



# St Anthony's School

## Minutes of the St Anthony's School Board of Trustees Meeting held on Tuesday 27<sup>th</sup> of October 2020 in the Staff Room at 6pm

<b>Present:</b>	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
	Sue Renner	Board Secretary
<b>Apologies:</b>	Janine Smith	Parent Rep
	Helen Revill	Staff Rep

### Welcome:

Vanessa welcomed everyone to the meeting and a special welcome to Frank Wafer as guest speaker.

Mark lead the reflection to open the meeting.

### 1. Board Continuing Education

Frank Wafer, Leadership Consultant for the Archdiocese of Wellington, lead the Board in a training session on Board Self Evaluation.

Vanessa thanked Frank for attending the meeting and for his presentation.

### 2. General Administration

#### Minutes of Previous Meeting:

The minutes of the previous meeting held on the 8<sup>th</sup> of September were accepted as a true and accurate record.

AD/MW and agreed

#### Action Points:

All action points complete, apart from:

1. JS to sign Code of Conduct.
2. Review of grant funding for KIVA at Annual Planning Meeting.
3. Working bee schedule to be put together. MM will sit down with DJ and work out priorities.
4. AD to add some ideas to discussion document on Te Reo and Maori Culture.

**Appointments Procedure Policy:**

MM had reviewed this and recommended a couple of minor changes. DJ will scan and upload this to the BoT drive.

**Action Point:** DJ to scan and upload to BoT drive MM's review of above policy for BoT members to read.

### 3. Board Self Evaluation Discussion

AD and AP tabled a report they had put together regarding Board evaluation and AD spoke to this. AD suggested the Board should look at what we do currently – can be own opinion and as broad as you like. Reflect on what we do well and where we struggle. Also need to look at board processes, how meetings are run, leadership and participation amongst members. AD asked if there were any other themes the Board would like included – MW suggested that under planning and other tasks, something on cultural identity and academic achievements, and also something on supporting the principal and her well-being. MW felt there should be something on continuity planning for the Board and LA suggested a more comprehensive induction process for new Board members. VM was against continuity planning at this time, as felt it is not a priority given we have two new Board members and a full quota of 10 members.

After further discussions it was agreed that AD will send out an online survey for all Board members to complete within the next 10 days. AD and AP will review results and then meet with the Board to discuss these. It was agreed to meet on 11<sup>th</sup> of November at 6pm.

**Action Point:** AD to send out survey to Board members. Board members to meet on the 11th of November at 6pm to discuss results.

### 4. Catholic Character Report

The Catholic Character Report prepared by Francesca was tabled and Denise spoke to this.

- Fr Ephrem is still visiting the senior students in the school and Fr Doug Shepherd (ex-teacher) also visits now and then.
- DJ will be training more altar servers very soon.
- VM commented that St Patrick's have a monthly where the Prayers of the Faithful are written in a simplified format for the children to read. Paul Monahan, a member of the liturgy committee, has asked for a copy of these and would like to know if this is something we could do at St Anthony's. DJ replied that yes, the school could definitely ask children to be involved in this.
- There is currently no information available on when the new priest/s will arrive.

The Board thanked Francesca for her report.

The Board thanked Francesca for her report.

## 5. Playground

DJ presented to the Board the new option for the senior playground. DJ said she really likes this design and with the limited space and fall zones required, as well as budget constraints, this is the best option. The plan presented and including installation, is \$30,970.60. If other aspects are chosen, other than the logs, then there will only be a potential \$500 difference. Unfortunately, the earliest that the supplier can install is February/March. AP asked how long it will take to be installed, DJ replied she will find out how long it will take to install once a date is booked.

Discussion took place on asking the children what extras they would prefer, rather than the whole community. It was agreed to ask all students, taking into account the senior voice.

The Board then approved the quote of \$30,970.60 for the installation of the senior playground. DJ will confirm a delivery date and length of installation.

**Action Point:** DJ will confirm/accept quote for playground from Park Supplies and Playground Ltd and confirm delivery date and installation.

## 6. In Committee

The Board went in Committee.

## 7. Fundraising Goal for Bazaar

In response to an email from Emma Blades, the Board agreed that funds raised from the bazaar will be used for technology, which includes digital and food technology.

## 8. Health of the School Overview

DJ reported the Te Maunga information evening for year 6 and 7 students went well. Next year it is planned to hold it in Term 2 rather than Term 3 and invite students from other schools as well.

## 9. Principal's Report

The Principal's Report was tabled as read.

- DJ updated the Board on the toilet upgrade saying this has been great as a lot of maintenance has been achieved, including replacement of 40% of the external weatherboards, replacement of two windows and extra power points.
- Whanau feedback has come in and DJ will put this in the folder for the Annual Planning meeting.
- Health and PE consult went out today.

**It was moved that the Principal's Report be accepted  
DJ/VM and agreed**

## 10. Finance Report

The Finance Reports were tabled, and GB spoke to these. Income was up in June but dropped in August and this was due to the reimbursement from the MOE being less than what we invoiced. Income and expenses are tracking consistently. Forecast deficit is \$6k but GB thinks this may be less.

## 11. Hautu Update

VM has put a document in the Board folder on the workshop attended by her and LA. VM has also been in contact with Ray Ahipene-Mercer and VM and DJ are meeting with him on Friday 6<sup>th</sup> of November. He is part of our local iwi and has worked with numerous schools throughout Wellington.

## 12. Review/Highlights of Innovation in Teaching and Learning

DJ advised all the staff have been going through a curriculum review and putting in next steps for 2021. DJ suggested each Board member maybe take one area and have a look. LA said she'd like to do PE.

## 13. Correspondence

Proprietor's Rep Reports: These have come in and need to be completed.

Bazaar Letter from the Parish Finance Committee: It was agreed that St Vincent de Paul will receive some funds from some of the bazaar proceeds. DJ said if storage is needed, then can use the library.

## 14. Delegation of Tasks for Next Meeting

Policies for review:

- Privacy Policy and new Privacy Legislation – JS
- Salary units/Management allowance – MW
- Classroom release time/timetable – AP

Reflections Roster:

- 17 November – JS
- 1 December - AD

There being no further business the meeting concluded at 9.10pm.

Signed as true and accurate record:

  
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Chair

14.12.20.

Date

**Summary of action points:**

1. DJ to scan and upload to BoT drive MM's review of above policy for BoT members to read.
2. AD to send out survey to Board members. Board members to meet on the 11th of November at 6pm to discuss results.
3. DJ will confirm/accept quote for playground from Park Supplies and Playground Ltd and confirm delivery date and installation.

**Action points carried over:**

1. JS to sign Code of Conduct.
2. Review of grant funding for KIVA in Term 4.
3. Working bee schedule to be put together.
4. AD to add some ideas to discussion document on Te Reo and Maori Culture.