

St Anthony's School, Seatoun

Minutes of the St Anthony's School Board of Trustees Meeting held on Tuesday 10 August 2021 at 6pm

Present:	Mark Mulhern (MM)	Chair
	Vanessa Monahan (VM)	Deputy Chair
	George Bouras (GB)	Parent Rep
	Miriama Williams (MW)	Parent Rep
	Andrew Pink (AP)	Parent Rep
	Janine Smith (JS)	Parent Rep
	Denise Johnson (DJ)	Principal
	Sheryl McKnight (SM)	Staff Rep
	Francesca von Lanthen	Staff Member & SENCO Lead 6-6.15pm

1.0 Welcome:

- 1.1 Mark welcomed everyone to the meeting. The meeting was opened with a reflection.

2.0 Student Mid-year achievements (Francesca)

- 2.1 VM noted that students are achieving well in all areas of the curriculum, and all target students have made progress, which are excellent results.
- 2.2 Francesca highlighted that maths PLD has enabled all staff to make formative assessments of students as they learn in class, rather than relying on summative assessments where students may not perform as well in test conditions.
- 2.3 Maths improvements; lessons learnt
- 2.4 Teachers have to be across all parts of the curriculum; sharing knowledge across staff
- 2.5 Good to have the reporting available; much improved from past years.

3.0 Board secretary vacancy

- 3.1 Sue Renner has resigned from the Board Secretary position
- 3.2 Vacancy to be advertised in next school newsletter

4.0 Approval of previous minutes 21 June 2021

- 4.1 Approved: MM/VM
- 4.2 Minutes to be emailed to the Board as soon as they are available

5.0 Action Points:

- 5.1 The action points from the last meeting were reviewed:
 - 5.1.1 Wellbeing report upload DJ **Done**
 - 5.1.2 iPads – agenda item
 - 5.1.3 Mark to follow up with Natasha from Catholic Ed to arrange external inspections of all three school buildings – agenda item

6.5 **Lease: equico: iPads.** For Te Atawhai.

6.5.1 Move to accept Equico quote for iPads. VM/AP. Approved.

6.6 **Security siren/speaker:** need a siren/speaker at the back of the senior block so it can be heard in the senior playground. Quote also includes a speaker in the existing speaker location.

6.6.1 Move to accept Alliance quote. JS/VM. Approved.

7.0 Health and Safety

The Board noted the following:

7.1 Emergency and Hazard register tabled

7.2 Incidents / Accidents - He Atawhai block facade

8.0 Staff code of conduct

8.1 AP met with staff to present the changes in the code of conduct. Followed up with email and timeline. Feedback to be sent back to the BoT email address by yesterday. No feedback to Board email.

8.2 Denise gave feedback to add a line to the contract stating that Teacher's Drives can be "tidied" but files are not to be deleted. The Board agreed that this was the intent of what is already contained within the contract, as all files are property of the school. However, the Board agreed to add this line to make the contract completely clear on this point. This feedback will be taken back to the staff and once they approve it, will be added to the contract. **Action:** DJ / AP to provide wording about the teacher's drive to remain property of the school, add to the Code of Conduct and recirculate to staff.

9.0 Finance

9.1 School in a strong financial position.

9.2 AP argued with the directive from Auditors that a Board member is required to sign each SUE report. The issue is that Board members are being required to sign something that we do know enough about, as we are not familiar with the payroll system or even which staff/relievers have worked which hours in any given pay period. AP asked that if our signature is on the document, will we be held to account if it is incorrect?

10.0 Financial & Property Management

10.1 **Facade of He Atawhai** - Contractor has placed a wrap over the damaged facade and is in the process of filling the holes on the street side of the building and is concerned that there may be a significant amount of work required. Contractor is going to send a report to Natasha.

10.2 **EPMP** - St Anthony's is eligible for a maximum of \$50,000. The submission must be in by either August 2021 or August 2022 at the latest, the project must be completed within 2



Chair

4 October 2021

Date

Summary of Action Points:

- Mark to follow up with Natasha from Catholic Ed to arrange external inspections of all three school buildings – agenda item
- Council – limited progress with Road Safety (on leave so visit hasn't happened) - in progress
- Mark to check tap – to follow up with Natasha (problem needs to be tightened) - in progress
- Staff Code of Conduct – updated re teacher's drive to remain part of school property and recirculated to staff for feedback - DJ/AP
- Neighbours – Mark who may be affected by the working bee behind the library and to organise volunteers and date of working bee – in progress
- Reporting to Parents and Protected Disclosure policies to reflect current practice: DJ to confirm
- Maori strategy document feedback – in progress/ongoing. **New Action:** Ray to attend a BOT meeting – invite to next BOT Week 8 meeting (VM)
- Strategic plan questions and development. DJ – questions (VM).
- Information evening Year 7 and 8 went well. DJ to follow up those who couldn't make it.
- Mark to follow up with installers on senior playground. Dealt with but another problem with a lost shackle. Bottom piece of the climbing wall. In progress.
- EB – DJ to approach re grants coordinator position.
- MW to investigate links to statutory requirements for digital technology. Done. **Action:** Need to check these are in the policy (VM).
- DJ - Painter agreed to come to quote. MM given DJ another 2 suppliers. In progress
- Board upskilling register – MM. In progress.
- 9 and 16 September – possible dates for Board farewell and EOY celebration. In progress.
- FOSA: Action: advertise lead and treasurer positions in newsletter
- FOSA Quiz night: PM to write the questions. Planned for Term 4, week 2. Action: confirm venue and date.
- EPMP - Property proposal: AP and MM to obtain 3 quotes for external windows and doors and attempt to make a submission by the end of August 2021.
- Parent Rep Vacancy -Action: VM and MM will contact NZSTA to clarify timing of selection appointment.
- Parent Rep Vacancy - MW volunteered to meet up with an interested parent to have a chat about the Board role.
- Proprietor's Rep Vacancy - MM has approached a parent about joining the Board and that person has expressed an interest in this. MM will speak to the parent about this.
- Meeting with Mary Ely from ERO re strategic plan on 16th Sept 2-4pm. Help us to identify key themes. **Action:** VM and MW volunteered to be the Board reps for this meeting.