



St Anthony's School

Minutes of the St Anthony's School Board of Trustees Meeting held on Tuesday 1st of December 2020 at 6pm

Present:	Vanessa Monahan (VM)	Chair
	George Bouras (GB)	Parent Rep
	Andrew Pink (AP)	Parent Rep
	Lynda Adams (LA)	Parent Rep
	Miriama Williams (MW)	Parent Rep
	Mark Mulhern (MM)	Proprietor's Rep
	Anne Dowden (AD)	Proprietor's Rep
	Denise Johnson (DJ)	Principal
	Janine Smith	Parent Rep
	Helen Reville	Staff Rep
	Lucy Williams	Teacher
	Sue Renner	Board Secretary

Welcome:

Vanessa welcomed everyone to the meeting and Janine lead the reflection to open the meeting.

1. General Administration

Minutes of Previous Meeting:

The minutes of the previous meeting held on the 27th of October were accepted as a true and accurate record.

VM/AP and agreed

Action Points:

All action points complete, matters arising from action points:

1. DJ advised new playground all confirmed and deposit paid. Just waiting on confirmation for an installation date. **Action:** DJ will follow up and confirm an installation date for new playground.
2. It was agreed to put KIVA on hold for now and review again end of next year when PB4L is reviewed.
3. Working bee schedule – MM and DJ have met. Things that need doing such as staining tables and clearing the drains, can wait until next year and look at this again in early February.

2. SENCO Report

The SENCO report is not due to Term 2 next year.

3. End of Year Student Achievement Report

The End of Year Student Achievement Report was tabled and presented by Lucy.

Good results on reading with 87% achieving at or above. Lucy recommends that next year target year 5 and 8. Writing also 87% (up on mid-year data which was 76%) achieving at or above and Lucy recommends next year continue annual target with year 5.

Maths has 81% achieving at or above. Lucy said that next year there will be a focus on maths with some PD for staff. Reasons for not achieving could be due to lockdown – some senior students need more time to practice and there has not been enough time this year. VM asked if more resources are needed for Pasifika students, but Lucy replied they have made huge progress. Discussion took place around parents teaching children maths and how they can teach in a different way. VM suggested an information evening for parents on how to teach maths. Lucy suggested another option could be when a child learns a strategy then make it clear on Seesaw (elearning) on how to do this.

Action: An information evening around the teaching of maths to be looked at for next year.

It was noted in the Board minutes in March when discussing the variance report, that the target was revised to 88%.

The Board all agreed that the results were for the year were really good.

VM thanked Lucy for her report and attending the meeting. JS, on behalf of the Board, thanked Lucy for her time at the school and wished her well for the future.

4. Review Annual Plan

The draft annual plan for 2021 was tabled and discussed by the Board – do we want to change any wording, and do we have everything?

VM has suggested a change to the wording of Goal 1.1 as felt it was quite wordy. The Board were happy with the suggested changes – DJ and VM will work on the wording before it gets sent to the MoE at the beginning of March.

Student Achievement Targets for 2021: It was agreed by the Board to set targets of 90% for reading and writing and 85% for maths.

Action: DJ and VM will work on the suggested changes for the wording in the annual plan and confirm before it is sent to the MoE.

5. Principal's Report

The Principal's Report was tabled as read.

- DJ has received correspondence regarding MW working on Royal Commission of Inquiry into Historical Abuse in Care and this has been noted in the Conflicts of Interest Register.
- DJ said in the annual report need to comment about Kiwisport and how funds are used. This comment has been added in stating funds have been used to support the football sessions provided by Team Wellington Soccer.
- School audit is on the 15th of December. DJ and KB have completed all the paperwork required for this.
- DJ was contacted by Annie Newell (real estate agent) who advised of a \$500 donation, but it turned out to be a \$1,000 donation.
- KB applied for a grant for sports equipment and this was successful with the school receiving \$250.
- DJ explained the situation with the cleaning contract. She had met with Crestclean to review the current contract and Cleanmaster (another cleaning company trying to break into the school market) and waiting on quotes from both companies. DJ to follow up.
- Applications for the teaching positions close tomorrow and DJ hopes to hold interviews on Friday.
- The current school roll was detailed in the DJ's report along with the students leaving at the end of the year. MW commented how disappointed she felt about the students leaving and what can be done. Need a point of difference being a small school and DJ said it is good that we are back at Mt Cook for technology and can visit places in town as this was a good point of difference for the school. JS asked about exit interviews with families, DJ said can do this but doesn't like to as most are quite open about why they are leaving the school. After discussing this further, the Board agreed to do a short survey with the families leaving via email. AD will write this and arrange for it be sent out. It was also agreed that in year 3 and 4 need to really start promoting the opportunities in year 7 and 8.

