

St Anthony's School

Minutes of the St Anthony's School Board Meeting held on Tuesday 7th of December 2021 at 6pm

Present:	Mark Mulhern (MM)	Presiding Member
	Vanessa Monahan (VM)	Deputy Presiding Member
	George Bouras (GB)	Parent Rep
	Miriama Williams (MW)	Parent Rep
	Oliver Meech (OM)	Proprietor's Rep
	Janine Smith	Parent Rep
	Denise Johnson (DJ)	Principal
	Sheryl McKnight (SM)	Staff Rep

Francesca von Lanthen (for presentation of Student Achievement report only)

Apologies: Lesi Sene, Andrew Pink

Welcome:

Mark welcomed everyone to the meeting. OM led a reflection.

1. Student Achievement Report

Report tabled as read by Francesca. MM questioned the Achievement Data for Year 8. FvL explained that some of the students in Year 8 have been Target Students over multiple years and that even though they may still be Below in Maths, they have all made excellent progress. This is shown by the data for Target Students where all students have made very good progress. Results in Maths and Writing have been influenced by Lockdown. FvL explained that students who were At in Writing before Lockdown returned to school and made accelerated progress, whereas students who were Below appeared to not have a strong enough foundation and had not made progress. FvL also explained that the results for Year 8 are not reflective of the whole class, as there are many students who are well Above.

MW questioned the results of Pasifika students and that Achievement in Maths does not appear to be as high as other curriculum areas. FvL explained that there is a lot of challenging terminology in Maths and that the staff are making an effort to use the technical terms more and more to increase familiarity with these.

MM asked why some students make Accelerated Progress in Term 2 but then appear to "slow down" their progress throughout the rest of the year. FvL explained that sometimes there are large jumps due to things suddenly "clicking" for a student, other times it is more that all the foundation learning allows them to put things together. Accelerated Progress is moving up a whole year's work in 6 months.

JS noted the Student Achievement results for Maths and asked how the staff feel about progress toward the Maths Goal for this year. FvL said that the staff feel more comfortable using a range of teaching strategies and that students are much more comfortable using language to explain their maths. SM explained that she often has all the maths equipment freely available and that students in her class will often go to the equipment and use it throughout the class, not just in "Maths Time".

DJ said that she likes to seek PD for Maths but often PD is committed or there is a different focus for PD – for example the Kāhui Ako has a PD goal for literacy for all schools.

DJ commented that parents teaching different Maths strategies to their children often confuses them and makes learning more difficult. OM asked if the school would consider educating parents on the strategies the children learn. VM explained to OM that the Board has been encouraging staff for some time to host a Maths Information evening with parents to show them the current teaching strategies.

VM thanked FvL for the time writing the report and congratulated the staff on the excellent results. VM also agreed with the target cohorts for 2022 highlighted in the report. FvL ended the discussion by stating that the teacher to student ratio at St Anthony's in 2021 allowed much more individual time per student and played a large part in achieving the results as shown.

2. General Administration

Minutes of Previous Meeting:

The decision was made to add the visiting child leaving the school grounds to the Incident Register. Remove commentary re Cleaners, explain Board anticipated no conflict with interested company.

The minutes of the previous meeting held on the 9th November were accepted as a true and accurate record.

JJ/GB and agreed

Action Points:

The Action Points from the last meeting were discussed:

- I. Working Bee: JS to organise volunteers, date and contact neighbours – In progress
- II. Working Bee: MM and AP to investigate the graffiti and any potential damage that could occur to the fence and garden by water blasting. In progress
- III. Senior Playground: MM to follow up with installers re lost shackle on the bottom of the climbing wall. Completed. Shackle is on its way via courier, MM will install.
- IV. Statutory Requirements for Digital Technology: MM will circulate an Initial Document outlining potential further actions to the rest of the Board for discussion and possible addition to the Strategic Plan. In progress. MM to send out mid-January, Board to review before next Board Meeting.
- V. Board Upskilling: MM to find out what courses/trainings are available for Board members and circulate/make plan for 2022. Defer to January.
- VI. Cleaning Contractors: OM to review current cleaning contract and advise DJ on next steps. Completed.
- VII. Paintwork: DJ to advise Chris Geany of quote acceptance (minus maxi-tape) and to lock in a date for the library block and steps as soon as possible, and other work around the school when they are available. In progress. DJ has not been able to contact Sarah.
- VIII. Library Steps: MM to investigate non-slip options, that will not hold water and rot the steps. Defer to January as tape currently out of stock.
- IX. Security: DJ to coordinate senior students to design metalwork additions for the main gate. In progress. Design process underway, architect has said we need to take care with overall weight of the gate. MM suggested A Tilly as a company.
- X. Security: DJ to organise modifications to other gates (x2) and fire door as soon as possible. See Agenda item below.

