

Signed by:



Date: 3-8 -

2020



**St Mary's School Board of Trustees  
6a Cromwell St, Wakari, Dunedin in the Staffroom  
Minutes of meeting held on Monday 22nd June 2020 at 6:00 pm**

**Prayer and Welcome:**

- Corinne Guthrie

**Present:**

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

**Apologies:**

- Lynneth MacDonald, Nikka Barcos and Father Fredy

**Previous Minutes:**

*"That the previous minutes of Monday 11<sup>th</sup> May 2020 be accepted."*

Corinne Guthrie/Caroline Walker

**Matters Arising:**

- Other schools PTA's setup: Most schools have a separate PTA group who have incorporated status. The PTA would report to the Board in relation to activities undertaken.
- Stairs: mostly finished. Looking at tread options. Suggestions were chicken wire/tape – Corinne is looking into options.

**Correspondence In:**

- Email from Solutions & Services 18.5.20 re 2019 Annual Accounts adjustment re Banked Staffing underuse
- Email from Deloitte 24.5.20 re Financial Statements for signing (Reminder in Minutes of 2<sup>nd</sup> December 2019, we moved that the Chairperson and Principal be authorised to sign the Statement of Responsibility for the 2019 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed)
- Education Gazette 1.6.20
- Email from Deloitte 8.6.20 re signed and stamped Financial Statements

(Annual Accounts), signed Audit Report and signed Management Letter  
Email from Solutions & Services 8.6.20 re Opening Balances 2020

- Education Gazette 15.6.20

*"That the correspondence in be accepted."*

Corinne Guthrie/Kyle Milner

### **Correspondence Out:**

- Email to Deloitte 26.5.20 re attaching signed Representation Letter and signed Annual Report (Financial Statements

*"That the correspondence out be accepted."*

Corinne Guthrie/Kyle Milner

### **Reports:**

#### **Principal's report including DRS Report:**

- See attached and presented by Corinne Guthrie.
  - General discussion had.
  - Children generally have coped okay since being back from lockdown.
  - Logo – Corinne suggesting just use logo and not worry about words but opportunity to add later on.
  - CoL – Corinne mentioned that the CoL are exploring options for employing a person who would deliver Kapa Haka across all of the schools. This position would be funded by all schools opting in with staffing.

#### **Financial Report:**

- St Mary's Finance Report as at 17.6.20 - refer attached and presented by Corinne.
  - General discussion had.

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

Caroline Walker/Stephen Finlay

- Annual Report (Final – stamped) attached along with Deloitte Independent Auditors Report and Deloitte's Report to the Board of Trustees and were emailed out to everyone prior to meeting: Everyone has viewed.

*"That the Final 2019 Annual Report be accepted."*

Corinne Guthrie/Stephen Finlay

### **General Business:**

- Custody/Parent papers: Caroline asked if papers held for parents where special arrangements are to be met.
- School Donation Scheme: BOT in agreement to opt in again.
- Chatbus: Caroline asked if any need for Chatbus by any families. Corinne mentioned it is a financial commitment. There are other avenues that can direct families to if need including Catholic Social services.

- Top ground: Discussion had at parish finance committee meeting about selling the top ground at school as a way to bring money in to the Diocese. As the property belongs to the school the school would need to be part of any discussions and effectively this money would come to the school. Discussion points:
  - If roll increased would it be still good to hold onto?
  - If sold it, then look at redevelop ground below school for play area.
- Meetings: Zoom next meeting Monday 3<sup>rd</sup> August at time of 7.00pm

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

Corinne Guthrie/Stephen Finlay

**Closing Prayer:**

- Corinne Guthrie

**Meeting closed at: 7.00pm**