

Signed by:

Date: 26-05 - 2020



**St Mary's School Board of Trustees
6a Cromwell St, Wakari, Dunedin in the Staffroom
Minutes of meeting held on Monday 10th February 2020 at 6:00 pm**

Prayer and Welcome:

- Father Fredy

Present:

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

Apologies:

- Susan Kubala and Lynneth MacDonald

Previous Minutes:

"That the previous minutes of Tuesday 2nd December 2019 be accepted."

Corinne Guthrie/Belinda Dillon

Matters Arising:

- PTA: Incorporated Society? Nothing yet to confirm after looking through papers at school. To ask Westpac for what documents they have re non profit category we are in as per our bank statement.

Correspondence In:

- Email from ERO 6.12.19 enclosing Confirmed ERO Report
- Ltr from Caritas 2.12.19 enclosing Caritas Update – Christmas 2019
- Ltr from Crombie Lockwood 26.11.19 enclosing Insurance Manual for Catholic Schools'
- Education Gazette 9.12.19
- Ltr from Michael Woodhouse (National list MP Dunedin) 6.12.19 encl. Education Discussion Document
- Education Gazette 3.2.20

"That the correspondence in be accepted."

Stephen Finlay/Corinne Guthrie

Correspondence Out:

- Email to ERO 4.12.19 enclosing Response to Unconfirmed School Education Review Report – asking for a change to be made.

"That the correspondence out be accepted."

Corinne Guthrie/Caroline Walker

Reports:

Principal's report including DRS Report:

- See attached and presented by Corinne Guthrie.
 - With an increase in roll and in the junior room, looking at some Year 3's going into the senior room. Parents of these Year 3's being approached.
 - Ideal to get roll to 51 to gain third teacher and smaller no's over three classrooms. More students would generate more income towards more teaching time for the classrooms
 - Current roll details:
 - Year 1's: 5 plus 1 and plus 2 possible new enrolments
 - Year 2's: 7
 - Year 3's: 10
 - Year 4's: 6 plus 1 new enrolment
 - Year 5's: 1
 - Year 6's: 5
 - 34 total roll
 - Newsletter out to senior class re transfer of some Year 3's.
 - ERO's recommendation was that the data report was too detailed, so this will be scaled back for end of term report.
 - Charter: Waiting on finalisation from BOT members on this. Heard from Susan, and Kyle said he would look at. Belinda said she has replied but not sure who it went to.
 - Visions & Values: Also document sent out for BOT members to look at.
 - Strategic Goals 2019-2022: Moved as accepted
"That the Strategic Goals 2019-2022 be accepted."
Caroline Walker/Nikka Barcos
 - Policies & Procedures: BOT to look through "School Docs". Corinne will send through the link again and instructions.
 - Nathan Wallace (paid course): Really good by Corinne and Belinda.
 - Safety check: done every day.

Financial Report:

- St Mary's Finance Report as at 10.2.20 - refer attached and presented by Corinne.

"That the Principal's Report and Finance Report be accepted."

Stephen Finlay/Caroline Walker

General Business:

- Opus: Stairs, bank and loose planks. Advised to be sorted. Looking for a builder. Caroline advised that her father was unable to do this.
- Board Support:

- Corinne advised that the PTA page has a lot of communication on it of questions when parents were unsure of things happening at school. BOT members to speak up and tell them to look at the newsletter where a lot of the information is.
- Uniform perhaps putting in a newsletter what to wear each term ie summer/winter uniform. We will be able to review the uniform during the review cycle.
- Camp approval: 10-13 March - week 7 - Year 5 & 6's - joining with Sacred Heart School camp in Queenstown:
 - Caroline suggested adding not having 1 adult to 1 child for safety reasons.
 - Also no alcohol allowed.
 - Meeting 20 February for all kids and parents that are going.
 - Christine Donnelly going with our 6 children.
 - 4 female and 3 male parents going from Sacred Heart.
 - BOT members can be responsible for children at camp even though not there.
 - Get copy of forms read out by Corinne re hazards/ventions etc.
- Swimming: Nikka mentioned feedback from other parents including herself, that improvements in children and their swimming has been noticed.
- Governance Workshop: Caroline will email again re workshop coming up. Some thoughts already received. It is on Monday 24th February (in 2 weeks' time) and being Part 2 at Edgar Centre.

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

Father Fredy/Belinda Dillon

Closing Prayer:

- Father Fredy

Meeting closed at: 7.04pm