



St Anthony's School

Minutes of the St Anthony's School Board of Trustees Meeting held on Tuesday 4th of August in the Staff Room 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
	Helen Revill (HR)	Staff Rep
	Janine Smith (JS)	Parent Rep
	Lucy Williams	Teacher
	Sue Renner	Board Secretary

Welcome:

No apologies or agenda changes.

Minutes of the previous meeting: AD was asked to clarify what was meant by a document on the drive and asking questions about reports. AD replied that this was a way to basically streamline meetings where Board members could ask a question or give feedback on a report prior to a Board meeting.

After this clarification, the minutes of the previous meeting held on the 9th of June were accepted as a true and accurate record.

VM/MM and agreed

1. Mid-Year Student Achievement Report

Lucy presented the mid-year student achievement report to the Board. VM commented that the results are fantastic across the whole school, however she noted the comment about encouraging confidence in math for female students. DJ said more girls than boys are showing results below and this is purely a confidence thing. VH noted the change in the reading programme and Lucy said this was developed in the morning for Term 3 for the year 4 cohort to make it shorter and sharper and it is definitely helping.

AP noted that the number of year 5 students below in reading is high and asked if more support is needed. Lucy replied there are some students in that cohort with learning challenges and strategies are in place for these students.

DJ informed the Board they will not meet the target of 90% across all areas this year but on track for probably late 80% Targets had to be reset internally due to loss of learning during lockdown. The good thing though is that no one has gone backwards in their learning.

AP raised a concern about the large year group in year 5/6 and is this likely to continue. DJ advised that in actual fact the Te Moana is an average sized classroom and with an experienced teacher that we have, it is not an issue. However Denise advise the board that she is currently working with Francesca on developing the classes for next year in order to address the various cohort sizes

VH thanked Lucy for attending the meeting and presenting her report. All agreed it was a good report, well put together and easy to read.

2. Action Points from Last Meeting

1. Completed
2. Completed – AP has uploaded the document on Board roles and responsibilities and delegations. To be discussed further at next meeting.
3. AD still to contact accountant to see if he can come and speak with the Board. AD will contact him and set something up – will make it a night most people can attend, may not be a board meeting night.
4. Code of Conduct – all Board have signed, apart from JS.
5. DJ to put information in the newsletter about the digital curriculum – to do.
6. Employer Responsibility Policy – MW and GB have emailed and agreed.

Historical Action Points:

1. DJ has contacted the Catholic Education Office regarding non-preference roll, but this is not needed at the moment. Currently sitting on 6 and this is based on a roll of 130.
2. Apply for a grant to fund KIVA – DJ said this is a hard one at the moment and hoping to get a parent to do grant applications. Not a high need at the moment but is a good resource. It was agreed to review this in term 4.

A discussion took place on the need for more help in the school such as help in the classroom, FOSA and someone to do grants. VM suggested we put something in the newsletter. DJ said we all need a concerted effort to shoulder tap people and ask.

3. Reminder in newsletter about payment of donations – it was decided at the moment not to do this as invoice reminders are being sent out.
4. Working bee schedule – to do.

Action Points:

1. Board roles, responsibilities and delegations to be discussed further at next meeting.
2. Review need for grant application to fund KIVA in term 4.

3. Principal's Report

The Principal's Report was tabled as read.

- 3.1 DJ advised the application to change technology provider is currently with the MoE.
- 3.2 Invites are being sent out to the opening of the pump track on the 18th of August at 2pm. Hoping to get some newspaper coverage of this.
- 3.3. DJ advised the Board she wants to invest in 10 Edison Robots as at the point now where we need more resources in order to deliver the Digital Technologies Curriculum. do not have enough to do technology. The school has trialed them and they perform well and are robust. They are approx. \$65 each.
- 3.4 DJ asked the Board for approval to purchase a football goal post to be put down the garage end of the field as she believes it is a significant need for the senior boys. It will be a proper metal one and will be approximately 2-3m wide. Will also be able to be used for floorball.

The Board passed a resolution that up to \$2,000 be used from the readathon money to purchase a football goal post, including installation.

- 3.5 DJ advised that since her report there has been new enrolment for term 4 – a year 5 and year 2 plus a strong potential for year 3 and 4. HR will be visiting schools up to year 6 and LW will be visiting early childhood centres again. AD suggested maybe going a bit further afield, e.g. Lyall Bay, and maybe thinking outside the box a bit to get potential enrolments.

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

4. Finance

The Finance Reports were tabled as read.

- 4.1 GB has done a mid-year review and the school is progressing well against budget.
- 4.2 As swimming is not proceeding this year and some parents have already paid for this, the parents either need to be reimbursed or maybe asked if they would like to donate the money. AD suggested maybe they be asked if they would like to donate to a specific thing. DJ, GB and KB will come up with some wording and email parents.
- 4.3 Fundraising has been affected this year due to COVID, however a quiz night is being held on the 21st of August at the Seatoun Bowling Club - \$20 per ticket. DJ to advertise on Facebook.
- 4.4. Bazaar 2021 – urgently need a co-ordinator. DJ has approached the parish and they are happy to provide help. Discussion too place on potential people and it was agreed to ask Yalda to start with. JS will ask her.

