

Signed by:



Date: 13-12

2021



## St Mary's School Board of Trustees

### Minutes of meeting held on Wednesday 3<sup>rd</sup> November 2021 at 5:30pm at School

**Prayer and Welcome:** Father Fredy

**Present:** Caroline Walker, Corinne Guthrie, Father Fredy, Susan Kubala, Stephen Finlay, Kyle Milner, Miriama Harman, Belinda Dillon and Karen Crawford.

**Apologies:** Nikka Barcos

### **Previous Minutes:**

*"That the previous minutes of Wednesday 11<sup>th</sup> August 2021 be accepted."*

Caroline Walker/Corinne Guthrie

### **Matters Arising:**

- Tree Felling:
  - All done. Father Fredy has now received a collection of wood. Tree branches on neighbours below carpark are dead and keep falling onto our grounds.
- SchoolDocs:
  - Lots of feedback this term:
  - 9 responded to Concerns and Complaints policy.
    - One comment are 'Concerns & Complaints' easy to get?
    - Perhaps mention in newsletter all policies and where they can go for 'Concerns and Complaints'
  - 12 responded to Behaviour Management policy including 5 parents.
    - Mentioned about what constraints:
      - What are MOE guidelines?
      - Need to look at links on SchoolDocs as to what information is provided).
    - General discussion had.
    - Corinne read Behaviour policy to BOT.
  - Term 4 reviews have been mentioned start of Term 4 to all concerned. Reminder will go out towards end of term and before last board meeting of the year.

*"That the Matters Arising be accepted"*

Caroline Walker/Father Fredy

## **Correspondence In:**

- Email from Crombie Lockwood 10.8.21 re Insurance Renewal 2021-2022
- Email from MOE 13.8.21 enclosing Letter from Associate Minister of Education, Hon Jan Tinetti about relationships and sexuality education
- Education Gazette 16.8.21
- Email from NZEI 27.8.21 – Notice of Paid Union Meetings for Support Staff in Schools Collective Agreement (SSSCA) and any staff covered by the Kaiarahi I te Reo, Therapists, ATSSD and Special Education Assistants Collective Agreement (KRCA)
- Email from NZSTA 14.9.21 re Board Matters – Members Only – NZSTA proposed name change
- Letter from Caritas – Spring Appeal 2021
- Email from MOE along with letter 27.9.21 re Consultation St Joseph's potential closure
- Email from Solution & Services 5.10.21 re Asset Disposal Report re Expired Teacher Laptops earlier this year
- Email from Solution & Services 12.10.21 re attaching copy of final Fixed Asset Register as at 31.12.20
- Education Gazette 18.10.21
- Email from Craig Paterson of Diocese 26.10.21 re Fencing – boundary – neighbour

*General Discussion had regarding Correspondence In item as follows:*

*Email from Craig Paterson of Diocese 26.10.21 re fencing – boundary – neighbour :*

- *Corinne advised upon discussion with Craig, that there is no cost to us and no gates will be constructed accessing school grounds.*

*"That the Correspondence In be accepted."*

Kyle Milner/Stephen Finlay

## **Correspondence Out:**

- Email to St Mary's BOT 19.10.21 forwarding email from S&S re Asset Disposal Report
- Email to St Mary's BOT 19.10.21 forwarding email from S&S re copy of Final Fixed Asset Register 31.12.20
- Letter to Nicky at MOE 28.10.21 re St Joseph's potential closure

*"That the Correspondence Out be accepted."*

Kyle Milner/Stephen Finlay

## **Reports:**

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

- See attached and presented by Corinne Guthrie.
  - Roll 46
  - New entrant turning 5 in early December deferred to New Year.
  - Mentioned of a child connected to a neighbour of the school attending but advised possibly moving to Portobello.
  - Not being able to go to kindy's to promote school so looking at advertising before Christmas and in the New Year.
  - General discussion had re roll numbers and when likely to get more funding from MOE for 3<sup>rd</sup> teacher. Corinne explained end of March would be when next decided if funding can be obtained for 3<sup>rd</sup> teacher. Refer to General Business re Staffing for further discussion on 3<sup>rd</sup> teacher.
  - Postponement of Better Start Literacy programme.



- Painting Update: Contractors would have to have had 1<sup>st</sup> vaccine by 15<sup>th</sup> to come on school grounds. They are ready to go.
- Fencing Update: No fencers to supervise but have the labourers. Busy on another job at prison that has been altered and extended in time, so still be done. Our quote remains the same.
- End of Year Events:
  - Mass: Will do at school with the students only and will video and send out to parents.
  - End of Year Picnic with parents: Because of COVID Level 2 and the provisions being put in place with regards to vaccinated/not vaccinated, it is making it very difficult to proceed with end of year picnic with parents. So decided it cannot happen this year. Will do something special with the children and will video and send out to parents
- Camp: Mentioned about health and safety has been covered. Corinne advised forms not required as the venues have their own health and safety rules/guidelines which have been followed. As they are local day trips we have permission for these at enrolment. Parents have been asked to contribute \$50 to cover the cost of bus hire. Good deal on bus cost, thanks to Mr Jarka. Mr Jarka has bus licence and is still certified to drive.
- Cyclical Maintenance: – this year \$3,500 will be allocated from the \$16,000 that has been set aside for this. The 3,500 is our contribution to the Diocesan repairs and painting that will take place before the end of 2021. Once these have been completed our external property will be in excellent condition and we can then request a Programmed Proposal of work for future maintenance costs. We have budget to set aside 6,000 annually in our budget in anticipation of accepting a proposal next year.

