

Signed by:

Date: 22 - June 2020



**St Mary's School Board of Trustees
6a Cromwell St, Wakari, Dunedin in the Staffroom
Minutes of meeting held on Monday 11th May 2020 at 6:00 pm**

Prayer and Welcome:

- Father Fredy

Present:

- Corinne Guthrie, Caroline Walker, Belinda Dillon, Father Fredy, Nikka Barcos, Lynneth MacDonald, Kyle Milner, Susan Kubala and Karen Crawford.

Apologies:

- Stephen Finlay

Previous Minutes:

"That the previous minutes of Monday 10th February 2020 be accepted."

Caroline Walker/Father Fredy

Matters Arising:

- PTA: Kyle advised not a Registered Society anywhere. Corinne to find out how other schools have their PTA's setup.
- Charter finalisation: All done.
- Policies & Procedures: Term 1 policies to review are now closed. Corinne advised only two BOT responded. Term 2 is still open - five BOT have responded so far.
- Stairs, bank & loose planks: Corinne advised trying to arrange a builder but proving difficult because the job is small. Will keep trying.

Correspondence In:

- Education Gazette 2.3.20 (will have these at school once we return if you wish to look at)
- Email from SunSmart Cancer Society 3.3.20 – St Mary's accredited
- Email from NZPTA 12.3.20 – Notice of Special General Meeting
- Email from Solutions & Services 16.2.20 – 2019 Draft Financial Accounts
- Education Gazette 16.3.20 (will have these at school once we return if you wish to look at)

- Email from Matt Morrison of Deloitte re 2019 Audit Request
 - includes completing SAAR Report and to be signed by Principal and Chairperson
- Email from Crombie Lockwood 5.5.20 re Insurance cover on digital devices loaned out
- Email from Deloitte re Invoice re Audit fee for 2019 year

"That the correspondence in be accepted.

Nikka Barcos/Caroline Walker

Correspondence Out:

- Email to Matt Morrison of Deloitte re 2019 Audit Requests
 - attaching AOV Report

"That the correspondence out be accepted.

Nikka Barcos/Caroline Walker

Reports:

Principal's report including DRS Report:

- See attached and presented by Corinne Guthrie.
 - General discussion had.

Financial Report:

- St Mary's Finance Report as at 11.5.20 - refer attached and presented by Corinne.
 - Corinne advised there was an underuse of Staffing balance as at 31.3.20 and therefore \$10k approx. to be refunded. Karen advised will be received on 1 July with Ops Grant.
 - Caroline asked if we will be putting any funds on investment? Corinne advised that the rates are so low that it is not worth doing. Committing funds for a longer term could lead to penalties if wanting to get money out sooner. It was mentioned about transferring to a savings account, but Karen advised better to leave in cheque account as one large amount.

"That the Principal's Report including DRS Report and St Mary's Finance Report be accepted."

Caroline Walker/Father Fredy

- Solutions & Services - Draft 2019 Annual Accounts: Everyone has viewed.

"That the Draft 2019 Annual Accounts be accepted."

Lynneth MacDonald/Caroline Walker

- Solutions & Services - Quarterly Finance Reports January - March 2020:
 - SMK Group Details Report
 - SMK Management Summary Report
 - SMK Additional Reports
 - SMK Commentary

Everyone has viewed.

"That the Quarterly Finance Reports January-March 2020 be accepted"

Corinne Guthrie/Kyle Milner

General Business:

- School Docs: As mentioned under matters arising, Term 2 Policies and Procedures are still open. Five BOT have responded so far.
 - Once review in School Docs, you need to press button at top right “review”
- Return to School Level 2:
 - Corinne emailed BOT today a document titled “What school looks like at level 2” and as attached for review before sending out to families.
 - General discussion had:
 - Kyle mentioned about three entrances to school. Corinne advised generally the lower entrance from Taieri Road and normal entrance through school carpark are the most commonly used. Cones will be placed
 - Corinne mentioned that the families that need support can be referred to Chatbus.

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

Father Fredy/Belinda Dillon

Closing Prayer:

- Father Fredy

Meeting closed at: 6.45pm