

Signed by:



Date: 23-11-2020



**St Mary's School Board of Trustees
6a Cromwell St, Wakari, Dunedin**

Minutes of meeting held on Monday 19th October 2020 at 7:30 pm via Zoom

Prayer and Welcome:

- Belinda Dillon

Present:

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

Apologies:

- Father Fredy and Lynneth MacDonald

Previous Minutes:

"That the previous minutes of Monday 21st September 2020 be accepted."

Corinne Guthrie/Nikka Barcos

Matters Arising:

- Craig – Property:
 - Email received by Corinne from Craig advising they will contribute to the rearming of the school.
 - We will need to share costs if necessary for repainting.
 - Corinne will followup if necessary with Erin Barton previous discussions over the paint job.
- Mould Spray: Sam (Belinda's husband) will do one weekend. On that note:
- Tree: Lawnmowing man not able to do but passed on name of who can – getting quote.

Correspondence In:

- Education Gazette 21.9.20 – on staffroom table
- Ltr MOE 23.9.20 re Weekly attendance data provided
- Email NZEI 23.9.20 re Notice of paid union meeting – meetings will take place period 27.10.20 to 6.11.20

- Ltr MOE enclosing copies of Relationship and Sexuality Education Yr1-8 (2nd pg of this pdf being front page of guide) – Copies of Guide here at office
- Education Gazette 12.10.20 – on staffroom table
- Email from Crombie Lockwood – Insurance re Privacy Act Changes – *Discussion re this: Corinne asked with our google cloud setup, should it not be as easy to get into. Stephen advised with our data in the cloud, as long as passwords are safe and secure. Longer passwords are better. Therefore decided that no action required re Privacy Act Changes.*

“That the Correspondence In be accepted.

Caroline Walker/Corinne Guthrie

Correspondence Out:

- Email to BOT from Corinne 25.9.20 re After School Care Consultation Results along with Survey Results from Families re After School Care

“That the Correspondence Out be accepted.

Caroline Walker/Corinne Guthrie

Reports:

Principal’s report including DRS Report:

- See attached and presented by Corinne Guthrie.
 - General discussion had.
 - Caroline mentioned that review of policies are really important to be done by Board of Trustees before next meeting – three policies to be reviewed currently.
 - Caroline asked if any CoL meetings as she had not heard of any. Corinne said steward part cancelled. Caroline mentioned her email address to be changed by them still.
 - Three Classroom: Mornings going well. Hectic in afternoon due to swimming. Belinda happy – can get round to each student.
 - Trevor Graham – Wants to perform with guitars at Parish Fundraiser Concert, but to soon as only two weeks away – so cancelled that. Hopefully get kids to do something.

“That the Principal’s Report including DRS Report be accepted.”

Corinne Guthrie/Stephen Finlay

Financial Report:

- St Mary’s Finance Report as at 10.10.20 - refer attached and presented by Corinne.
 - General discussion had. Looking great. In good financial position. In past years been in the negative to have two teachers with smaller roll.
 - Banked Staffing – on track.
 - No concerns.
 - Interest rates still not great to invest.

“That the St Mary’s Finance Report be accepted.”

Corinne Guthrie/Stephen Finlay

General Business:

● After School Care:

- Mana and Magic – Irene meeting up with them next couple of days.
- To get started, suggestion that parents can pass on their invoice to the school to pay if need for rest of Term 4 just so that we can get moving with cover for Irene if sick. Sharna wants more hours so helping us out for after school care is only a temporary arrangement.
- BOT wants free until the end of term.
- After school care providers would run 11 December to end of January covering holidays if required.
- Give Irene choice to decide her new employer
- Magic will help fill in forms including OSCAR
- We have to provide Irene with similar hours/conditions as now.
- Mana cheaper for parents:
 - Magic \$6.50 an hour 1st two terms then \$7.80 per hour from memory
 - Mana \$7.80 an hour. Book 5 days pay 4 etc
- Susan asked how families are feeling, do they know that they can talk to someone for assistance ie. PTA/Board/Corinne? Has been offered for families to ask for assistance.
- Results of survey, $\frac{3}{4}$ in favour of provider but those $\frac{1}{4}$ that are not talking maybe concerned?
- OSCAR subsidy is available to families that meet criteria. Any families that don't qualify that are here on visas? One family identified but they both on good incomes.
- Generally, if kids in care means both parents are working therefore two incomes. If only one parent working then the other parent picking up at 3.
- Belinda mentioned Board of Trustees there to help children and their learning not assisting with childcare. Bring focus back to students.
- Caroline mentioned as a Catholic School we have our policies to take care of Community.

● Fencing:

- What fencing needs to be done – discussions had about paying for.
- Update:
 - Waiting on 2nd quote.
 - Kim Rapley known to be quite expensive. Dave Murphy giving us a quote.
 - Craig going to help contribute towards fencing costs including fence/gate already done. Craig will talk to Bishop.
 - PTA said they should be able to assist with fencing cost.
 - Options to have pool fencing style or modern galvanised chain link. Dave Murphy to send us pictures.
 - Timeframe over holidays.
 - Not requirement but had special visitors/visitor from Wakari Hospital turn up on school grounds so would provide safety for our students having fencing in place.
 - Keeping kids in has been voiced by parents.
 - PTA funds would be good to use unless being applied for other things.
 - Fencing does not come under Diocese policy. So they will not contribute.
 - Once quote in will check in with Board.

● Insurance:

- Covered under matters arising.

- Main insurance documents are waiting on the sorting of the After School Care Provider. Callan of Diocese will check over as well. Including security key and alarm access to be sorted for After School Care Provider.

- **Family Christmas Picnic Day:**
 - Caroline mentioned about doing family weekend get together. Corinne advised Xmas Party at Mosgiel and perhaps sorting Laser Tag and Bouncy Castle to have there on 8th December.

Closing Prayer:

- Corinne Guthrie

Meeting closed at: 8.50pm