Action Points:

1. DJ to advertise quiz night on Facebook.
2. JS to ask Yalda if she would be willing to be the bazaar co-ordinator.

5. COVID: Evaluation of Management from a Board Perspective

The report from ERO on the school's COVID response is in the Board folder. VM felt the school did really well due to our staff and DJ's years of experience and insight as a parent. DJ said every child was engaged as lockdown progressed, more connections were made with home and the school received good feedback from families. Most children had access to a device at home, however, need to be aware of families that were sharing devices between children. DJ is happy that the school is more aware of resources and can pull together the documentation if we were to go into lockdown again.

VH asked as a Board, could we have done anything differently? Everyone agreed that there was nothing the Board could have done differently. The situation was discussed at Board meetings and everyone felt everything went well. The chair and principal were in constant contact.

6. Board Goal: Develop a plan to give effect to the Treaty of Waitangi through reviewing our policy and curriculum to better reflect local Tikanga Maori and consider Te Reo instruction to ensure equitable outcomes for Maori

VM said she has spoken with Tama from Kahurangi School and his main question is why do you want to do this. Discussion took place on incorporating Te Reo in the school. HR said it is really important to have Te Reo integrated into the school as the more we do the more the children are accepting, and this will help develop your New Zealanders who are fully immersed in the Maori culture. This is a new responsibility for the Board and NZSTA have advised that school boards need to have something in place by January 2021. AD said need to think of this as a challenge for the Board and to think around the whole subject, it is not just a matter of using more Māori language. The Board agreed that more time is needed to develop this further. VM and LA are going to a meeting on Hautū in September. JS said she can bring some ideas from what has been done at government level.

Maori name for school: Hato Anatonī, "Ahakoa he iti, He pounamu" means "although small, it is a treasure". DJ said the kapa haka leaders came up with this name and if the Board is happy, she will put it out to the Māori parents for feedback. All agreed they were happy with this.

Action Points:

1. AD to add some ideas to discussion document on Te Reo and Maori Culture.
2. JS to look at some ideas that have been done at Govt level.

7. Annual Plan 2021

DJ said the staff are looking at the curriculum areas and where the needs are and what they would like funding for. DJ will then bring the annual plan to the Board to look at – probably week 5 or 6 of next term.

Term Dates for 2021 – DJ had put the scope of dates for next year in her report. Will look at other schools and what they are proposing. Dates for 2021 to be confirmed at the next meeting.

Action Points:

1. Term dates for 2021 to be confirmed at next meeting.

8. Senior Playground Update

MM updated the Board. Safety package has been done. MM has met with Mark Newdick and he is happy to stay involved on an oversight level. MM, VM and DJ met with Luke from Playco recently. Now that the space is more defined it was easier for Playco to see to the space we are working. Unfortunately, they do not seem to be on board as installation could be a problem. MM said he is meeting with Playground People this week and will also set up a meeting with Playground Supplies. MM suggested the possibility of buying a package equipment and getting it installed by a builder. MM will report back once he has met with the two companies.

9. General Business

Survey on Absences: DJ had uploaded a document on this to the Board folder. Overall, the school is doing very well.

Communications: The following to go in the Board section of the newsletter:

- Update on the playground
- FOSA – need for people, aim for three meetings a year
- School lunches are back on
- Toilet upgrade

Toilet Upgrade: DJ advised that if the roof does not cause any problems, then there may be money in the budget for new windows in the art room.

Health of the School: DJ said there is a really good feeling in the school at the moment. There have been a group of kids playing with cricket wickets and bats to sword fight and it is starting to go out of the game context, so they have had a talk to them about this. HR commented there seems to be a big problem with kids coming to school tired on a Monday as on devices until late at night, so they are looking at different ways to engage kids on a Monday morning. DJ will do a piece in the newsletter on hauora and the need for rest.

10. Delegation of Tasks for Next Meeting

Reflection – HR

Learning Support Policy – VM
Appointment Procedure – MM
Child Protection Policy – LA
Internal Evaluation of the Board – AP and AD

The Board then went in Committee.

There being no further business the meeting concluded at 8.50pm.

Signed as true and accurate record:



Chair

6.11.20

Date

Summary of all action points:

1. Board roles, responsibilities and delegations to be discussed at next meeting.
2. AD to contact accountant and make a time for him to talk to the Board, may not necessarily be a board meeting night.
3. JS to sign Code of Conduct.
4. DJ to put information in newsletter on digital curriculum.
5. Review of grant funding for KIVA in Term 4.
6. Working bee schedule to be put together.
7. JS to ask Yalda if she would be willing to be the bazaar co-ordinator
8. Term dates for 2021 to be confirmed at the next meeting.
9. DJ to write a piece for the newsletter on hauroa and the need for rest.
10. Learning Support Policy to be reviewed by VM.
11. Appointment Procedure Policy to be reviewed by MM.
12. Child Protection Policy to be reviewed by LA.
13. Internal Evaluation of the Board – AP and AD.
14. AD to add some ideas to discussion document on Te Reo and Maori Culture.
15. JS to look at some ideas that have been done at Govt level.