

St Anthony's School

Minutes of the St Anthony's School Board of Trustees Meeting held on Tuesday 18th of May 2021 at 6pm

Present:	Mark Mulhern (MM)	Chair
	Vanessa Monahan (VM)	Deputy Chair
	George Bouras (GB)	Parent Rep
	Andrew Pink (AP)	Parent Rep
	Miriama Williams (MW)	Parent Rep
	Janine Smith (JS)	Parent Rep
	Anne Dowden (AD)	Proprietor's Rep (via Zoom)
	Denise Johnson (DJ)	Principal
	Sheryl McKnight (SM)	Staff Rep

Apologies: Sue Renner, Board Secretary

Welcome:

Mark welcomed everyone to the meeting. The meeting was opened with a reflection lead by AD.

1. General Administration

Minutes of Previous Meeting:

The minutes of the previous meeting held on the 23rd of March were accepted as a true and accurate record.

GB/VM and agreed

Action Points:

The action points from the last meeting were discussed:

- Board upskilling register to be discussed further at next meeting. **Ongoing.**
- Leavers survey to be discussed further at next meeting. **Not on the agenda. MM will review the information and determine what further action is required.**
- DJ to continue to try and get wording from Clint (IT) for digital safety for staff Code of Conduct. **Ongoing.**
- DJ to obtain another quote for the doors to separate the two hubs after the other one came in higher than expected. AP to look at a quote for this as well. **Quote obtained by AP.**
- Working bee for Saturday to be organised to move the bark ready for the new playground installation. MM will check the grounds to ensure there are no issues with pipes etc before playground installed. **Completed.**

- DJ to obtain a new quote for shelving and then get Board approval via email. **Ongoing.**
- DJ to update the risks register and present at next meeting. MM to help if needed. **Completed.**
- AD to update survey folder on Board drive with any new surveys that are not already in there. **In progress.** Key surveys to be added to the existing folder include the Leavers Survey from the end of 2020, the Board Evaluation Survey from 2020 and the Whānau Survey from 2019 or 2020.
- VM to check the rules to see what the Board is required to do to fill the parent vacancy spots. Vacancy to be advertised in school newsletter. **Rules checked. Wording of advertisement on agenda for this meeting.**
- JS to sign Board Code of Conduct. **Ongoing.**
- AD to attend Kāhui Ako meeting via zoom. **Completed.**
- VM to check with JS if ok to put link to PowerPoint in Annual Plan. AD to remove logos. **Completed.**
- An evening to be held for families in Term 2 advising of this journey the Board is on. To be tied in with Matariki which is in June. **On agenda to be discussed further at this meeting.**

The action point regarding the Survey Folder led to the following discussion points regarding the Evaluation Capacity of the Board:

- DJ informed us that one of the key aspects ERO are considering during their time with us in May is the Evaluation Capacity of Board. DJ suggested that in the Survey folder we keep Evaluation Reports from the surveys e.g. key points or issues we have discerned (summary points) from hard data of survey participants. This would make it easier rather than having to go back to the relevant Board meeting where the data was presented.
- DJ asked if the summary of the survey as presented to the Board is enough? VM asked if we need to show that goals were identified, implemented/action taken and consequences/feedback recorded against the original survey?
- AD felt this is not necessary and said that all decisions made by the Board are evaluative and in response to feedback from our school community e.g. playground upgrade.
- AP asked if the completed Board Internal Evaluation document should be shared with ERO, as the findings are not part of ERO's scope. AD agreed and said it may be appropriate to share the questions.
- MW suggested creating a virtual system where links are created between documents to remove the need to create multiple copies of the same document.
- AD suggested that parents may want to learn Maori tikanga with us on the Board's journey.

2. **Principal's Report**

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

Attendance:

- Some parents of Year 3 children tend to go on holiday! This accounts for the lower attendance recorded in this year group.
- 50% attendance of Year 8 students in 2019 data is skewed by the total number of Year 8 students being only 2 students.
- Justified sick leave versus unjustified sick leave appears to be a typo.
- AP commented on the size of the Principal's Report (8 pages) and the length of time required to complete this. E.g. summary of Attendance Report is not required when reports are in the Board folder for us to read. A simple reference to the Report is sufficient.
- Denise was quite happy to follow the Board's direction re this given the amount of time it takes to create the report.
- The consensus from the Board was for less operations, focus on items relevant to Board goals, school roll, achievements etc. More bullet points, less sentences! Board will ask if they require clarification or more information.

Playground Monthly Checks:

DJ has asked Alison Reid to complete monthly checks according to recommended checklist from Playground company.

Action:

- MM to complete check of playground after initial "shakedown" period.

