

Signed by:



Date: 23/02/22

2021

# St Mary's Dunedin



**BELONG, BELIEVE, ACHIEVE.**

6a Cromwell Street, Wakari,  
Dunedin.  
[www.st-marys.school.nz](http://www.st-marys.school.nz)  
03 4764277

## St Mary's School Board of Trustees

Minutes of meeting held on Wednesday 8<sup>th</sup> December 2021 at 5:30pm at School

**Prayer and Welcome:** Corinne Guthrie

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

**Apologies:** Nikka Barcos, Miriama Harman

### **Previous Minutes:**

*"That the previous minutes of Wednesday 3rd November 2021 be accepted."*

Caroline Walker/Corinne Guthrie

### **Matters Arising:**

- SchoolDocs:
  - Not many reviews just same parents that normally review.
  - Religious Instruction/Religious Education:
    - Conflict between names as it is called Catholic Schools Religious Education when looking at policy review feedback.
  - Maori Educational Success:
    - With Tim moving onto a new position, means learning has not continued. Only small elements via teachers.
    - New person next year to work with our school is Patrick Sefo who is an ex-student of Kavanagh. It is his passion and he is police vetted and vaccinated.
  - Harassment: All of our policies are available on our school website.
- Crombie Lockwood Insurance Renewal:
  - All good. Happy with cost, has not increased too much.
- St Joseph's Closure:
  - Corinne spoke to Nicky Ryan to follow up the submissions as we have not heard anything. She advised that no decision made yet. Decision in Term 1 2022.
- Painting Update/Cyclical Maintenance:
  - Proposal received from Programmed Maintenance.
  - Frontage to be completed before school starts back on 31<sup>st</sup> January.
  - Back of school after that and can be done while children at school.
  - General discussion had.

**\*\*At this part of the meeting, Presiding Member Caroline Walker had to leave for a family emergency and Member Stephen Finlay acted as Presiding Member in Caroline's absence.  
\*\*Before Caroline left the meeting, we asked for the following motion to be passed:**

### **Board Motion:**

- The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2021 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

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

Caroline Walker/Stephen Finlay

**\*\*Stephen Finlay acting as Presiding Member, now takes over the meeting:**

- Staffing – Room 1 Teacher:
  - New Room 1 Teacher appointed, Jacqui Hammer. Jacqui was in today and met the children.
- Savings Bank a/c:
  - Has now been closed. Funds transferred to Programmed Maintenance savings account.
- Building Project:
  - No dates yet when will happen. As to doors, been advised that need to have wall parts either side for structural support.
- Painting Proposal/Cyclical Maintenance:
  - Proposal received.

*"Corinne moves that the 5 Year Proposal be accepted as received for consideration and a decision be made at our next meeting."*

Stephen Finlay/Corinne Guthrie

### **Correspondence In:**

- 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

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

*Email from Feisy Kerr of Crombie Lockwood Insurance 9.11.21 re COVID19:*

- No action required.

*Email from ERO 24.11.21 re School Evaluation:*

- Corinne advised new buddy person for our school. They will contact us early next year to advise of process.

*"That the Correspondence In be accepted."*

Stephen Finlay/Kyle Milner

### **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

*"That the Correspondence Out be accepted.*

Stephen Finlay/Kyle Milner

## **Reports:**

CA

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

- See attached and presented by Corinne Guthrie.
  - New students: possibly new family attending that we have heard about through a current family at our school.
  - School Camp: Children had a good time.
  - Susan and Corinne attended the Bishops meeting It was mentioned all moneys each school may receive go into the one pot to be distributed to schools as the need arises.
  - Attendance: Assistance being applied for one of our families.
  - Young Vinnies: Awaiting coordinator to come. 2022 will hope to see them.
  - IPads: Considering purchasing more of these in 2022. Will look at seeking funding outside of school.

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

Stephen Finlay/ Susan

### **Financial Report:**

- St Mary's Finance Report as at 1 December 2021: refer attached.
- Monthly Finance reports for November viewed by Board Finance Committee: refer attached.

No questions from Finance Committee re these.

*"That the following be accepted:*

*St Mary's Finance Report and Monthly Finance Reports for November"*

Stephen Finlay/Susan Kubala

### **Draft Budget:**

- Draft Budget was not sent out to the Board after the last meeting. To be sent out to the Board and next meeting hope to finalise as still waiting on some figures to be updated.

### **General Business:**

- **Strategic Plan:**
  - What is the next 5 year plan?
  - discussion around which format to use for planning. Either existing format using domains or using the National Education Learning Priorities.
  - First option was thought made more sense.
  - Corinne mentioned that the 2<sup>nd</sup> might be where ERO steer towards as this shows how we are meeting Government expectations.
  - General discussion had.

- Look at focusing on these three things maybe:
    - How to keep learners at school
    - What are we doing to assist with high health needs, etc.
    - How each learner get good literacy, maths etc.
  - Plan for improvement, for example one school has goals of:
    - Learning
    - Catholic
    - Well-being
  - Anything that fits in with our motto – Belong, Believe, Achieve
  - The decision was made to use the NELP as the foundation for the strategic plan.
- **Charter:**
    - Corinne will update, whether needed or not, it will be completed.
    - Susan said on website an old photo. Belinda located it and it was found on google which we most likely can go in and change.
    - Charter includes strategic and annual plan.
- **Schedule of Meetings 2022:**
    - Check dates on schedule as some are Monday. Karen to look into.
- **Proprietor's Report/Attestation:**
    - Completed by Susan Kubala and Father Fredy.
    - Provision to purchase prayer table and more bibles for the senior classroom as currently do not have enough. With the senior students working more independently, would be good for them to have one each.
    - Father Fredy was going to mention something but perhaps next meeting when he is present.
    - Talked about numbers of preference – non-preference. Currently 11 non-preference which is over allowance. Two non-preference families were accepted in because of their circumstances. We would need to seek the Bishop's approval if we want to enrol further non-preference students.
- **Appointment of new Staff Member:**
    - Arranging paperwork.
    - Seeking Ministry of Education's guidance on wording in contract with regards to Fixed Contract etc.
    - Corinne read out wording currently have "The reason for your employment being of a fixed term nature and not permanent is that you will be working on a project to allow for lower class numbers across the school, providing greater access to the curriculum for learners to enhance student achievement."
    - General discussion had re wording options.
- **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.
- **COVID – Traffic Light System:**
    - Board can tweek some rules by saying "prefer".
    - Parenting to non-parenting visits to school - rules are different for each.
    - Perhaps leave alone at this stage and await what may happen in the New Year. Address week when Corinne is back from Monday 24<sup>th</sup> January.
    - Will not be a lockdown unless we have a case and they need to track contacts etc.

- **Corinne – leave request:**

- Corinne applying for leave to go to Australia. Looking at 12 days leave from Friday 4th February. The last seven days will be in quarantine at home where she will continue to work.

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

Stephen Finlay/Belinda Dillon

**Closing Prayer:** Corinne Guthrie

**Meeting closed at:** 7.00pm