**  
**Minutes of meeting held on Tuesday 2<sup>nd</sup> July 2019 at 6:30 pm**

**Prayer and Welcome:**

- Corinne Guthrie

**Present:**

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

**Apologies:**

- Nikka Barcos, Lynneth MacDonald and Father Fredy

**Welcome to new Board Members:**

- Belinda Dillon, Stephen Finlay, Kyle Milner, Nikka Barcos and Lynneth MacDonald

**Electing Board Chairperson:**

- Caroline Walker nominated as Board Chairperson.

*Voted "all in favour" of Caroline Walker as Chairperson*

**Co-opt Will Deerness on to Board:**

- It has been approved by the Bishop (refer email attached) that Will Deerness be co-opted on to the board as another Proprietor's Representative.

**Electing person in charge of Finances:**

- Called for two (2) people to be responsible for overseeing the Finances.
- Corinne Guthrie offered to be one and still seeking 2<sup>nd</sup> person.

**Electing person in charge of Property:**

- Called for someone to be responsible for overseeing Property matters.
- Stephen Finlay offered to be that person.

**Electing Community Liaison Person:**

- Called for someone to be the Community Liaison Person.
- Susan Kubala was asked if she would be that person and Susan accepted.

**Other Electing matters discussed:**

- Putting an Induction Folder together for each Board Member which will include:
  - Annual Accounts
  - Budget
  - Rules
  - Role
  - Any other documents necessary

*The Board approves all the above electing matters*

*Caroline Walker/Stephen Finlay*

### **Matters Arising:**

- IT – it was advised that there are no annual costs with the new Cloud storage setup
- Police Vetting:
  - Still no records of people done.
  - To be carried out for new members
  - Vetting done for current staff
  - Vetting coaches – Corinne to check with other principals

### **Previous Minutes:**

*That the previous minutes of Monday 13<sup>th</sup> May 2019 be accepted.”*

Corinne Guthrie/Will Deerness

### **Correspondence In:**

- Education Gazette 20 May, 3 June & 17 June (sitting on staffroom table).
- Letter from The Catholic Institute of Aotearoa New Zealand 10 May 2019 re Survey on Qualifications Profile of the Religious Education teacher workforce in our Catholic schools – with three reports attached.
- Email from Deloitte 23.5.19 re Financial Statements (Annual Accounts) and Representation letter to be signed. (attached)
- Email from Deloitte 29.5.19 re Signed and Stamped Financial Statements (Annual Accounts), Signed Auditor’s Report and Report to the Board of Trustees. (attached)
- Appointment as Trustee – Declaration of Eligibility form handed in by Susan Kubala dated 5.6.19. (attached)
- Memorandum from Catholic Pastoral Centre 30.5.19 re Proprietor’s Appointees to St Mary’s School (attached) and namely Father Fredy and Susan Kubala.
- Email from Rhys of Min. of Education 8.6.19 re requesting missing reports x2 not downloaded to portal. (attached)
- Email from Rhys of Min. of Education 11.6.19 re confirming received reports, 2018 Annual Report can now be processed by them. (attached)
- Email from Katrina of Min. of Education 14.6.19 re Approved Kahui Ako to continue to receive funding. (attached)
- Summary Annual Report 2018 from NZCEO (NZ Catholic Education Office (sitting on staffroom table)
- Email from Tony Hanning 25.6.19 re co-opting Will Deerness onto Board

*“That the correspondence in be accepted.*

Kyle Milner/Stephen Finlay

### **Correspondence Out:**

- Email to Rhys of Min. of Education 10.6.19 re missing documents – advised one document is already saved to Portal and the other re Kiwisport we are looking into.
- Email to Rhys of Min. of Education 10.6.19 attaching Kiwisport 2018 Statement and downloaded to Portal.

*“That the correspondence out be accepted.*

Caroline Walker/Corinne Guthrie

## **Reports:**

### **Principal's report:**

- See attached and presented by Corinne Guthrie.
- Board asked that these be emailed prior to meeting.
- Thoughts by BOT:
  - Only allowed 5% non-preference – we are at that % now.
  - Father Fredy to perhaps check at Catholic Education Office, any leniency on this.
  - Becoming Catholic is becoming less so why not let non preference in and learn to be part of.
- Corinne asked about Health Consultation – has there been one in last two (2) years as not able to locate records of. Caroline thought last year 2018.

*“That the Principal's report be accepted.”*

Caroline Walker/Stephen Finlay

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

- See attached and presented by Belinda Dillon.
- For those that do not know when referring to “RE”, means Religious Education.

*“That the DRS report be accepted.”*

Corinne Guthrie/Susan Kubala

### **Financial Report**

- May - refer attached and read by Caroline Walker.
- Caroline Walker read email from Bev of Solutions & Services re Budget – can only report against approved budget. Amended budget items just need to be minuted.
- Other matters discussed during Financial Report:
  - Maintain cracks in concrete
  - Bill Hayden email (attached) advised that the \$9260 to be put aside for repair and maintenance work, worked out by floor area/land area etc. Not put aside at present but put aside for playground maintenance.
  - Building painting has been defective. Sanding and paint to be redone.
  - Belinda requested term clean of carpet.
  - Donations mentioned by Caroline – has anything been heard. Corinne mentioned submissions just closed. \$150 per child for decile's 1-7, 8-10 don't receive. Can opt in or out.

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

Belinda Dillon/Kyle Milner

## **General Business**

### **School Docs:**

- Corinne spoke about what this is, namely, an easier way to have all school policy documents prepared and up to date. A number of questions that we have to answer, then completes policies.
- There is now funding to cover this cost of \$1,000 plus GST and can now go ahead with.

*"That it has been approved to go ahead with School Docs"*

Kyle Milner/Stephen Finlay

### **Meeting Dates:**

- Monday's suit everyone at meeting. Karen to check with other absent Trustees if okay with them.

### **Next Meeting Date:**

- To be advised

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

Caroline Walker/Corinne Guthrie

### **Closing Prayer:**

- Corinne Guthrie

**Meeting closed at:**

8.23 pm