



St Anthony's School

Minutes of the St Anthony's School Board of Trustees Meeting held on Tuesday 23rd of March 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
	Anne Dowden (AD)	Proprietor's Rep
	Denise Johnson (DJ)	Principal
	Sheryl McKnight (SM)	Staff Rep
	Fr Bill	Parish Priest
	Sue Renner	Board Secretary

Apologies:	Janine Smith	Parent Rep
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Welcome:

Mark welcomed everyone to the meeting, especially Sheryl who is the new staff rep. The meeting was opened with a reflection lead by GB

1. General Administration

Minutes of Previous Meeting:

The minutes of the previous meeting held on the 16th of February were accepted as a true and accurate record.

MM/VM and agreed

Action Points:

All action points complete, apart from some which are still in progress. Discussion took place on the following action points:

- AD to look at board upskilling register and get something started. AD advised she has started a spreadsheet with some ideas and uploaded to the Board drive. This is mainly a record of Board training. It was agreed to look at this and discuss further next meeting.
- AD had put results from leavers survey on the Board drive. All Board members to read and to be discussed at next meeting.
- DJ still chasing Clint to get wording around digital safety for the staff code of conduct. DJ will give Clint one more go, otherwise may need to go further up.

- DJ had received one quote for the doors to separate the final two hubs in Te Aroha block. This came in as more than was initially indicated. DJ will talk to Sarita to see if they will fund it. Failing that, DJ suggested she could go back to the contractor for details on who supplied the original one. AP will look further into this as well as he may be able to help.

2. Principal's Report

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

Bazaar Final Outcome:

The final total raised was \$23,500 but there is approximately \$500 in outstanding bills to pay. After discussion with the parish, it has been agreed that the school will get \$13,000 and the parish \$10,000.

Professional Growth Cycle:

DJ spoke about there is no longer staff appraisals but a professional growth cycle. Teachers will look at the areas they need to target professionally and unpack the teaching standards to look at what we do well, what we need and identify any gaps.

DRS Role:

DJ had written to Jenny Gordon seeking permission to make an internal appointment for the DRS role and Jenny has responded accepting this and the employment process is underway. Francesca has resigned from the role. Must go through the process of advertising among staff. Amy will apply and the necessary paperwork completed. Once this is done, then Amy will be interviewed, and a proprietor rep will be needed for the interview. MM will do this. DJ would like Amy in the role by next term.

Action:

MM and DJ will interview Amy for the role of DRS.

PB4L:

Francesca went to the first tier 2 meeting and has feedback about this in the Special Character report.

Property:

Playground: It has been confirmed that this is beginning next week, 30th of March. On Tuesday a big container will come in and will be there for the day. It will sit where Life Education truck parks up. A working bee for Saturday is required to move all the bark to the edges. It was agreed to start at 9am, with the possibility of a second shift later in the day if needed. Once the bark has been moved, MM will check to see there are no issues with pipes etc before the playground is installed.

Toilets: Are all done, just waiting on final sign off. Toilets in the junior block have been painted and the basin heights dropped, waiting on sign off for these as well.

Shelving: DJ advised she is still waiting on the quote for this. If it doesn't come through soon DJ will contact Commercial Joinery in Miramar.

Action:

- A working bee to be organised to move the bark and once this is done, MM will check to see there are no issues with pipes etc.
- DJ still chasing quote for shelving, if no luck will contact Commercial Joinery.

On the Go Award:

The school was nominated by the City Council for this award and was the runner up for the award. This nomination to be acknowledged by the Board in the next newsletter.

Action:

- On the Go Award to be acknowledged by Board in next newsletter.

Employment Process:

Eight applications had been received and four were interviewed last night. A person has been chosen and just waiting on their referees to come back. As long as the referee checks are suitable, the new teacher will begin next term.

Proposal for Joinery:

DJ asked if the quote for the shelving goes over \$1,000, are the Board happy to approve this via email. All agreed they were. VM advised there needs to be a unanimous from everyone, otherwise it will need to be discussed at the next meeting.

Action:

- DJ to obtain a new quote for joinery and then get Board approval via email.

MW asked what the role is of the new RE consultant at CSES. DJ advised that this person is to support teachers in professional learning in delivering the RE programme.

3. Health and Safety

DJ spoke about the Emergency & Hazard register. This has been predominantly around property, but DJ is currently updating it so it includes all aspects. Overall, it is how things are done at the school.

We have an Accident Register which includes all plasters, ice packs for injuries etc

If there is a significant injury and/or it involves the head, then an accident form is completed and parents notified. Playground risks are also identified.

The Hazard and Emergency Register once the updated will be shared with the staff to consider and amend. It will then be shared with the board. This register will also include cyber safety and staff safety. MM offered to help with this.

DJ will present the updated risk register at the next Board meeting.

Action:

- DJ to update the Emergency and Hazard Register. Risk register to be presented at next Board meeting.

MM asked who has overall responsibility for safety in the school. DJ advised the Board initially then ERO. AD said it is the Board's responsibility to actively question and be aware

of any risks in the school. AP suggested a couple of Board members should keep an eye on this and every now and then have a walk around the school to check on any risks.

