

Signed by:



Date: 24 - February 2021



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

**Minutes of meeting held on Monday 23<sup>rd</sup> November 2020 at 6:30 pm at School**

**Prayer and Welcome:**

- Belinda Dillon

**Present:**

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

**Apologies:**

- Lynneth MacDonald

**Previous Minutes:**

*"That the previous minutes of Monday 19th October 2020 be accepted."*

Corinne Guthrie/Caroline Walker

**Matters Arising:**

- Performance at Parish Concert – about \$900 raised
- Magic Service Agreement – Passed by Diocese. Diocese agree to classroom being used by them. Just need signed by Board Chair and then Magic will get OSCAR underway for approval. Discussed routine. Snacks provided by Magic.
- Family Christmas Picnic Day – In newsletter and updated with changes. Decided to have here at school so family can join in.

*"That the Matters Arising be accepted."*

Corinne Guthrie/Belinda Dillon

## **Correspondence In:**

- Education Gazette 26.10.20
- Education Gazette 9.11.20
- Email from NZSTA 19.11.20 enclosing letter re NZSTA Annual General Meeting  
*Nothing to bring up re Annual General Meeting*
- Email Diocese – Attestation  
*Attestation form new and same for all to be completed by Proprietor's Reps. Look at getting done by 1<sup>st</sup> meeting in New Year.*

*Susan Kubala asked about Correspondence In relating to Education – Relationship/Sexuality. She would like it looked at more by Education Office. General discussion had.*

*“That the Correspondence In be accepted.*

Caroline Walker/Kyle Milner

## **Correspondence Out:**

- Email to BOT 6.11.20 re Report from Corinne re Trespasser on School Grounds – to be discussed under General Business  
*Discussion had. Still not seen Police here yet. Corinne lodged complaint.*

*“That the Correspondence Out be accepted.*

Caroline Walker/Kyle Milner

## **Reports:**

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

- See attached and presented by Corinne Guthrie.
  - General discussion had.
  - Great to see roll at 44 students.
  - Term 1, 2021 – 4 new entrants to start
  - Policies to be reviewed – some have looked at. Two are fairly straight forward. Salary Policy not really applicable.
  - Student Data. Results good, especially with year it has been. Working on target students for next year. This year's target students will still be monitored.
  - Annabel – Learning Support Coordinator. Use RTLB which still exists but Annabel possibly availability lot sooner than RTLB. Helping with Year 6 transition to Kavanagh. Four going to Kavanagh and one to Balmacewen. Won't be needing any extra funding towards students.
  - At 47 students will get management DRS allocation.
  - Tim Lucas will be working with primary schools to support in te reo, tikanga and kapahaka.

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

Father Fredy/Caroline Walker

### **Financial Report:**

- St Mary's Finance Report as at 23.11.20 - refer attached and presented by Corinne.
  - General discussion had. Very healthy position. Lots of good work put in.

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

Kyle Milner/Caroline Walker

## **Board Motion:**

- The Board approves the inclusion of a budget for the 2020 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2020 operating and capital purchases budgets.

*"That the Board Motion has been read and approved."*

Kyle Milner/Corinne Guthrie

## **General Business:**

- **Attending Board Meetings:**

- Attending BOT meetings: Three strikes and you're out even if you apologise – refer guideline attached.

- **Consultation Process:**

- Refer attached.
- General discussion had if we want to continue to grow roll.
- Students like classrooms now, much quieter.
- \$35,000 cost for four mornings a week to have teacher.
- Putting application in (???)
- Teacher Aide – not required in classroom. Been looking for jobs for Irene to do. Belinda finds afternoons are so much better with smaller numbers – she can get round them all comfortably.
- Afternoon relievers working well. Students are loving Kerry and clay activity.
- Decision to disengage Teacher Aide and put funding to part-time teacher.
- Board are happy to go with third teacher.

- **Fencing::**

- Dave Murphy quote received.
- Seek BOT approval now to do fence, even though not confirmed on which quote will go with.
- Spoken with Bishop/Father Fredy – waiting on approval from Diocese.
- Will ask PTA to help contribute.
- Move that via email spending will be sought for acceptance.

- **Budget**

- Emailed out to BOT.
- Couple of changes:
  - ADM phone
  - Staff Computer
- Discussion had on OPS Grant amount. Current 2020 figure because of extra payments received due to COVID etc. and \$17k given for initially principal release.

- General discussion had on items in budget.
- Keep in draft and ask for approval at 1<sup>st</sup> meeting 2021. Just so all is accommodated for.
- BOT consider to cover Teacher registrations. Don't need to look at for 2021 Budget as none expiring. Only for permanent teaching staff.

- **Educa:**

- Student Communication Platform re their learning
- Trialling/looking at.
- Eventually could do away with newsletter and reporting.
- \$7 per child cost so quite reasonable.

- **Mass:**

- Movie for our Xmas play

- **Parish Xmas Doo:**

- Hills Suburb: St Francis Xavier hall. Mentioned in separate email. This Friday night.

**Closing Prayer:**

- Father Fredy

**Meeting closed at: 7.47pm**