- XI. Security: MM to review school security options with Natasha. In progress.
- XII. Sandpit Cover: DJ to ask Canvasland if a school logo could be added to the proposed new sandpit cover. Unable to add a logo but canvas can be secured to sandpit.
- XIII. Junior Playground: DJ to contact person (recommended by Jenny) to arrange audit. Quote \$699 for a safety and compliance quote + \$___ for surfacing audit. Board agrees that it makes sense to assess the surface at the same time. Board agreed that due to the length of time the playground has been in, it would be wise to have it re-evaluated. Board asked DJ to ask the auditor how often the playground needs to be audited, and that if an issue is red-flagged, what is the timeframe that it would need to be addressed. **Action:** DJ to ask auditor how often playground needs to be audited and the recommended timeframe to address any concerns.
- XIV. Future of St Anthony's Church: DJ and MM to meet and revise letter to Cardinal John before 15th November. Completed
- XV. Proprietor's Report: MM to determine dates of meeting with OM and VM. Completed
- XVI. Strategic Plan: MM to determine if an extra meeting is required to discuss this, or if it will be added to the final Board meeting of the year. Not required as Strategic Plan on Agenda for this meeting.

3. Principal's Report

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

Special Character: Carols in playground on Christmas Eve for whānau, Parish and neighbours. Father Bill has suggested 5-6pm so that people can go to Mass in Kilbirnie at 6pm.

Dynamite Music have offered to fund a portable 88-key piano for St Anthony's to enable their students to practice and have their lessons in preparation for Piano Exams.

ERO Evaluation Form. This is a 3 year journey. ERO going to work with us toward our implementation and imbedding of the Local Curriculum. This needs to be part of our Strategic Plan. DJ asked for feedback from Board Members by next week please.

Stewardship Meetings

MM volunteered to attend. Will be on-line, max 1 hour, 2 meetings per year.

Marketing Subcommittee

Print brochure, regional newspaper. Billboard? JS asked for a budget to potentially outsource support. MM agreed that could be available, but the budget may be better spent on physical advertising. DJ asked for Board support for marketing, and accountability. Ideally the subcommittee would be at least two people, who may or may not be Board members, who will exchange ideas and gather momentum. OM asked if we know the outputs already or do we need the plan?

OM suggested DJ contact past pupil who has Marketing experience as a Social Influencer. VM suggested that if she is too busy she may be able to put us in touch with someone who can.

MM pointed out that with our Non-Preference being full, unfortunately most families we attract through marketing may have to be turned away if they are not Catholic. DJ to push again for an increase to Non-Preference.

Action:

- DJ to contact past pupil re help marketing the school.

- DJ to investigate increasing the Non-Preference quota for St Anthony's.

Vaccine Mandate

Vaccine Passes required for entering the Church and if volunteering with Children.

Vaccines Passes are not required to pick up children from school or to speak with teachers.

4. Health and Safety Register

There have been no recent incidents.

Traffic Management Update:

Justin Wong still to visit.

5. Financial & Property Management

EPMP:

Doors and windows above in Te Aroha Block have been signed off, work set for March 2022.

Painting Contract:

Awaiting response from Sarah Geany. DJ to follow up.

Action:

- DJ to follow up with Sarah Geany

Façade Works:

Windows in this block listed as Priority 1, those projects will be discussed and decided on by the Archdiocese in March or April.

Te Aroha Internal Sliding Door:

Installation tomorrow, Wed 8th Dec.

Main Gate and other Safety Requirements:

See above.

In committee 7.33pm

Out of committee at 7.38pm.

6. Strategic Plan

Discussion & Decisions:

Proposed options for Vision merged: Our tamariki thrive through faith, opportunity and self-belief.