Proposal for Red Slide & Surrounding Area:

The initial proposal for 20 plants has been increased to 40 plants (grasses) after a discussion with Mike Henderson. Craig Smith has offered to remove the wood around the tree at no charge. Total cost estimated to be \$480. Proposal received from Helen Revill to ask each family to pay for a grass each. VM asked if we intend to do more planting at school in the future. If this would involve larger plants/bushes at a higher purchasing cost, VM asked if the Board wish to reserve the idea of asking families to donate for the larger project, and the school fund the grasses around the Red Slide.

St Anthony's School to fund grasses around the Red Slide.

MM/AP and agreed.

Action:

- MM to thank Helen and Craig for their Proposal.

Aluminium Door Proposal:

- DJ has spoken to Corinne Richdale and been advised that if we wish the Archdiocese to fund this, it needs to be in the ten-year Property Plan. This will mean a significant wait. We are permitted to fund it ourselves if we would like it installed sooner.
- GB suggested applying for a grant may be an option.
- JS asked about the disruption. AP said this would be minimal as it could probably be installed over a weekend.

Action:

- DJ to contact Amber re possibility of a grant.

Shelving:

The joiner has been difficult to get hold of. DJ is still trying to obtain a quote.

Netsafe Review:

This has been completed by staff. DJ sought the Board's agreement of the stages staff had identified for the Board's key areas:

Indicator of Effective Practice	Stage Identified	Board Decision
Our Board actively considers statutory requirements in relation to our use of digital technology.	Establishing	Agreed
Our Board ensures digital technology is used in ways that consistently reflect our vision and values.	Extending	Agreed
Our Board ensures equitable access to digital technology and learning opportunities for students.	Extending	Agreed
We have expectations and plans for the use of digital technology to maintain a supportive and effective learning environment.	Extending	Agreed
We recognise and respond to staff's digital technology needs.	Optimising	Agreed
Our digital citizenship and incident response policies and procedures follow effective guidance.	Extending	Agreed
We maintain appropriate infrastructure and systems to promote positive and safe use of digital technology.	Extending	Agreed

Action:

- MW to investigate links to statutory requirements of digital technology.

DRS Role:

Work in progress.

Year 7 & 8 Camp Proposal for 2021:

The school is seeking the Board's permission to go on camp. DJ said fundraising ideas for camp are going well and generating funds for both individuals and/or the collective group dependant on the fundraiser. The school is also looking at the potential for grants and St Vincent de Paul may be able to help any families who may struggle financially.

Camp permitted.

VM/JS and agreed

1. Health and Safety

The Emergency & Hazard Register was tabled and taken as read. Points discussed:

Asbestos:

Contractors have informed the school that there is asbestos in the back wall of Te Ākau. As it is contained within the walls it is OK to leave as is. MM queried why there is no asbestos register within the school, as he believes this is legally required. The Register needs to state the type of asbestos, the exact location and the asbestos needs to be clearly labelled so that no one touches it. GB suggested seeking advice from the Ministry of Education.

Action:

- MM to take a sample and get it tested.

Visitors Policy: Opening main gates when it is wet weather:

This occurs to DJ's concerns re safety on the street in wet weather and parents parking across the road from the school. The policy states that a car cannot enter the school grounds without a spotter in front and in back. Spotters are not present on wet days when parents drive into the school and park on the netball court. DJ believes the risk inside the school is lower than the risk on the street. Some Board members are concerned about an incident involving a child occurring within the school grounds and asked that advice be sought from Ministry of Education.

Action:

- DJ to ask Anne Bell for advice regarding parents driving into the school grounds.

Painting the Library Steps:

Paint has worn, areas are now down to bare wood. A member of staff slipped and suffered significant bruising. A Hazard Sign is now placed in front of the library steps each day.

Action:

- DJ to approach two companies re quotes for painting and creating a non-slip surface on the library steps.

4. Review of Staff Code of Conduct

AP suggested that once the recommended phrasing around digital safety has been added, we ask staff to review their Code of Conduct. Any potential changes to the Code of Conduct will need to be accepted by the Board.

Action:

- AP to review Staff Code of Conduct responses and oversee process.

5. Financial & Property Management

Working Bee Schedule: (Behind the library & the library steps)

MM stated that three wattle trees between library and driveway of neighbouring property

need to be removed, probably by parents or board members due to smaller size. MM happy to provide equipment. It also appears that neighbours have been dumping rubbish down behind the fence. Mike has cleaned the gutters and washed down the library building.

Action:

- MM to organise volunteers and date of working bee behind the library.

6. Finance

The finance reports were tabled, and GB spoke to these:

- The school is currently in a good financial position. It is important to note that \$10000 from PB4L was shown in our budget as \$1000 per month but was paid as a lump sum. The existing surplus will therefore not remain.
- Spending is well controlled, repairs and maintenance lower than expected. Spend on PD is currently nil due to 70 hours of funded hours which are being used first.
- Bank staffing versus Bulk Grant – In order to manage staffing costs, Denise will determine whether the relievers are paid from staffing or from the bulk fund. She will ascertain which to use, once she sees the Bank Staffing total each fortnight.

