

St Anthony's School

Minutes of the St Anthony's School Board of Trustees Meeting held on Tuesday 22nd of June 2021 at 6pm

Present:	Mark Mulhern (MM)	Chair
	Vanessa Monahan (VM)	Deputy Chair
	George Bouras (GB)	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

Apologies: Miriama Williams, Sue Renner (Board Secretary)

Welcome:

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

1. SENCO Report

The SENCO report was tabled and taken as read. Francesca clarified that due to our excellent teacher:student ratio, teachers are able to sit with students individually and support them while the rest of the students are working on class work such as writing. JS asked how many of our students could be identified as gifted or talented. DJ said that it was difficult to quantify as it occurs in different areas such as sports, cultural and academia. However, 7 or 8 of our current Year 7 and 8's are already completing Level 5 Writing – helped considerably by Helen's enthusiasm for writing and prose. MM thanked Francesca for her report and presenting it at the meeting.

2. General Administration

Minutes of Previous Meeting:

The minutes of the previous meeting held on the 18th May were accepted as a true and accurate record.

GB/MM and agreed

Action Points:

The action points from the last meeting were discussed:

- MM to complete check of playground after initial "shakedown" period. **Completed.**
Action: MM to follow up with installers due to a couple of loose bolts & one missing.
- MM to thank Helen and Craig for their proposal for the Red Slide and Surrounding Area. **Completed.**

- DJ to contact Amber re possibility of a grant to help fund the Aluminium Sliding Door. **In progress.** Amber has indicated she no longer wishes to be involved with grants. JS suggested Emma Blades.
- MW to investigate links to statutory requirements of digital technology. **In progress.**
- MM to take a sample of suspected asbestos and get it tested. **Completed.** As the result was negative no further action is required.
- DJ to ask Anne Bell for advice regarding parents driving into the school grounds. **Completed.** Agenda item for this meeting.
- DJ to approach two companies re quotes for painting and creating a non-slip surface on the library steps. **In progress.**
- AP to review Staff Code of Conduct responses and oversee process. **In progress.**
- MM to organise volunteers and date of working bee behind the library. **In progress.**
- VM and JS to organise and facilitate a meeting with interested whānau to plan a celebration of Matariki for our school. **Completed.**
- VM to confirm attendance of GB and AP at Tiriti O Waitangi workshop. **Completed.**
- MM to confirm new date of first Board meeting of Term 4. **Completed.** New date is Nov 9th.
- MW to write Board Vacancy blurb for newsletter. **Completed.**
- Board upskilling register to be discussed further at next meeting. **In progress.**
Action: MM to develop this further.
- MM will review the information in the Leavers Survey and determine what further action is required. **Completed.** Agenda item for this meeting.
- DJ to continue to try and get wording from Clint (IT) for digital safety for staff Code of Conduct. **Completed.**
- DJ to obtain another quote for the doors to separate the two hubs after the other one came in higher than expected. **Completed.**
- DJ to obtain a new quote for shelving and then get Board approval via email. **Completed.** VM questioned the reliability of only one quote, but MM & DJ gave assurances that it was within the original verbal “ball park” of another contractor. The Board accepted the quote.
- 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. **Completed.**
- JS to sign Board Code of Conduct. **Completed.**

3. **Principal's Report**

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

- VM congratulated all involved in recent marketing efforts and on the development of the Student Council as a fantastic way to empower students.
- VM asked about the Principal wellbeing and workload surveys. DJ said that she had forgotten to upload these and gave us some statistics. Principals find 50% of their time is spent on admin rather than meaningful tasks. There is a conflict between time spent with family and time spent at work. Lack of support from colleagues is a common theme as is the experience of violence from students. DJ assured the Board

that neither of these is an issue at St Anthony's. DJ will upload a summary document from Tomorrow's Schools.

- VM asked for an explanation on recent PLD in Maths. DJ takes a session every two weeks with staff to discuss ways maths equipment can be used in the classroom – this encourages staff to use different resources. DJ recently attended an excellent Leadership in Maths Conference which incorporated a lot of cultural awareness in maths. SM said the NZ Maths website is also an excellent resource for lots of activities. Currently all the Digital PLD is focussed on maths.

Action:

- DJ to upload summary report of Principal Wellbeing from Tomorrow's Schools.

DRS Role:

An application has been declined. DJ and MM intend to contact Jenny Gordon regarding the way forward.

Lease or Purchase of iPads:

DJ keen to buy 2 Dash robots as they are much hardier than the Edison. The original 10 first generation iPads are showing their age and are not able to cope with the Robotic work. Advantages of leasing devices are that they are replaced every 3 years with up-to-date technology and the repair/replacement service is exceptionally fast. Most of the school devices are Apple which makes sharing files easy via AirDrop.

Action:

- DJ & GB to investigate cost of purchase versus cost of lease for 10 iPads.

Security Siren Option:

Quote received for more tamper-proof siren. Essential for outdoor emergency siren.

Quote accepted - Security Siren to be replaced.

