Signed by: C Walk. Date: 6/4/ 2022

St Mary's Dunedin

BELONG, BELIEVE, ACHIEVE.

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St Mary's School Board of Trustees

Minutes of meeting held on Wednesday 23rd February 2022 at 5:30pm via Zoom

Prayer and Welcome: Father Fredy

Present: Caroline Walker, Corinne Guthrie, Father Fredy, Susan Kubala, Nikka Barcos, Kyle Milner, Belinda Dillon and Karen Crawford.

Apologies: Stephen Finlay

Previous Minutes:

- Note: Caroline raised about the Charter part of the minutes and referring to conversation had re google photo. In order to change the photo, we need to claim the business through Google Platform which requires an authorised account this has been applied for.

"That the previous minutes of Wednesday 8th December 2021 be accepted."
Corinne Guthrie/Susan Kubala

Matters Arising:

- Painting Update:
  - Due to start 28 February 2022 and will complete in stages. They wanted to wait until next holidays, however Diocese placed urgency on the job.
  - Starting Admin block 1st, then toilet block, then classrooms. Students in classroom that being worked on, will move downstairs temporarily. Classrooms won't take long as there is little timber boards to paint.

- Fencing:
  - All completed. Just have to fix up front gate which they are working on a solution.
  - Additional work completed which was not quoted for ie fencing by carpark, fencing up to wooden fence and mower gates
  - Couldn't give us panel fencing in the quote so have provided a better panel at same cost. Extras as above have increased cost.

- Cyclical Maintenance:
  - Programmed Maintenance provided 5-year proposal as mentioned at December meeting.

- Accountant noticed dates are not correct. Bev from S&S advised that the way the proposal read a full repaint would occur next year. This of course is not the intention of the board and that an 8 – 10 year time frame for this is more appropriate.
- The Diocese advise that Bill Haydon has been retained to complete the 10ypp for all Catholic Schools. Ours will be next to be completed.

"The Board agreed that we will seek an updated Painting proposal with correct dates and that the Matters Arising be accepted"

Caroline walker/Corinne Guthrie

Correspondence In:

- Solution & Services 13.12.21 re 2021 Annual Financial Statement: 2021 Remuneration Disclosures and Impact of Covid
- Gazette Notice 13.12.21
- Email and Letter Callan CDD (Diocese) 21.12.21 re Attestation and Review 2022
- Email Nicky Ryan MOE 18.1.22 re Acknowledgement of Submission Proposed Closure St Joseph's Port Chalmers
- Email from Iona Holsted MOE 25.1.22 re COVID-19 update
- Email from James Crawford of Logic Group 3.2.22 re H&S Report
- Education Gazette 7.2.22
- Email from Feisy Kerr of Crombie Lockwood 22.2.22 re Exclusive offer

General Discussion had regarding Correspondence In item as follows:

Email from Solutions & Services 13.12.21 re 2021 Annual Financial Statement: 2021 Remuneration Disclosures and Impact of Covid:
- *Questions required to be answered, read out to the Board.*
- *Corinne's answers read out also to the Board for approval as follows:*
  - "Question 1. Answer: There are 8 members of the Board excluding the Principal. The Board had held 7 full meetings of the Board in the year. As well as these regular meetings the Presiding Member and the Principal met regularly.
  - "Question 2. Answer: As to the Standard Disclosure note question, we have no specific disclosure required other than those noted in the standard note.
  - "Question 3. Answer: There has been little impact financially to the school, where additional staffing or material costs have occurred the Ministry of Education grants have offset these cost for the greater part.

Email from James Crawford of Logic Group 3.2.22 re H&S Report:
- *Corinne said about play hut damage. Looking at doing alterations or fix up. Father Fredy asked if he could assist with.*

Email from Callan of CDD (Diocese) re Attestation and Review 2022:
- *Corinne advised that the review has been scheduled and it will be sent to Susan and Father Fredy for completion closer to the due date. Review this year is on "Encounter with Christ".*

"That the Correspondence In and general discussion be accepted."