Mission: St Anthony's School nurtures resilient adaptable tamariki with strong Gospel values and a lifelong passion for learning.

Whakataukī is not required in the Strategic Plan. Appropriate whakataukī will become evident on our journey.

Goal 1: St Anthony's is a nurturing and supportive Catholic school environment for Ākonga, whānau and kaiako.

Annual Goals – add local curriculum; meditation/individual prayer

Goal 2: Our tamariki are curious, reflective learners who think creatively and critically, and communicate successfully.

Goal 3: Our tamariki develop the skills/attributes they need to succeed across the school curriculum and to realise their all-round potential.

VM thanked everyone involved in the time spent on the preparation of the Strategic Plan.

7. Finance

October & November Review:

Forecast surplus is now \$34k, in part due to the new Senior Playground now being recognised as an asset. Our cash reserves are also high.

There are a number of outstanding bills, but art supplies, stationery and electronic subscriptions for 2022 and potentially new netball hoop pads will also be paid for in December.

Due to a large Year 8 cohort leaving, we need to go on a large enrolment drive during the next 12 months to ensure our roll growth.

Quotes:

Window Treatments:

Blinds need replacing in Te Aroha Block. Blinds used often for sun. Consider extra blinds for the breakout spaces which could be needed in a lockdown safety situation. Installation in January.

Quote approved.

Alliance Alarms:

Lesser Quote approved for the door alarm

Canvasland:

Quote approved.

Furniture:

Quote approved.

2022 Budget:

At the moment there is a small surplus budgeted, but the Budget also includes a donation from FOSA. We may need to increase the Reliever's Budget, Marketing and provide for the BOT Election.

Draft Cyclical Maintenance Provision:

The exterior painting quotes received recently look a little higher than what finances have been set aside. GB suggested that once the painting is paid for we can consider if we are setting aside sufficient funds each year. It may be that finances set aside for exterior painting may be a little low but finances set aside for interior painting look a little high, so it probably all evens out.

The Draft Cyclical Maintenance Provision was approved.

VM/DJ and agreed

The Board has received a lovely email from Helen Revell thanking the Board for their support over the last 5 years. She and her husband Steve have gifted \$1000 to the school.

8. Board Communications

Agreed Messages for next Newsletter:

Thank you to community, staff, farewell to Amy and Helen.

Thank you to everyone who contributed to the Strategic Plan. It is in the final stages and the Board looks forward to sharing this at the beginning of next year.

9. Policy Reviews

Harassment – AP

Religious Education – JS

Maori Educational Success – VM

Board accepted suggestions made by those that had reviewed the policies.


There being no further business the meeting concluded at 9.03pm.

The next meeting will be held on Wed 16th Feb 2022.

Signed as true and accurate record:



Chair



Date

Summary of Action Points:

- I. DJ to contact past pupil re help **marketing** the school.
- II. DJ to investigate increasing the Non-Preference quota for St Anthony's.

- III. **Working Bee:** JS to organise volunteers, date and contact neighbours
- IV. **Working Bee:** MM and AP to investigate the graffiti and any potential damage that could occur to the fence and garden by water blasting
- V. **Statutory Requirements for Digital Technology:** MM will circulate an Initial Document in mid-January for the Board to review before the first meeting of 2022. The document will outline potential further actions to the rest of the Board for discussion and possible addition to the Strategic Plan.
- VI. **Paintwork:** DJ to advise Sarah Geany of quote acceptance (minus maxi-tape) and to lock in a date for the library block and steps as soon as possible, and other work around the school when they are available.
- VII. **Security:** DJ to coordinate senior students to design metalwork additions for the main gate, possibly with the help of A. E Tilley.
- VIII. **Security:** MM to review school security options with Natasha.
- IX. **Junior Playground:** DJ to ask auditor how often playground needs to be audited and the recommended timeframe to address any concerns.

Actions Deferred until January 2022:

- **Board Upskilling:** MM to find out what courses/trainings are available for Board members and circulate/make plan for 2022.
- **Library Steps:** MM to investigate non-slip options, that will not hold water and rot the steps.
- **FOSA Roles:** advertise Lead, Treasurer and Grants Coordinator positions in newsletter
- **FOSA Quiz night:**

