



St Anthony's School

Minutes of the St Anthony's School Board of Trustees Meeting held on Tuesday 16th of February 2021 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 Revill	Staff Rep
	Sue Renner	Board Secretary

Welcome:

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

The meeting was chaired by Janine.

1. General Administration

Minutes of Previous Meeting:

The minutes of the previous meeting held on the 1st of December were accepted as a true and accurate record.

JS/VM and agreed

Action Points:

All action points complete, apart from:

- Consider ways to promote teaching of current maths strategies to parents – **this is ongoing.**
- The process for updating policies via School Docs to be looked at by the Board, including how to access policies and logins required for this. **This is still to be done.**

Matters arising from Action Points:

- AD advised she had good feedback from the survey that was sent out to families of children leaving the school last year. There were approximately 6 or 7 responses. Anne will compile these responses and present to the next meeting.

Action

- Anne to compile responses for the next meeting.

2. Select Chair and Deputy Chair

VM advised she was standing down from the role of chair.

VM nominated MM as chairperson. MM accepted nomination. All agreed and MM was elected Chairperson of the Board.

VM offered to take on role as Deputy Chair. All agreed and VM was elected Deputy Chairperson of the Board.

AD advised that she would resign from the Board at the end of this term. As AD is a proprietor's rep, there is no need for an election.

3. Delegation of Tasks to Board Members

The following responsibilities were assigned to Board members to drive accountability and action across these results, with a focus on BOT goals.

Assigned Roles:

- Chair MM
- Deputy Chair VM
- Treasurer GB
- Deputy Treasurer to be assigned
- Chairing BOT Meetings MM
- Board Upskilling Register Could this be self-led? AD offered to have a look at this and get something started.
- Implementation of Internal Evaluation Plan (Annual Goal 3.3) MW
- Communications MW
- Update School Docs with Policy changes
Discussion took place on this. There are 10 policies to be reviewed and everyone should take a turn at reviewing a policy, but someone needs to lead this. JS offered to do this, and DJ will send her a list of policies to be reviewed.
- Property Maintenance Schedule AP
- Installation of Senior Playground AP
- Staff/Board Relationship AP
- Whanau/Board Relationship VM
- School Roll JS
- Cultural Awareness JS & VM

Action:

- Ad to look at board upskilling register and get something started.
- DJ to send JS a list of policies to be reviewed for the year.

4. Internal Board Evaluation

AD and AP had prepared a report on the internal board evaluation for 2020 and Board members had been asked to read this so a decision can be made as to how the Board want to develop in 2021 and beyond. AD spoke about efficiency at meetings, how do the Board want to do tasks, commenting and asking questions on documents before meetings so as not to take up time at meetings, how do we do non-board meetings for upskilling etc – same night or different night and the need to be more descriptive when mentoring new Board members.

The Board had agreed to develop further connections with local iwi. There also needs to be a greater understanding of Maori tikanga and language to enable us as a board to engage with a greater understanding of documents, especially the MoE ones which reflect strongly our bicultural heritage. We a board we need to take time to educate ourselves further.

There is also the idea of staff and Board doing training together and cross-board training with other school boards. There is also a concern about continuity planning.

From the report AD had identified three key things that she thought stood out:

- Financial and budgeting knowledge
- Increasing cultural competence
- Skills required for Triannual planning.

AD said that triannual planning is the least developed but is critical for the Board.

JS proposed that the Board agrees to the above three key things being a priority for the Board in 2021. All agreed.

5. First Meeting of the Year Admin

Meeting Schedule for the Year:

Discussion took place on the meeting schedule for the year. Currently meetings are held in week 3 and week 8, starting at 6pm. Do we want to carry on with this format? AD suggested ghost meetings, where a meeting is scheduled but don't need to have it if not needed.

It was decided to continue meetings on week 3 and week 8 with ghost meetings added in. MM will put together a list of dates for the year.

Action:

- MM will put together a list of meeting dates for the year.

Review Board Conflict of Interest Register:

The conflict-of-interest register is current.

Review Board Code of Conduct:

The Board Code of Conduct is up for review next year. DJ said that we would need to add something in around intellectual property regarding electronic documents and confidentiality. The staff code of conduct is up for review in April and DJ is following up with Clint to add in wording around digital safety and intellectual property. It was suggested that the same wording could be copied from the Staff Code of Conduct into the Board Code of Conduct if that was considered appropriate by the Board.

Action:

- DJ to follow up with Clint (IT) regarding wording around digital safety/intellectual property for the staff code of conduct.

6. Principal's Report

The Principal's Report was tabled and taken as read. Points discussed:

- DJ advised the email from Frank Wafer regarding updating the information on the school website about non-preference enrolments is work in progress and DJ is working through this with Frank.
- School reports were sent out at the end of last year.
- The football posts are in in the senior playground.
- Mike Henderson completed a tidy up of the school for the start of the year. This included He Atawhai/Admin block. The cost was \$600 and included the clearing of all gutters and water blasting of the back area and all decks. Mike has quoted \$200 to do the same for the library and \$600 for Te Aroha. DJ asked for approval to do this as it should be done once each year to protect the paint work and ensure that the school looks good. All agreed for Mike to proceed with this work for 2021.
- DJ is getting a quote to put doors in to separate the final two hubs in Te Aroha block. They came to measure last week, and DJ will have the quote to present at the next BoT meeting.
- DJ spoke about the need to increase shelving by adding in extra adjustable shelves to the resource cupboards to accommodate the junior readers in He Atawhai block and in Te Aroha block the teacher cupboards as these are currently empty cavities. DJ has been chasing a quote since last year and is expecting it to be around \$1,000. DJ asked for permission for this expenditure, and all agreed provided that the total is close to \$1000.
- DJ spoke about the missing gate and said the Samoan and Indian communities who use the church have commented that it is good with no gate as it is easy to send the children out to the playground.
- DJ spoke about the possibility of the church being sold. She would like some BOT members to go along to the meeting with her as there is a lot of involved in this process. VM, MM and AP said they would go.
- DJ had an email from the playground people with extra costs for the stepping logs. To go from three to five stepping logs will cost approximately \$970. DJ and AP will look in to this further and have full permission from the Board to make the final decision.

