



St Anthony's School

Minutes of the St Anthony's School Board of Trustees Meeting held on Tuesday 8th of September 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 Reville (HR)	Staff Rep
	Janine Smith (JS)	Parent Rep
	Sue Renner	Board Secretary

Welcome:

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

Helen 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 of Trustees Roles and Responsibilities in a State Integrated School'.

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

2. Student Proposal

Adam Burns, year 7 student, via video, presented a proposal to the Board for the purchase of a school cap. The Board discussed Adam's proposal, and whilst Adam is to be commended for his efforts, the Board were concerned about sun safety as the bucket hats provide better protection. The Board have a responsibility to keep children safe. After further discussion it was agreed for Helen to ask Adam to do more research in to the science around the hat and sun smart rules.

Action Point:

HR will talk to Adam about doing more research in to the science around the cap and sun smart rules.

3. Board Goal: To ensure that the Board processes and systems are embedded as core

AP had prepared a document on Board responsibilities and delegations. Board members agreed on the following delegations:

- LA Board Development/Upskilling
- MW Communications
- VM and DJ Annual Plan Goals (as Principal and Chair)
- LA School Docs Policies. AD will liaise with LA and show her how this works.
- JS Chairing Board Meetings

It was decided not to have someone responsible for Cultural Awareness and Effectiveness at the moment. VM and LA will be attending a training session, regarding Hautū on the 17th of September. They will write up a report and put in the Board folder.

MW said she felt it important to have some succession planning and cultural diversity on the Board. Maybe Board members could start talking to people and encourage them to join the Board when a vacancy comes up. Could succession planning be a role?

AP said it also important to have someone who has an understanding of what the finance role involves and to help GB. AD said she could shoulder tap someone who may be able to help with this role.

Action Points:

LA and AD to meet and go over process for School Docs.

AD will shoulder tap a potential person to help with finance role.

4. Principal's Report

The Principal's Report was tabled as read.

- 4.1 DJ advised that the supplementary deed of agreement and site plans for the school had been sent to the school. However, given the current situation with the parish land, Denise will contact Sarita Smit who is the Director, Property and Support Services for the Archdiocese of Wellington to confirm the impact of this agreement, if any.
- 4.2 AD asked when the bike track is going. DJ replied the school has it until the holidays.
- 4.3 DJ had approached Emma Blades regarding being the Bazaar co-ordinator. She has agreed and would like Kim von Lanthan on board as well. DJ, Kim and Emma have met and are building team leaders.

- 4.4 VM advised she has had one volunteer for FOSA.
- 4.5 The official start date for 2021 will be 2nd of February. There will be two days of whānau conferences, and the first full school day will be the 4th of February.
- 4.6 The survey for Māori whānau has gone out. The Health consultation will go out in a couple of weeks.

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

5. Progress Against Annual Plan

DJ advised the annual plan is progressing. However, Goal 1 is the most disrupted due to having to cancel events because of COVID. If we don't come down from alert level 2 soon, then the school will look at other ways of helping the elderly in the parish.

The introduction of our Learning Tunnel, based on the concept of the Learning Pit has been introduced school wide and is proving a valuable learning tool for the students

Technology is going well, and we now have the EPro8 kit to support the learning

Have employed Jacinta Handscomb and Simone Meech as a teacher aide.

Garden is going well.

DJ will add in the comments made by VM in Goal 3.3 Board Goals.

Action Point:

DJ to add in VM's comments for Goal 3.3.

6. Finance

The Finance Reports were tabled, and GB spoke to these. There is a positive surplus and there is one adjustment to go through in August so the surplus will come down to \$10k.

DJ said she would like to discuss at the next meeting the purchase of more iPads. iPads can be part of the budget discussion next meeting. HR commented on how nice it is to have new chrome books!

DJ also advised that a great deal of staff PLD is now on Zoom so not PLD is costing as much.

Action Point:

Purchase of iPads to be part of budget discussion next meeting.

7. Policy Reviews

VM had reviewed the Learning Support Policy and her comments are in the Board folder. VM commented that it does not say in the policy how often children should be assessed. HR replied all evidence of assessments is recorded in files and tracked.

LA has reviewed the Child Protection Policy. A few minor wording changes are needed. Health and safety wording around COVID alert levels needed and this will come from the Ministry of Education.

MM still to review the Appointments Policy.

8. General Business

Minutes of Previous Meeting:

The minutes of the previous meeting held on the 4th of August were accepted as a true and accurate record.

VM/MW and agreed

AD advised she contacted Ben from Accounting for Schools and he is happy to come and talk to the Board. It was agreed to schedule this for Term 1 next year.

Action Points:

All action points were complete apart from:

- JS to sign Code of Conduct
- Review of grant funding for KIVA in Term 4
- Working bee schedule – MM will do this. It was agreed to do one a term or three in a year. DJ said behind the library needs tidying up and tables need staining.
- Appointment Procedure to be reviewed by MM.
- AD to add some ideas to discussion document on Te Reo and Maori Culture.

Health of the School Overview:

DJ reported all good at the moment. Children are really taking ownership of their learning.

DJ advised the Board that HR has kindly offered to repaint the mural, so it will be sanded back and repainted. It will incorporate the learning tunnel idea.

Vote of thanks to Ben Mulhern for marketing the school! Have had two families enrol thanks to Ben encouraging his friends to come and visit our school.

Comms for Next Newsletter:

It was agreed to put the following in the next school newsletter:

- Announce bazaar co-ordinator
- Ask for raffle prizes, can anyone print raffle tickets or sponsorship
- Introduce JS as new Board member

9. Delegation of Tasks for Next Meeting

Reflection – MM

The Board then went in Committee.

There being no further business the meeting concluded at 8.45pm.

Signed as true and accurate record:


Chair

6-11-20
Date

Summary of action points:

1. DJ will talk to Adam Burns about doing more research in to the science around the cap and sun smart rules.
2. LA and AD to meet and go over process for School Docs.
3. AD will shoulder tap a potential person to help with finance role.
4. DJ will follow up with Surita regarding the deed of agreement and site plans.
5. DJ to add in VM's comments for Goal 3.3 on Annual Plan.
6. Purchase of iPads to be part of budget discussion at next meeting.

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.