MM/JS & agreed

4. Health and Safety

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

Incidents/Accidents:

Exterior wooden awning over east facing window of He Atawhai block collapsed yesterday due to rot. Interior carpet flooded, interior skirting rotten and power points on the east wall not working and have not been working for some time. Natasha from Catholic Ed to view site, arrange formal inspections and discuss resolution.

Action:

- MM to follow up and liaise with Natasha from Catholic Ed to arrange external inspections of all three school buildings.

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

- Anne Bell from Ministry of Ed stated that it is a decision to be made by the school, provided that safety procedures are in place.
- AP expressed concern over vehicles driving into a confined area at school, and the consequences of a serious injury occurring to a child. MM expressed concern about an injury occurring on the public road and questioned whether the open gates policy reduces the congestion on the road. VM asked if encouraging parents to drive into the school gates creates a perception that the danger from cars is reduced.
- JS asked if there has been a safety incident. DJ said not in the past few years since the gates have been opened on wet days.
- MM asked if there had been any push-back from parents in the past 5 weeks since the gates have been closed and DJ said no.
- MM said that the biggest issue is the volume of traffic in Ludlam Street after 3pm. Possibilities include approaching the Council again regarding a pedestrian crossing outside the school on Ludlam Street and the addition of “25km” paintwork outside St Anthony’s to deter parents from other schools using Ludlam St at 3pm. An alternative route is Dundas Street.
- The Board agreed that no changes to the Visitors Policy are necessary, as cars will no longer be permitted to drive into the school grounds on wet days.

Action:

- MM to follow up with Council regarding possibilities of a pedestrian crossing and 30km signage on Ludlam Street outside St Anthony’s School.

Painting the Library Steps (Progress):

In progress. There have not been any more slips and the danger sign is still put out each day.

Cleaning Contract (Progress):

Cleaning has not been up to standard. After numerous conversations with the company the standard of cleaning has improved and will continue to be monitored over the next three weeks. DJ also mentioned the tap is loose in the boy’s toilets and water is going on the floor.

Action:

- MM to check the tap and if needed follow up with Natasha from Catholic Ed.

Health & PE Consultation:

Action:

- VM to look for any discussion/identification of key issues from Health & PE Consultation in August 2020.

5. Review of Staff Code of Conduct (Progress)

AP has reviewed the Code and feels it is still relevant. AP has added a section on intellectual property following advice from Clint. JS suggested the addition of a gift register for staff.

Action:

- All Board members to review Staff Code of Conduct and offer any feedback re suggested changes/additions. Board feedback to be completed by Fri 9th July.
- AP to present Code to staff at a staff meeting during the first two weeks of Term 3 and ask for their feedback.

6. Financial & Property Management

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

To be held over the school holidays at the end of Term 2.

Action:

- MM to contact neighbours who may be affected by the working bee.

7. Finance

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

- Income looks high due to the one-off wage top up that we had not anticipated, and the PB4L funding was received as a lump sum rather than via instalments.
- Increase in income also due to money from FOSA being donated to pay for preparation work undertaken for the Senior Playground.
- Relievers are currently being paid out of Bulk Funding.
- Cash balances are excellent.
- VM queried the Admin Expenses. These have formed a higher percentage of the Total Expenses in recent times, although have been gradually decreasing from 50% and last month Admin accounted for 43% of Total Expenses, which is positive. DJ explained the reduction is mainly due to the change in administration salary/times and a tightening of the stationery budget.

8. School Docs

Reviews have been completed by staff, Board and whānau. These will be used to cross check and complete the review of the finalised policies.

School Docs Review Policy Process:

Due to time constraints, this agenda item is moved to Meeting Week 3, Term 3.

Policy Review: Health Education/Curriculum Consultation

Last conducted in 2020, on a two-yearly cycle.

Policy Review: Reporting to Parents

- **Action:** DJ to review feedback and tidy up policy to reflect current practice.

Policy Review: Protected Disclosure

- **Action:** DJ to review feedback and tidy up policy to reflect current practice.

Policy Review: Visitors to the School

No change to current policy regarding opening of the gates. Gates will no longer be open for parents to drive in on wet days.

9. Annual Plan Progress

Māori Engagement and Tikanga:

- JS said that the whānau engagement regarding Matariki was extremely positive and there were lots of ideas coming forward. MM felt the meeting with Lloyd from Seatoun School BOT and Ray was positive. A key theme is that any te reo needs to be meaningful and relatable.
- Whānau feel they would like to gather later for school events (6pm) to allow time to travel from work to school. The later time also makes it clear to families that the intention is to gather for dinner at school. Staff feel that 5.30pm is a better time for families with young children and for the staff.
- Staff felt, given the timeframe, it was unfair to ask parents to bring food to share and preferred the suggestion of providing soup and sausages. DJ suggested that she could make the soup with her class. Board members agreed to serve the soup and cook the sausages on the night which is set for Thursday 1st July.
- Whānau had suggested tamariki make stars during school hours. Staff suggested that tamariki make stars from flax with their whānau as part of our Matariki celebration.

