

# St Mary's Dunedin



BELONG, BELIEVE, ACHIEVE.

6a Cromwell Street, Wakari,  
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**St Mary's School Board of Trustees**  
**Wednesday 8<sup>th</sup> December 2021, 5.30pm**  
**St Mary's Dunedin School, 6a Cromwell St.**

## Agenda

**Prayer and Welcome:**

**Apologies:**

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

### **Matters Arising:**

- SchoolDocs: Update on Term 4 reviews
- Crombie Lockwood Insurance Renewal: refer Correspondence In
- Update on St Joseph's closure
- Painting Update:
- Fencing Update:
- Cyclical Maintenance:
- Staffing – Rom 1 Teacher:
- Savings Bank Account: Now closed. \$87.31 transferred to Programmed Maintenance acct.
- Building Project:

### **Correspondence In listed and/or tabled:**

- Email from Feisy Kerr of Crombie Lockwood Insurance 9.11.21 re COVID19 – Unvaccinated Staff Member includes MOE Vaccination Order process and School Liability Notification Form-Claim Form
- Gazette Notice 8.11.21
- Email from Education Review Office 24.11.21 re School Evaluation
- Email from Crombie Lockwood 29.11.21 re Confirmation of Insurance Renewal 1.12.21
- Gazette Notice 29.11.21

### **Correspondence Out:**

- Email to Deloitte's 8.11.21 enclosing signed Audit Proposal letter and Engagement letter.
- Email from Corinne 11.11.21 to BOT re Insurance – Unvaccinated Staff Member
- Email from Corinne 17.11.21 to BOT re New teacher interviewing – arranging interview panel

### **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:
  - o November - emailed to them on 1 December 2021

Board Motion: - Inclusion of motion (attached) authorising Board Chairperson and Principal to sign Statement of Responsibility for 2021 Annual Accounts when audit has been completed.

Draft Budget: - Draft Budget - Finalise

### **General Business:**

Strategic Plan To discuss  
Charter: To discuss  
Schedule of Meetings 2022: Emailed out to everyone  
Proprietor's Report/Attestation: Including Christian Witness Review  
Appointment of new Staff Member: Update  
COVID – Traffic Light system: Personalised for School.