



ST ANTHONY'S SCHOOL

MINUTES for Meeting of St Anthony's School Board of Trustees

Held at 6.30pm on Thursday 2 April 2020 via Google Hangouts

PRESENT:	Vanessa Monahan (VM)	Proprietor's Rep (Chair)
	Andrew Pink (AP)	Parent Rep
	Anne Dowden (AD)	Proprietor's Rep
	Mark Mulhern (MM)	Proprietor's Rep
	George Bouras (GB)	Parent Rep
	Miriama Williams (MW)	Parent Rep
	Denise Johnson (DJ)	Acting Principal
	Helen Revill (HR)	Staff Rep

APOLOGIES: None

- Vanessa led reflection
- **Minutes from last meeting 27 February 2020** approved with following amendments:
 - 6.0 Kiva: Action: should read AP not AD. AP has not contacted Amber as yet regarding a grant.
AP to action
 - 8.1 Conflict of Interest Register: Action: should read MM not AD. Draft register has been prepared, once confirmed as correct by all members, VM will load into Board folder.
VM to action

Actions completed:

Variance Report, Annual Plan and Budget all sent to Ministry of Education by Denise.

VM emailed Ronan & Francesca to thank them for their ALL and Special Education Reports.

Links to Board reports added to School Website by DJ and Kirsten.

Whanau Survey Update completed by VM, EB, AD & DJ and circulated to the school community.

MW obtained a costing for planning & design of senior playground from Mark Newdick.

GB reviewed FOSA finances

1. Health of the school overview

- 1.1. DJ has sent out a survey about online learning to school families asking for feedback on experience to date (some early feedback has been around earlier release of the day's lessons at 8.30am, mindful that most parents are also working from home; mindful that parents are generally not trained teachers). The feedback will help to shape the online learning for Term 2.

2. Principal's Report

- 2.1. Principal report tabled as read
- 2.2. DJ reviewed distance learning, staff wellbeing and whānau wellbeing.
- 2.3. DJ said that the junior school will be set up with Google email accounts so that they can do livestreaming discussions and lessons with their teachers if there is a longer lockdown. There may need to be confirmation that all have access to devices and the internet.
- 2.4. **Action:** DJ and VM to discuss the principal appraisal.
- 2.5. ERO documentation – DJ completed and sent to Ruth, Ministry ERO adviser. Noted hard work from staff to get document completed. VM thanked Denise and the staff for their efforts to get the ERO document completed in time. ERO visit is on hold until further notice. **VM to email all staff to thank them for their contributions to this document.**
- 2.6. New entrants: there are 2 new entrants due to start at the beginning of Term 2. Lucy W has contacted these families and DJ will follow up with them as well before the beginning of Term.
- 2.7. FY2019 Budget was discussed including incorrect payment to a former teacher (to be refunded) and longer than expected sick leave (amount to be claimed): We have a budgeted deficit of approx. \$8.5k but this will be offset by approx. \$3k due to the incorrect payment and sick leave being paid back to us. The \$8.5 will be deducted from the July 2020 operational grant.
- 2.8. FY2020 Budget has set a \$6.5k budget deficit.

Move that Principal's Report be accepted
DJ/VM and agreed

3. Cyclical Maintenance calculation

- 3.1. This budget provision allows for repainting of the school exterior and interior. An ASB term deposit set aside for this maintenance will be renewed.

Move that this **Annual provision of cyclical maintenance calculation** be accepted.

GB/MW and agreed

4. Policy Review – Term 1

- 4.1. AP informed the Board of the policy review process and documents in the shared folder: Copy current policy and put into Shared Folder; then highlight suggested changes. This will allow Board members to read suggested edits and consider before the Board Meeting. Principal will then send changes (as agreed by Board) to SchoolDocs website.
- 4.2. Cultural Diversity Policy (parent feedback) – Action: MM to circulate to Board for comment
- 4.3. Staff Leave Policy – reviewed by GB with no changes recommended.