Actions:

- JS to write Comms to whānau regarding Matariki - whānau activity at 5.30, soup/sausages at 6pm followed by kapa haka and waiata. Whānau to give an indication of numbers attending.
- JS and VM to contact Sheryl and Kristy to ask which species of flax is preferred.

Te ao Māori Strategy Policy Discussion:

- VM thanked JS for the time she has committed to writing the Te ao Māori Strategy Policy Document and explained that many of the ideas incorporated into that were from the meeting with whānau to discuss Matariki. VM explained that the document is intended to be amended and to evolve over time. JS asked all Board members to read the document to ensure they are comfortable with the direction the Board is moving.

Action:

- All Board members to read the Te ao Māori Strategy Policy Document and provide any feedback.

10. ERO Visit (Update)

The focus is our Strategic Plan. So far student voice has been gathered regarding our strategic plan, mission statement and learning. Next is unpacking the faith component and what they love about St Anthony's. The aim is to complete this by the end of Term 2. All feedback will be displayed on the meeting room wall. Whānau will be invited in to read the feedback and 4 or 5 questions will be put to whānau e.g. what are your aspirations for your children? Staff will be invited in next to read the feedback. The aim is for this to be completed by the end of week 3 in Term 3. Then a team will be developed consisting of 2 members of staff, parents, student leaders and Board members to identify threads and form strategic goals. This will be completed by week 8. Whānau and students will then be consulted again.

There is also a large focus on developing the local curriculum which is then linked to the strategic plan.

Action:

- Board members to begin considering 3 to 4 questions to ask whānau to help develop our Strategic Plan. These need to be sent to DJ by the beginning of Term 3.

11. Leaver's Survey Evaluation

- Key points: low roll, leaving for intermediate appears to be a long-term plan for parents and not necessarily due to dissatisfaction with St Anthony's. Retention of Year 7 and 8 students and attracting Year 7 and 8 students from other schools needs to be a key focus area.
- JS asked if changing St Anthony's to only a Year 1 to 6 school has ever been an area of discussion for the Board. DS said no and said the exodus has been a recent trend. The Year 7 and 8 programme here is excellent, progressive and extends/develops our senior students.
- Promotion of Year 7 and 8 Evening set for Week 1 of Term 3. Parents of Year 5 and 6 are being invited.

Action:

- Board to encourage all parents of Year 5 and 6 to attend information evening and to explore further strategies to retain students for Years 7 and 8.

12. Board Member Vacancies

The Board has agreed to select a candidate. Community have been advised and 28 days after this (due this Friday) the Board can select their candidate. We are required to do this within six weeks (by Friday 6th August). One parent attended our last meeting but has decided not to join the Board due to work commitments.

Action:

- AP and VM to update the board as regards potential board candidates

13. Board Communications

Action:

- JS to write Comms about Matariki and Board Vacancy.

14. Next Meeting's Agenda Items

The following policies are due for review:


- Concerns & Complaints - JS
- Behaviour Management – GB
- Reflection for next meeting - MW

There being no further business the meeting concluded at 8.55pm.

The next meeting will be held on 10th August 2021.

Signed as true and accurate record:


Chair


Date

Summary of Action Points:

- DJ to upload summary report of Principal Wellbeing from Tomorrow's Schools.
- DJ & GB to investigate cost of purchase versus cost of lease for 10 iPads.
- MM to follow up and liaise with Natasha from Catholic Ed to arrange external inspections of all three school buildings.
- MM to follow up with Council regarding possibilities of a pedestrian crossing and 30km signage on Ludlam Street outside St Anthony's School.
- MM to check the tap and if needed follow up with Natasha from Catholic Ed.
- VM to look for any discussion/identification of key issues from Health & PE Consultation in August 2020.
- All Board members to review Staff Code of Conduct and offer any feedback re suggested changes/additions. Board feedback to be completed by Fri 9th July.
- AP to present Staff Code of Conduct to staff at a staff meeting during the first two weeks of Term 3 and ask for their feedback.
- MM to contact neighbours who may be affected by the working bee behind the library and to organise volunteers and date of working bee.
- DJ to review feedback and tidy up Reporting to Parents and Protected Disclosure policies to reflect current practice.
- JS and VM to contact Sheryl and Kristy to ask which species of flax is preferred for making stars for Matariki.
- All Board members to read the Te ao Māori Strategy Policy Document and provide any feedback.

- Board members to begin considering 3 to 4 questions to ask whānau to help develop our Strategic Plan. These need to be sent to DJ by the beginning of Term 3.
- Board to encourage all parents of Year 5 and 6 to attend information evening (scheduled for Week 1 of Term 3) and to explore further strategies to retain students for Years 7 and 8.
- AP to contact the Handscombs, VM to contact the Crosbys, Tyes and Judy Sharp.
- JS to write Comms about Matariki and Board Vacancy
- MM to follow up with installers of Senior Playground re one missing bolt and two loose bolts.
- DJ to consider approaching Emma Blades as our Grants Person to investigate a grant to help fund the Aluminium Sliding Door.
- MW to investigate links to statutory requirements of digital technology.
- 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 further develop Board upskilling register.
- DJ to organise a date and venue for a dinner for Board members to farewell Anne.