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

Corinne Guthrie/Caroline Walker

## **Financial Report:**

- St Mary's Finance Report as at 27 October 2021: refer attached.
- Monthly Finance reports August, September and October viewed by Board Finance Committee: refer attached
- Quarterly Finance reports period July to September from Solutions & Services viewed by Board Finance Committee: refer attached
- Audit Proposal 2021-2023: refer attached.

Finance committee reported that they have viewed all of the above reports and all looks good. Caroline and Corinne (Finance committee) have viewed and accept the Audit Proposal for 2021-2023.

*"That the following be accepted:*

*St Mary's Finance Report,*

*Monthly Finance Reports for August, September and October*

*Solutions & Services Quarterly Reports for period July to September*

*and Audit Proposal 2021-2023."*

Caroline Walker/Kyle Milner

## **General Business:**

- **Staffing:**

- In budget we have made provision for \$54,000 to pay for a 3<sup>rd</sup> teacher to teach four days a week (Monday to Friday)
- A 1 year offer will attract more applicants.
- Can be done as a project to see the gains on student achievement through having smaller class sizes.
- For promoting school, looks better having smaller classes.
- Last day of school this year is Tuesday 14<sup>th</sup> December at 12pm.
- Teacher Only days – were given 8 days which run out 1 July 2022.
  - Each time to use them, lockdowns have happened.
  - Getting tricky to fit them in, mindful of parents and their work commitments.
  - Board member raised could classrooms be merged to let one teacher have Teacher Only Day and then no reliever costs. Does this comply? Decided that this would not work.
  - Any code for Teacher Only Day if only teacher away and students attend with relievers?
  - Planning now for Teacher Only Day on:
    - 22<sup>nd</sup> November and get relievers in
    - 29<sup>th</sup> November and no school this day.
    - Teachers use this time to grow their professional practice.
    - Leaves two Teacher Only Days to use. Will look at tacking onto a weekend in Term 1 and Term 2 next year.
- Keeping in mind conference next year, could be more than budgeted if four teachers to go.

*The Board of Trustees happy to accept and cover the payment of a 3<sup>rd</sup> teacher.*

- **Savings Bank Account:**

- Looking at closing this account. Not sure why set up, Caroline thought maybe was BOT honorariums donated to help families.
- Agreed to close this account.

- **Board/Staff Function:**

- To be held at Cableways on Friday 3<sup>rd</sup> December 2021.
- Caroline not able to make it due to her son's birthday, Susan unable to come due to another commitment.
- Belinda, Miriama, Karen, Stephen, Corinne mentioned they will be able to come.
- Corinne asked if the Board will contribute any funds towards this function.
- It was decided that the Board will pay for platters.

- **Building Project:**

- Corinne showed the Board plans that have been drawn up re replacing wall between Room 3 and Room 2 with stackable doors and also new wash basin unit and drinking fountain tap outside of the existing toilet area.
- APIS money from Ministry of Education will fund this project. (approx. \$50k to receive or Diocese receives on our behalf).
- Wall to be removed and glass stackable doors in replace of, this will then create a hall for when needed. Glass doors so that classrooms can be seen by each classroom teacher especially for emergency times.
- Discussion with regards to how the wall would stack. Currently one panel would remain on each side when stacked. Thought was that having all panels stack to one side would be better to allow more open space – Corinne to discuss with Architect?.

- **Draft Budget**
  - Caroline mentioned about buses in the budget for swimming. Corinne talking about the cancelling of swimming lessons, COVID Level 2 rules and rule changes have made it hard for these to happen. Will look at booking buses and going to Moana Pool Term 1 2022 if able.
  - Numicon (maths approach) Budgeted \$2,000 approximately but they have advised cost \$22k or \$27k. So this will be removed from draft budget.
  - Draft budget gives a deficit of \$29k at this stage.
  - Further discussions on draft budget at next meeting in December.
  - Finance committee requested that the draft budget be sent out to all Board of Trustees.
- **Strategic Plan:**
  - Discuss at next meeting.
- **Charter:**
  - Was not going to be required but now saying yes it is required.

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

Caroline Walker/Corinne Guthrie

**Closing Prayer:** Father Fredy

**Meeting closed at:** 7.00pm