Action:

- DJ to obtain quote to put doors in to separate final two hubs in Te Aroha block and present at the next Board meeting for Board consideration.

- VM, MM and AP will attend meeting with DJ regarding sale of the church.
- DJ and AP to look at the extra costs for stepping logs in the playground and make the final decision.

6. Curriculum Targets

The following curriculum targets for 2021 were set by the Board:

- 90% for reading and writing.
- 85% for maths

These targets will be added into the annual plan.

Action:

- DJ to add curriculum targets into annual plan.

7. Variance Report

The variance report was tabled. DJ advised that reading targets have added in specifics for each year group, writing targets read correctly now and maths has had the year 8 cohort added in. VM asked that changes to the number of students who have moved from 'at' to 'above' curriculum levels be included for each cohort in the annual Variance Report. DJ agreed that this change would be made going forward.

Action:

- DJ to include changes to the number of students who have moved from 'at' to 'above' curriculum levels each cohort in future reports.

DJ moved that the variance report be accepted. VM seconded. All agreed.

8. Annual Plan

VM had made suggested changes to the wording for goals 1.1, 1.5 and 2.2 and were tabled for the Board's consideration.

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| Goal 1.1 | Agreed to put the English word in brackets, rather than the reo word. |
| Goal 1.5 | Agreed to add in the word community so it reads "... work with staff and community ..." and to take out "toward a more sustainable level". |
| Goal 2.2 | All agreed with suggested change. |

Action:

- DJ to make necessary amendments to annual plan.

9. Budget 2021 and Cyclical Maintenance Provisions

The Budget for 2021 and cyclical maintenance provisions were discussed. GB suggested now is a good time to get someone in to look at the condition of the school and a new quote for painting. Due to renovations over the past few years, a lot of the painting has been completed.

Discussion took place on the budget and it was agreed to consider adding the following:

- \$2,000 marketing
- \$1,000 cultural competency and whānau engagement
- \$2000 PE
- \$600 reading eggs

It was also agreed that the principal's discretionary fund be increased to \$2,000. This will be reviewed next year.

The meeting agreed that the final decisions would be made by DJ and GB so that they could review and amend with the goal of achieving a small surplus.

With the above additions, the Budget for 2021 and cyclical maintenance were approved.

Action:

- DJ and GB will meet to finalise the 2021 Budget.

10. 10-year Property Plan

The 10-year property plan was tabled, and Denise spoke to this.

The hot water to the student WCs has been done so this can come off the property plan. DJ will email Natasha at the Archdiocese to take this off the plan.

The 10-year property plan was approved.

Action:

- DJ to email Natasha to remove the hot water to the student WCs from the 10-year maintenance plan.

11. Board Communications

The following was agreed upon for the next newsletter:

- Welcome to new chairperson.
- Thanks to the outgoing chairperson.
- Acknowledge of Emma Blades for running the bazaar and a huge thank you to everyone involved.
- Toilet refurbishment, hot water now in
- Sales pitch on the senior playground
- The new mural on the fence
- Two vacancies on the Board coming up.

It was agreed that the Board will extend an invite to Father Bill to attend a meeting.

DJ asked the Board for a gift to be purchased for Emma in recognition for her role as Bazaar Coordinator. It was agreed that a voucher for \$150.00.

12. Next Meeting's Agenda Items

The following policies are due for review:

- Home learning – AD
- Financial and property management – MM

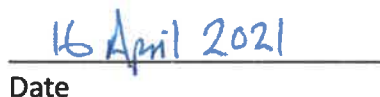
Reflection for next meeting - GB

There being no further business the meeting concluded at 8.15pm. The next meeting will be held on 23 March 2021.

Signed as true and accurate record:



Chair



Date

Summary of Action Points:

- Ad to look at board upskilling register and get something started.
- AD to compile responses from leaver's surveys for next meeting in Week 8, Term 1.
- DJ to send JS a list of policies to be reviewed for the year.
- MM will put together a list of meeting dates for the year.
- DJ to follow up with Clint (IT) regarding wording around digital safety for the staff code of conduct.
- DJ to obtain quote to put doors in to separate final two hubs in Te Aroha block and present at the next Board meeting for Board consideration.
- VM, MM and AP will attend meeting with DJ regarding sale of the church.
- DJ and AP to look at the extra costs for stepping logs in the playground and make the final decision.
- DJ to make necessary amendments to annual plan regarding the changing of wording for goals 1.1, 1.5 and 2.2.
- DJ to add curriculum targets into annual plan.
- DJ to add number of students who have moved from 'at' to 'above' curriculum levels be included for each year group in the annual Variance Report, from 2021 onwards.
- DJ and GB will meet to finalise the 2021 Budget.

- DJ to email Natasha to remove the hot water to the student WCs from the 10-year maintenance plan.