4.4. Separated Parents, Day-to-day Care, Guardianship Policies – Board agreed MW’s suggested amendments. GB asked if we could “require” parents/whanau to provide a copy of the care arrangements. AD said that SchoolDocs reviews suggested amendments and provides advice about any legal inconsistencies. **Action: MW to file marked up document into the shared folder for this meeting. DJ to update SchoolDocs (entered as a BOT member) and will inform Board if there is any advice around the “requirement” amendment.**

5. Policy Review – Term 2

Action: DJ to get staff feedback on the following policy:

5.1. Employer Responsibility Policy

6. How we operate as a Board

6.1. Parent representative vacancy

AP discussed the options for filling the vacancy following Emma Blades’ resignation. He said that there was also another parent representative seat available if we wanted additional trustees. We would also need to appoint a returning officer to be responsible for the process.

The Board agreed to hold an election for the parent representative vacancies.

Action: AP to provide the Board with information about a returning officer and appoint this officer.

7. Governance – our current focus & needs

7.1. VM explained that Governance is the key role of any BOT, and that we are required to evaluate how well we do this on a regular basis. ERO have already indicated that they will be asking us “How well do we fulfil our governance responsibilities?” and “What can we be doing better?”. AD said that she has written surveys before for Board members to complete – VM agreed this is one way we can do this. DJ presented the Hautū – Maori Cultural Responsiveness Self Review Tool as another option for the Board to use. VM asked the Board to consider Hautū as part of the Board’s self-evaluation. Due to our current online work climate DJ will share a more user-friendly powerpoint presentation that Francesca created.

7.2. VM encouraged the Board to have a culture of being able to ask for help. If feeling stressed, or simply too busy, ask someone else to take on your task. More people on the Board will help with division of tasks.

8. Volunteer for Comms Role; division of tasks moving forward

8.1. MW to take on the communications role for the Board on a temporary basis

9. Board dates for remainder of 2020

9.1. Next meetings scheduled for Tuesday 5th May and 9th June at 6pm

9.2. VM to invite Anne Bell (MOE advisor) to a Term 2 BOT meeting

10. Senior school playground

10.1. MW updated the Board following the appointment of Mark Newdick to provide a design for the senior playground. We will look at a variety of playground equipment providers. Mark expects to have a design available for review in a month's time. MM agreed to consider Project Manager Role of Senior Playground, rather than Mark Newdick, to reduce development costs. **Action: MW to remind Mark Newdick about possible staging/phases of playground development to allow for funding availability.**

10.2 Funds – GB advised that the FOSA account has approximately \$58k. The Board agreed to earmark a total of \$50k as a maximum spend for the Senior Playground during 2019, with the possibility of installing additional features to the playground at a later date, as funds allow, if this is considered the best option once the final design is completed and reviewed by the Board

Vanessa left the Board Meeting at the end of the Playground discussion, after apologising for her son's ill-health.

10.2.

11. Junior block toilet

11.1. MM and AD reviewed proposal and provided comments to DJ.

Action DJ and MM to discuss possible changes to toilet design plan with Dane (architect).

12. General Business

12.1. DJ went onsite yesterday to check alarms/fire sensors. Two new sensors installed in senior block following permission from MOE to enter the site.

12.2. The Board agreed that the Office manager vacancy should be discussed with new principal with regards to hours/ role responsibilities and possible role combinations.

12.3. Temporary office manager cover – DJ/VM to agree a fixed term contract role description and terms for next 3 to 4 months.

12.4. DJ to offer fixed term contract for next 3 to 4 months plus provide retrospective higher duties allowance or equivalent for the time KB has been acting in this role. **Board agreed.**

12.5. Motion: That the Board formally thanks Kirsten Bouras for taking on the extra duties of Office Manager for the last 3 months.

12.6. Each board member shared how they (and their family) were coping with the lockdown situation. Although there were clearly changes all were relatively happy.

Meeting finished 9.11pm