7. Education Review Office

Our Beginning with Mary Elys as our Evaluation Partner:

Mary is very keen to be working with us. "Partnership versus Compliance". DJ asked for feedback from the Board on asking Mary for advice/starting our journey on our new 3-year strategic plan. Board supported this idea to reflect the partnership idea. AD also suggested any help with Board development on Māori engagement and tikanga would be great.

8. Annual Plan Progress to Date

Points discussed:

Te Ao Māori outcome for St Anthony's Board - where to from here?

- JS suggested that the idea is to build a dialogue with the school community to help with goal setting and how we work towards that. A lot of what we have so far is focussed on the Board and we need to bring some tikanga into that. We start small and build up.
- DJ has suggested to staff to ask Ray Ahipene-Mercer to visit the school to help teach the students the history of Motu Kairangi.
- DJ has uploaded "The Treaty of Waitangi and School Governance" booklet into the Te Tiriti o Waitangi folder on the Board shared drive and encouraged everyone to read this.
- AD suggested that we have some ideas of smaller "events" that parents could be involved in – something easy to "buy in". MW and VM felt that whānau need to feel included from the beginning of the process, not part way through.

- MW would like to involve children and parents with Māori heritage and ask them how we can better include the Treaty in Board meetings etc. She also asked if Māori children within the school identify with being Māori?
- VM suggested that we ask members of the school community if anyone is interested in planning a Matariki celebration for the school. This could help to initiate a discussion and lead on to incorporating tikanga into school activities. DJ suggested we shoulder tap families and offered to give the Board a list of Māori families within the school. AP pointed out that there may be non- Māori who are interested in joining the group. VM agreed. AD felt that the timeframe may be too tight. JS and VM said they would try to organise a meeting within the next 14 days.
- VM informed the Board that the Kāhui Ako Tiriti o Waitangi workshop on 1st November is open to all Board members. MM, VM and DJ have already confirmed their attendance. GB and AP indicated their intention to attend. AP suggested changing the date of the Board meeting which is scheduled for 2nd of November.

Actions:

- VM and JS to organise and facilitate a meeting with interested whānau to plan a celebration of Matariki for our school.
- VM to confirm attendance of GB and AP at Te Tiriti O Waitangi workshop
- MM to confirm new date of first Board meeting of Term 4.

Board Member vacancy:

We need to have an election as the number of elected parent reps is equal to the number of selected proprietor's reps. Selection is only possible when the number of elected trustees is one more than the number of selected trustees. It was agreed that a special edition of the school newsletter go out this week, advertising the vacancy on Board and the Board's intention to hold an election. Nominations will close 14 days after that, then 14 days later we will have the election.

Action:

- MW to write Board Vacancy blurb for newsletter.

9. Board Communications

The following was agreed upon for the next newsletter:

- Board vacancy
- Red Slide and Surrounding Area Proposal

10. Next Meeting's Agenda Items

The following policies are due for review:

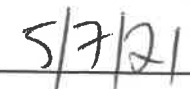
- Health Education/Curriculum Consultation – DJ to update further
- Reporting to Parents – VM
- Protected Disclosure Board/Staff – GB

- Visitors Board/Staff – MW
- Reflection for next meeting - VM

There being no further business the meeting concluded at 8.29pm.
The next meeting will be held on 22nd June 2021.

Signed as true and accurate record:


Chair


Date

Summary of Action Points:

- MM to complete check of playground after initial “shakedown” period.
- MM to thank Helen and Craig for their proposal for the Red Slide and Surrounding Area.
- DJ to contact Amber re possibility of a grant to help fund the Aluminium Sliding Door.
- MW to investigate links to statutory requirements of digital technology.
- MM to take a sample of suspected asbestos and get it tested.
- DJ to ask Anne Bell for advice regarding parents driving into the school grounds.
- DJ to approach two companies re quotes for painting and creating a non-slip surface on the library steps.
- AP to review Staff Code of Conduct responses and oversee process.
- MM to organise volunteers and date of working bee behind the library.
- VM and JS to organise and facilitate a meeting with interested whānau to plan a celebration of Matariki for our school.
- VM to confirm attendance of GB and AP at Tiriti O Waitangi workshop
- MM to confirm new date of first Board meeting of Term 4.
- MW to write Board Vacancy blurb for newsletter.
- Board upskilling register to be discussed further at next meeting.
- MM will review the information in the Leavers Survey and determine what further action is required.
- DJ to continue to try and get wording from Clint (IT) for digital safety for staff Code of Conduct.
- DJ to obtain another quote for the doors to separate the two hubs after the other one came in higher than expected.
- DJ to obtain a new quote for shelving and then get Board approval via email.
- AD to update survey folder on Board drive with any new surveys that are not already in there. Key surveys to be added to the existing folder include the Leavers Survey from the end of 2020, the Board Evaluation Survey from 2020 and the Whānau Survey from 2019 or 2020.
- JS to sign Board Code of Conduct.