

St Anthony's School, Seatoun

Minutes of the St Anthony's School Board of Trustees Meeting held on Tuesday 14 September 2021 at 6pm

Present:	Mark Mulhern (MM)	Chair, Proprietor's Rep
	Vanessa Monahan (VM)	Deputy Chair, Proprietor's Rep
	George Bouras (GB)	Parent Rep
	Miriama Williams (MW)	Parent Rep
	Lesi Sene (LS)	Parent Rep
	Andrew Pink (AP)	Parent Rep
	Janine Smith (JS)	Parent Rep
	Oliver Meech (OM)	Proprietor's Rep (awaiting Diocese confirmation)
	Denise Johnson (DJ)	Principal
	Sheryl McKnight (SM)	Staff Rep
	Raymond Ahipene-Mercer	Visitor

1. Welcome:

Mark welcomed everyone to the meeting, Lesi and Oliver to their first Board meeting and Ray to the meeting. The meeting was opened with a reflection from Miriama.

2. St Anthony's School te ao Māori Strategy

2.1. Mark introduced Ray Ahipene-Mercer who has offered advice and guidance with our te ao Māori Strategy. Ray discussed the following:

- He is available to assist our school and Board
- Lives in the area Breaker Bay
- Ngai Tara, Ngāti Ira on his mother's side
- Korero with Vanessa, Denise and Mark already
- Pronunciation aligns to local pronunciation
- Offer of help; please call
- Te ao Maori strategy: how to present to parents?
 - o Meeting for parents: late Saturday morning; have a talk about landmark places locally; families/parents to get a sense of our history
 - o Children: during school time, happy to come for a 30 min talk plus questions and answers

Action: Denise/Mark/Vanessa/Janine to identify Term 4 activities and to talk to Ray about participating in those activities (eg local area knowledge)

3. General Admin

3.1. The Board approved the meeting minutes from the meeting on Tuesday 6 August.

Andrew/George + Approved

3.2. Discussion about progress on actions:

Signed by Board Chair



Date:

15 November 21

Summary of Action Points:

- Mark to follow up with Natasha from Catholic Ed to arrange **external inspections of all three school buildings** – in progress
- **Council – limited progress with Road Safety** – MM - in progress
- Mark to check **tap plus vinyl lifting** – to follow up with Natasha - 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; small amendment (out to staff for signature) - done
- **Neighbours** – Mark who may be affected by the working bee behind the library and to organise volunteers and date of working bee – in progress (mid Oct date)
- **Reporting to Parents and Protected Disclosure policies** to reflect current practice: done
- Te ao Māori strategy document feedback – in progress/ongoing. **New Action:** Ray to attend a BOT meeting – invite to next BOT Week 8 meeting (VM) – see action re priorities for term 4
- **Strategic plan questions and development.**
 - DJ – questions (VM): **Action:** DJ to contact parents with main questions and kids' ideas and send home with kids to get completed and return to school. When alert levels change to level 1, invite parents into school to provide feedback
 - Meeting with Mary Ely from ERO re working party to consider the draft strategic plan on 16th Sept 2-4pm. Help us to identify key themes. VM and MW volunteered to be the Board reps for this meeting. **Action: New date post Covid lockdown Tuesday 9 November 1pm to 3pm. Need 2 parents**
- **Information evening Year 7 and 8** went well. DJ to follow up those who couldn't make it. **Action:** DJ to send out brochure to those parents.
- 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.
- **FOSA roles:** DJ to put out request with a number of FOSA roles including grants coordinator position.
- Links to **statutory requirements for digital technology.** **Action:** Need to check these are in the policy (VM) in progress.
- **School buildings exterior painting/planned maintenance:** DJ - Painter agreed to come to quote. MM given DJ another 2 suppliers. One quote obtained. Another quote pending. MM/DJ delegated to look at quotes and make a decision re Library stairs; for overall paint contract, MM/DJ to make recommendations to Board. In progress
- **Board upskilling register** – MM. In progress.
- 9 and 16 September – possible dates for Board farewell and EOY celebration– on hold till Level 1
- **FOSA:** **Action:** advertise lead and treasurer positions in newsletter – on hold till Level 1
- **FOSA Quiz night:** Paul Monahan to write the questions. Planned for Term 4, week 4. **Action:** DJ to 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. **Action:** Quotes on hold; a meeting with Kareen needs to take place with DJ/MM to look at Property Plan.
- **Parent Rep Vacancy -Action:** VM and MM will contact NZSTA to clarify timing of selection appointment. Done
- **Parent Rep Vacancy – Action:** MW volunteered to meet up with an interested parent to have a chat about the Board role. Done

- 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. Done

4. Principal's Report

- 4.1. **Purchase of Sphero BOLT (robotic ball): STEM curriculum; programming + coding.** The Board approved the purchase of Sphero BOLT STEM BOLT and Power Pack at \$4,899.99 inc GST.
- 4.2. **Kahui Ako Report** added to Board papers
- 4.3. **Thank you to the staff for their work over Lockdown.** Action: Janine to organize morning tea for the staff.
- 4.4. **Resignation:** we have accepted the resignation of Helen Revill effective at the end of the school year. We will acknowledge the huge contribution Helen has made to St Anthony's School towards the end of the year.
- 4.5. **Camp:** the new dates for the school camp are 20 to 24th September

5. Health and Safety

- 5.1. Emergency and Hazard Register tabled
- 5.2. School operating at Delta Level 2
- 5.3. CleanMaster Contract: issues with contractors; DJ followed up. Started a tracking sheet. Looking to get a quote from another contractor. Action: DJ to continue follow up action
- 5.4. Update re traffic management – as per earlier note and action point above

6. Financial & Property Management

- 6.1. August Review - relief teachers' payment during Covid – may get recovery of this; Clint came to look at library computer (replacement)
- 6.2. August Management Report
- 6.3. Audit Proposal- The Board accepted the proposal from Moore Markhams Auditors for audits for the financial years 2021, 2022 and 2023.

7. Policies

- 7.1. **Behaviour Management:** GB: School rules to be updated: DJ to make a few further changes. Action: By year end, DJ/FvL will work through matrix of major/minor behaviour issues and to update policy.
- 7.2. **Concerns and Complaints:** objective of policy put upfront. Parents and/or children are not to approach children and/or parents about concerns/complaints and must come to the Principal.

8. Board Comms

- 8.1. **Updated policies;** we have reviewed feedback; still working on Behaviour Management policy. Just a reminder re concerns and complaints policy: this is our community and this is the way we work through complaints and/or concerns – the process is that children and/or parents go to the Principal to discuss any complaints and/or concerns.
- 8.2. **New Board members:** introducing Lesi and Oliver
- 8.3. **Thank you to staff** for extra effort during lockdown, such a prompt response to the lockdown. Thank you to parents for their support
- 8.4. **Acknowledge Ray** (JS re position).

9. Policies for review next term

• Māori Educational Success Board, Parents and staff - Vanessa
• Religious Instruction/Religious Education Board, Parents and staff - Mrk
• Harassment Board and Staff- Andrew

10. Teacher only days – Friday 1 October, Friday 22 Oct

11. Reflection for next meeting: Denise

12. Date and time of next Board meeting: 6pm Tuesday 9 November 2021