

St Mary's Dunedin



BELONG, BELIEVE, ACHIEVE.

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**St Mary's School Board of Trustees
Wednesday 14th April 2021, 5.30pm
St Mary's Dunedin School, 6a Cromwell St.**

Agenda

Prayer and Welcome: Father Fredy

Apologies:

Minutes of previous monthly meeting: awaiting approval

Matters Arising:

- Fencing Update: Corinne to discuss
- Educa Update: Students loaded, now to invite parents, then Educa will work out a 'roll out plan' to suit our outcomes and at a preferred pace, further online training session for staff
- SchoolDocs – Policies for review Term 1 closing Monday 12th April
- Police Vetting – Forms to be handed to Caroline for completion
- Filling of Parent Representative Vacancy – to be discussed under general business

Correspondence In listed and/or tabled:

- Email from Lynneth MacDonald 23.2.21 re Board Resignation
- Email from Auditor-Deloittes 17.3.21 re Draft Annual Accounts-advising do not sign yet
- Email from NZSTA 18.3.21 re List of Board Trustees still recorded
- Email from NZSTA 24.3.21 re approving Draft letter of notice re filling vacancy
- Emails from all Board of Trustees 11-17.3.21 approving Draft Annual Accounts

Correspondence Out:

- Email to Auditor-Deloittes 10.3.21 attaching required documents to be sent
- Email to Board of Trustees 11.3.21 re Draft Annual Accounts for review and approval
- Email to Auditor-Deloittes & Solutions & Services 17.3.21 re Draft Annual Accounts approved
- Email to NZSTA 18.3.21 seeking their approval on draft letter of notice refilling vacancy
- Email to all Board of Trustees 19.3.21 re process of filling Parent Representative on advice from NZSTA
- Email to NZSTA 23.3.21 updating of Board Trustees list

Reports:

Principal's Report including DRS Report: to be emailed over the weekend by Corinne

Finance Report: St Mary's School Finance Report as attached
Board Finance Committee to report on Quarterly Finance reports period January to March from Solutions & Services (Interim only due to Annual Accounts still being finalised by Auditor)

General Business:

Teacher Registration
payments:

Advised by Accountants that the Board is not allowed to pay for these.

SchoolDocs:

Review/update Policies for Term 2 which are: Reporting to Parents,
Protected Disclosure and Visitors policies

Filling of Parent

Representative Vacancy:

Review any bio's received and make decision

PTA Closure:

Caroline/Corinne to discuss

Staffing Term 2:

Corinne to discuss