4. Board Code of Conduct

Sheryl McKnight, the new staff rep for the Board, was welcomed.

DJ advised that the link to the Education Act in the code of conduct is to the old Act of 1989. DJ will replace this with the new link to the Act of 2020.

The Board signed the Code of Conduct and it is kept in the Board folder in the school office

AD to update survey folder on Board drive with any new surveys that are not in there.

Michelle Quirke arrived at the meeting at 7pm to observe a meeting in action

Discussion took place on the appointment of a new parent rep. VM said the position needs to be advertised for three months. VM will check the rules to see what else the Board is required to do to fill this spot. Vacancy to be advertised in school newsletter.

Action:

- DJ to update link to Education Act to the new 2020 Act in the Board Code of Conduct.
- VM to check to see what Board is required to do to fill parent rep vacancy on Board.
- JS to sign Board Code of Conduct.

5. Finance

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

GB and DJ have met and finalised the budget. Principal's discretionary has been left at \$1,000 and PE left at \$1,500 in order to achieve a small surplus

Kirsten applied for a recycling grant and the school received \$1,150. We now have a weekly pick up of the paper bin when in the past it has been fortnightly

An application for the Countdown Growing for Good grant has been put in to support the garden and school planting initiatives.

Unpaid donations for 2019 and 2020 have been written off, including one camp fee. DJ had approached as many as possible in order to achieve payment and had some success but the outstanding debts now need to be written off. VM asked if there was assistance for families who have financial difficulty and DJ replied that St Vincent De Paul have supported the school in a number of ways and we were also able to apply for and gain an Office Max grant to support some of whanau that needed extra support.

6. Special Character Report

DJ passed on Francesca's apologies for not being able to attend the meeting and present her report.

The Special Character Report was tabled and taken as read.

DJ spoke about the PB4L tier two meeting Francesca had attended. St Anthony's has reasonably well-behaved children in the school, and DJ asked the Board to have confidence in that everything is addressed when brought to the teachers' attention. Some children can be perceived as getting away with things, but this is not the case. Some children need to be managed in different ways and DJ assured the Board that this is happening. Helping communicate this to the community would be a good way to support teachers

Student Agency: Students have voted on house leaders and senior boy and girl leaders. These students will form the student council and will meet with DJ on a regular basis to share ideas and thoughts.

Kahui Ako Stewardship Meeting: DJ had sent out an email to the Board as this meeting is really intended to oversee the work of the Kāhui Ako so it is beneficial for a Board member to attend. It is only twice a year and via zoom. AD offered to do this.

Action:

- AD to attend Kāhui ako meeting via zoom.

7. Annual Plan Progress to Date

Points discussed:

- Well being survey for the Year 7 & 8s is to be completed as part of Kāhui Ako work. Francesca is looking at doing this for year 5 and 6.
- VM advised that JS is keen to form a sub-committee around growing the roll. Michelle and Emma will keep working with DJ on marketing and JS to help if available. AD suggested need to target year 5,6 now as EBIS and SWIS have open days about May. SM spoke about how at the last school she taught at, kindy kids would visit and anyone who was enrolled to come to the school, she would visit at the kindy. Denise and Sheryl are visiting all early childhood centres over the next 10 weeks
- JS and VM have been working on a cultural competence strategy and a PowerPoint has been uploaded to the Board drive for everyone to have a look at. VM said that JS is optimistic that she may be able to find someone to run a workshop on this to help our understanding. Good idea to touch base with Ray again to build on that relationship and discuss a strategy with him. A couple of Board members meeting with Ray as a starting point and then invite him to a Board meeting. It was suggested that an evening be held for families in term 2 to advise them of this journey – DJ suggested this could be tied in with Matariki which is in June. DJ suggested putting a link to the power point in the annual plan, but VM will check with JS first. AD advised she could take out the logos and put St Anthony's School in.

Action:

- VM to check with JS if ok to put link to PowerPoint in Annual Plan. AD to remove logos.
- 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.

8. Board Communications

The following was agreed upon for the next newsletter:

- On the Go Award acknowledgement
- Bazaar total
- Playground – working bee this Saturday at 9am to move bark
- New staff rep on the Board

12. 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 - AD

There being no further business the meeting concluded at 8pm with a prayer lead by Fr Bill. The next meeting will be held on 18 May 2021.

Signed as true and accurate record:


Chair


Date

Summary of Action Points:

- Board upskilling register to be discussed further at next meeting.
- Leavers survey to be discussed further at next meeting.
- 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. AP to look at a quote for this as well.
- 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.
- DJ to obtain a new quote for joinery and then get Board approval via email.
- DJ to update the risks register and present at next meeting. MM to help if needed.
- AD to update survey folder on Board drive with any new surveys that are not already in there.
- 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.
- JS to sign Board Code of Conduct.
- AD to attend kahui ako meeting via zoom.
- VM to check with JS if ok to put link to PowerPoint in Annual Plan. AD to remove logos.
- 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.