Action: AD to put together a short survey to send to families leaving the school (except year 8) and survey to be sent out via email.

VM thanked DJ for all her hard work and leadership this year – the year started with 4 enrolments but have ended up with 12.

6. Draft Annual Report 2020

The draft Annual Report for 2020 was tabled and discussed by the Board. AD asked if under curriculum (3.1) should it make mention of working with Ray Ahipene-Mercer as part of our local iwi. DJ will add this in.

The Annual Report goes in to the MoE in March.

6. Summary of Board Internal Evaluation

AD summarised the discussions held at the recent meeting. AD and AP will meet to discuss further and then this will feed into some actions on what the Board does next year.

7. Policy Updates

Privacy Policy:

JS had reviewed this and there are some new requirements to add in. JS's review has been uploaded to the Board Folder.

Salary Units/Management Allowance:

MW has reviewed this policy and feels the content is correct and no need to make any changes. How is this implemented? DJ said the school has fixed units and staff apply for these units, so it is straight forward.

CRT/Timetable:

AP has reviewed this policy. He has looked at NZSTA website and MoE policies around this. It is very operational but does have a small Board part. DJ said CRT is very important as teachers use it to catch up on paperwork etc. Teachers get 10 hours, which is spread over the year.

The Board discussed the process for updating policies and agreed that in the new year it would be good for the whole Board to have a look at the School Docs process, how to access the policies and log-ins required. DJ said there is a good online video to watch about the School Docs process. There is a need to ensure that changes relevant to our school are put in the policies including anything related to our catholic character.

Action: The process for updating policies via School Docs to be looked at by the Board, including how to access policies and log-ins required for this.

8. Role of Chairperson

VM has uploaded a document to the BoT drive on the role of the chairperson. All Board members are asked to read this and be aware of what is involved in this role.

Action: All Board members to read the 'Role of the Chair' document on the Board drive.

9. Correspondence – NZSTA Conference in 2021

VM has received an email regarding the NZSTA annual conference next year. There will be discussions over the conference weekend of anything that schools would like to see change. If we did want change, then there is a formal document that needs to be submitted.

10. Next Year's Meeting

There have been discussions about the school accountant coming to the first meeting of 2021, but it was agreed that maybe leave this to the second meeting. The following meeting dates for Term 1 2021 were agreed upon:

- 16th of February (week 3) – at this first meeting the Board chair is elected, discuss expectations of meetings, length of meetings etc.
- 23rd March (week 8) – maybe have the school accountant at this meeting

Policies for review in Term 1 2021:

- Home Learning - AD
- Financial and Property Management – MM

Reflections Roster for Term 1 2021:

- 16th of February - LA
- 23rd of March – GB

11. Finance

The finance reports were tabled, and GB spoke to these. There has not been a lot of change, which is good. Accounting for Schools are forecasting a \$3,000 deficit, not the original \$6,000 predicted earlier in the year. Catholic Schools Board have picked up some maintenance during renovation of toilet block, and this has been helpful.

AP asked if we have to spend grant money now or can it be carried over. GB replied grant money can be carried over.

AP asked if the Board should be spending more money now, rather than wait till the new year, given the deficit is not as predicted. DJ and GB will discuss with Alison and Ben from Accounting for Schools regarding spending now and if the school can buy iPads.

Action: GB and DJ will speak with Alison and Ben (from Accounting for Schools) about spending money now on new iPads.

12. General

Discussion on an end of year gift for the staff, e.g. a bottle of wine. DJ said it would be good to acknowledge the staff as it has been a hard year.

JS asked if the Board do anything for Ronan and Lucy, who are leaving. DJ replied there will be a farewell for them and parents will be able to contribute.

VM will email Francesca to thank her for all her work this year.

DJ gave a vote of thanks to VM for her work as Chair this year.

There being no further business the meeting concluded at 8pm.

Signed as true and accurate record:


Chair

9.3.21
Date

Summary of action points:

1. DJ to follow up with playground people and confirm and installation date.
2. An information evening around the teaching of maths to be looked at for next year.
3. DJ and VM will work on the suggested changes for the wording in the annual plan and confirm before it is sent to the MoE.
4. AD to put together a short survey to send to families leaving the school (except year 8) and survey to be sent out via email.
5. The process for updating policies via School Docs to be looked at by the Board, including how to access policies and log-ins required for this.
7. All Board members to read the 'Role of the Chair' document on the Board drive.
8. GB and DJ will speak with Alison and Ben (from Accounting for Schools) about spending money now on new iPads.
9. VM to email Francesca to thank her on behalf of the Board for all her work this year.