

# St Mary's Dunedin



BELONG, BELIEVE, ACHIEVE.

6a Cromwell Street, Wakari,  
Dunedin.  
www.st-marys.school.nz  
03 4764277

**St Mary's School Board of Trustees**  
**Wednesday 26<sup>th</sup> May 2021, 5.30pm**  
**St Mary's Dunedin School, 6a Cromwell St.**

## Agenda

**Prayer and Welcome:**

**Apologies:** Father Fredy

**Minutes of previous monthly meeting:** awaiting approval

### Matters Arising:

- Educa: Invitation sent out
- School Docs: Reminder to review policies Term 2
- Police Vetting: Forms completed by Caroline
- Parent Representative Vacancy: Welcome to Miriama Harman
- PTA Closure: Kyle to update on this
- Staffing Room 1: Teacher agreed to continue to end of year.

### Correspondence In listed and/or tabled:

- Education Gazette 3.5.21
- Letter from Caritas along with Annual Report (available at meeting)
- Email from Auditor-General 11.5.21 re School Audit Contract
- Email from Auditor-General 12.5.21 to complete survey re School Audit Contract
- Programmed Maintenance - 5 year maintenance plan
- NZCEO Glossary of Terms for NZCEO Handbook for Board of Trustees
- Email from Deloitte's 19.5.21 re Financial Statements and Representation Letter (attached) for signing – (these are being signed by Caroline and Corinne now as have to be returned by Wednesday 26<sup>th</sup> May day of meeting).
- Email from Deloitte's 24.5.21 re Signed and Stamped Financial Statements etc (includes documents: Financial Statements, Management letter and Independent Audit Report)
- Email from Solution and Services 25.5.21 re 2020 Annuals and MOE Data input

### Correspondence Out:

- Email from Corinne to Board advising Michael Jarka accepted to continue as Room 1 teacher.
- Email to Deloitte's 24.5.21 sending signed Financial Statements and Representation Letter

### Reports:

Principal's Report including DRS Report: as attached

Finance Report:

- St Mary's School Finance Report as attached
- Board Finance Committee to report on monthly report for April emailed to them on 3 May 2021
- Final Annual Accounts – Caroline to report on.

### General Business:

Diocese Manager Meeting: Caroline to discuss

Paid Union Meetings: Corinne to discuss

Bendigo Valley Application: Application prepared for funding. Need to minute a resolution to seek funding from Bendigo Valley. Corinne to discuss

Board Finance Committee: Seek third person from Board

Te Rito: MOE data sharing. Corinne to discuss