

Signed by:

Date:

16 / 11 /

2020



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

Minutes of meeting held on Monday 21st September 2020 at 6:00 pm at School

Prayer and Welcome:

- Susan Kubala

Present:

- Corinne Guthrie, Caroline Walker, Stephen Finlay, Belinda Dillon, Lynne MacDonal, Nikka Barcos, Kyle Milner (via Zoom), Susan Kubala and Karen Crawford.

Apologies:

- Father Fredy

Previous Minutes:

"That the previous minutes of Monday 3rd August 2020 be accepted."

Corinne Guthrie/Nikka Barcos

Matters Arising:

- None – only After School Care being discussed under General Business

Correspondence In:

- Education Gazette 3.8.20
- Education Gazette 17.8.20
- Education Gazette 7.9.20
- Email 21.8.20 from NZSTA Employer Role re Workshop Thursday 24th Sept.
Belinda mentioned she is attending workshop
- Email 9.9.20 from Crombie Lockwood with Insurance Renewal documents. *Corinne mentioned waiting on Insurance lady to ring her back to clarify if families volunteer for after school care will the school still be liable in the event of a fire etc.*

"That the Correspondence In be accepted."

Caroline Walker/Stephen Finlay

Correspondence Out:

- Email to BOT 24.8.20 re NZSTA Employer Role Workshop

"That the Correspondence Out be accepted."

Caroline Walker/Stephen Finlay

Reports:

Principal's report including DRS Report:

- See attached and presented by Corinne Guthrie.
 - General discussion had.
 - Caroline asked regarding Maori learning – Corinne advised that it has been difficult to progress this year due to the number of restrictions. There have been no further conversations with Tim (Kavanagh College Maori Dean). The CoL are continuing discussion to employ a staff member who will be able to work across all schools.
 - Enrolment packs: One enrolment has been received for a child starting July next year. We have had various enrolment enquiries but they have decided to go elsewhere for various reasons.
 - Belinda was not able to go to Kindy visits due to Level 2 restrictions.
 - Signage: Corinne looking at placing signage at local dairy. Looking at wrapping signage around poles under veranda. Caroline's suggested making contact with the logo designer as they also do this.
 - It was mentioned to Callan Goodall (Manager Catholic Education) that the DRS role quite difficult in small schools.
 - 3rd Classroom: To be discussed under General Business.

"That the Principal's Report including DRS Report be accepted."

Lynne MacDonal/Belinda Dillon

Financial Report:

- St Mary's Finance Report as at 21.9.20 - refer attached and presented by Corinne.
 - General discussion had.
 - Caroline's questions as per her email 14.9.20 attached, answers as follows:
 - Government Grants: yes we are where we should be at in terms of overall income for this time of the year. 4th instalment of ops grant due 1.10.20
 - Expenditure: We will be having an Electrician, Plumber and carpet cleaning come in at some stage:
 - Electrician – various items around the school
 - Plumber – various items around the school
 - Carpet cleaning – getting someone in to do this some time.
 - Also mentioned about mould spray at the back of the school outside. Belinda volunteered her husband Sam to come and do.
 - Craig – property person Catholic Office: Discussion re this in General Business.

"That the St Mary's Finance Report be accepted."

Stephen Finlay/Lynne MacDonal

General Business:

- After School Care:

- Caroline raised a lot of concerns and liability re last meeting and after school care options.
 - Possible suggestion – Irene contracting as an After School Club provider.
 - Commitment of adults is a big issue
 - Find out liability if parents run it.
 - Concerns of nurses who are parents – could lose registration if something happens.
 - Pro’s for after school club provider rather than parents.
 - Mindful of what we setup for the future.
 - Volunteering is problematic.
 - 6 responses received from survey out to parents.
 - Lots of discussion had.
 - Susan Kubala mentioned should be free for the rest of the year, next year smaller charges. Look at donations from families – what they can afford. Getting contractor in (Irene). First Aid training all together.
 - Stephen’s view – like to see contractor. PTA fundraise funds and families can apply for assistance. Kyle mentioned future proofing this depends on committee members/if funds available. Bendigo grant etc cover it?
 - Stephen said if they (families) left because they have to pay – they will have to pay at another school.
 - Caroline mentioned when it started Club offering free to capture new enrolments that required care.
 - Would Visa families be able to apply for an OSCAR subsidy. Some thought should be able to, Corinne will find out.
 - Get Mana lady to come and chat to families or get flyers – do list of costs etc discounts.
 - Magic/Playball not so keen on.
 - If no feedback – perhaps BOT ring around.
 - Timeline, probably not in time for Term 4. We did not budget for 2nd person After School Care (Sharna).
- Introducing Three Classrooms Start of Term 4:
 - U1&U2 Principals were given approx. \$19,000 to use towards Principal release but Corinne advised that this money can be spent within the school to support the principal and the learning of children.
 - Corinne advised of her decision to introduce a third classroom and will work mornings teaching. Corinne would rather use funds for the students.
 - Corinne discussed numbers in each classroom.
 - The discontinuation of paying for the after school club allows for this money to be placed towards the possibility of the three classroom structure continuing into next year. No more funds for teachers until we reach a 51 student roll.
 - Corinne mentioned relieving teachers covering afternoons for Term 4.
 - Ideally next year having one teacher to do all afternoons but it is difficult to secure relievers at this time of year.
 - BOT thanked Corinne for using funds towards Students instead of Principal Release.
 - Caroline mentioned getting something for teachers for recognising this year and how hard it has been. Corinne said parents worked hard as well though this year and perhaps BOT could put towards the school community instead i.e. picnic at the school at the weekend or some gathering “Family Door”.
- Craig – Property Representative from Diocese:
 - Craig came and discussed re painting. He advised the problem was the original paint job when the building was built.

- Corinne asked Craig, what do we do, who pays and if us, so we can budget. Craig is going to clarify.
- Cannot find records where Bill said they would cover.
- Mould at back of school:
 - Corinne will organise mould solution. Cheaper than contracting someone in. Belinda offered her husband to come and do – will check.
- Alarm System:
 - Corinne would like to sort different codes for different people including keys specifically for Room 1 if After School Care provider to come in.
- Room 1 practice for After School Care use:
 - Practising putting away items etc – possibly use the library for After School Care?
- Land:
 - Belongs to School and we get money to put towards projects. Could be a contribution towards fences.
- Other General items raised:
 - Electrician to come in at some stage to fix light starters. Also power points – some random - might work and then only in the mornings – possibly hooked in with a heating timer. Also need to replace security lighting – light bulbs
 - Alarm went off – it was asked when – was not remembered. Corinne is not sure why it went off. Possible reflection bouncing off something inside?
- Meetings: Next meeting Monday 14th September to be held at school.

"That the above General Business items be accepted as discussed.

Caroline Walker/Belinda Dillon

In Committee to discuss staffing.

I move that the public be excluded from the following parts of the proceedings of this meeting, namely, Personnel.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered

—Personnel

Reason for passing this resolution in relation to each matter

—To protect privacy of natural persons

Ground(s) under section 48(1) for the passing of this resolution

—Fair contract negotiations

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

To protect the privacy of personnel to allow for fair contract negotiations.

Moved: Corinne

Seconded: Caroline

In favour: All

Karen Crawford (Board Secretary) left the meeting.

Return to General Meeting - 7.50pm

Closing Prayer:

- Corinne Guthrie

Meeting closed at: 7.50pm