Corinne Guthrie/Father Fredy

Correspondence Out:

- Email to BOT 25.1.22 re Email from Iona Holsted 25.1.22 re COVID-19 update.

"That the Correspondence Out be accepted.

Corinne Guthrie/Father Fredy

Reports:

Principal's report including DRS Report:

- See attached and presented by Corinne Guthrie.
    - New students: Enquiries received from France and Christchurch.
    - School Docs: General discussion had. Do we have to decide what we are reviewing or do all this year? Site still refers to last year's reviews. Should change. Look into reviews to be done and let Board know before next meeting. Kyle just looked at School Docs, said 10 main reviews and sub ones under those – all about Health & Safety.
    - Prime Maths: Have started, still waiting on books to arrive.

"That the Principal's Report including DRS Report be accepted."
Caroline Walker/Nikka Barcos

Financial Report:

- St Mary's Finance Report as at 22 February 2022: refer attached.
- Monthly Finance Reports for December and January viewed by Board Finance Committee: refer attached.
- Quarterly Reports for December 2021 by Solution & Services viewed by Board Finance Committee: refer attached

All looks good.
Corinne mentioned that we are able to retain the money that would be paid to a cleaner by doing the cleaning ourselves.
Caroline read out certain parts of Solution and Services Commentary Report.
Note about depreciation – contact assets team. Corinne will contact them.
Comment in Commentary Report that Corinne has done an amazing job.

"That the following be accepted:
St Mary's Finance Report 22.2.22, Monthly Finance Reports for December and January and Quarterly Reports for December 2021"
Caroline Walker/Nikka Barcos

Draft Budget:

- Couple of additions:
    - Counselling through Catholic Social Services called "Hearing You" which has been sourced by Kahui Ako to work across the 10 schools. This replaces the Chat Bus. Available every 3 weeks on a Wednesday. Cost $2,500.
    - Maori Language, tikanga and Kapahaka. Kavanagh have employed Patrick Sefo and Rinaria Hepi. We have estimated our cost to be approximately $3,156. Kavanagh to confirm this.
    - Corinne asked that the Board authorise the Finance Committee to approve the Final Budget. Board all agreed to this.
    - Staff member fixed term, it was mentioned this is a cost that the Board was expecting. Once we reach 51 the MOE will fund this position.

"That the Board agrees the above being discussed and that the Finance Committee will approve the Final Budget"
Caroline Walker/Nikka Barcos

General Business:

- **Strategic Plan and Analysis of Variance:**
  - Caroline recognised and acknowledged the work Corinne has done in preparing the Strategic Plan.
  - Strategic and Analysis of Variance go together with Charter. Then goes to MOE portal. While the date has been extended by the MOE we will meet the deadline on 1st March.

- **Charter:**
  - Caroline will sign and get back to us.

- **Business Continuity Plan – COVID 2022 – Our Plan:**
  - To keep school open.
  - Keep staff healthy.
  - Protect children from visitors etc.
  - Flowchart sent out to families – quite good to refer too.
  - Caroline asked about Home packs – give out now? Corinne said that should the children be off due to Covid they will need time to get better rather than do school work.
  - When the children are well but isolating we will use a Hybrid learning model (does away from packs) – children online learning can still be part of reading groups etc. Last year's packs not relevant but can be done as revising.
  - Quite a few students not changing masks daily etc.
  - Devices - Corinne has asked families what they have – still waiting on a few responses.
  - General discussion had.

- **Enrolment under Special Circumstances:**

  In 2019 Bishop Michael gave permission for the school to extend the open place number of students by 5 if they met the criteria for enrolment for Dyslexia (Neurodiversity). The school has exercised this right and have enrolled 1 student and their sibling under this criteria.

- **COVID – Traffic Light System – Personalised for School:**
  - COVID Committee – Corinne asked for assistance in dealing with all of the ever-changing, and conflicting information. Caroline volunteered to help if needed.

- **Access to Counselling for students:**
  - Discussed under Draft Budget.

- **SchoolDocs:**
  - Discussed under Principal's Report.

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

Kyle Milner/Nikka Barcos

Closing Prayer: Father Fredy

Meeting closed at: 6.35pm