



# ST ANTHONY'S SCHOOL

MINUTES for Meeting of St Anthony's School Board of Trustees

Held at 6pm on Tuesday 9 June 2020 in the staff room

<b>PRESENT:</b>	Vanessa Monahan (VM)	Proprietor's Rep (Chair)
	Andrew Pink (AP)	Parent Rep
	Anne Dowden (AD)	Proprietor's Rep
	Mark Mulhern (MM)	Proprietor's Rep
	Miriama Williams (MW)	Parent Rep
	Denise Johnson (DJ)	Principal
	Helen Revill (HR)	Staff Rep
	Lynda Adams	Parent Rep
	Sue Renner	Board Secretary
	Janine Smith	Guest
	Yalda Armian	Guest
	Francesca von Lanthen	Teacher

**REFLECTION:** Mirama led the reflection.

**WELCOME:**

- Apologies from George Bouras.
- **Agenda Changes:** MW asked to add in celebration of school including principal and deputy principal, working bee tasks and roster and FOSA fundraising for the year.
- **Minutes from the last meeting held on 5 May 2020** approved with following amendments: The following action item was missed out: GB and MW to review Employer Responsibility Policy.  
**Move that the Minutes of the previous meeting be accepted  
VH/AP and agreed**

1. Health of the School Overview:

Everyone happy with this at the moment and no concerns were raised. LA did ask about the message of staying home if not well and DJ said she will send this message out again to reinforce this. DJ said she went around the classes today to talk about this and to also remind about hand washing before eating, staying out of each other's moist breath zone and sneezing into your elbow. Everyone will still sanitise their hands as they come in the gate and teachers will still clean surfaces in the classroom once a day.

2. Learn About our Faith Report:

The Learn About our Faith Report was tabled and Francesca spoke to this. She advised some things have not gone ahead due to Covid-19 but they soon will. The first class mass is tomorrow morning. AP asked if anything is needed from the Board to help redesign plan, but Francesca said no it should be straight forward to reorganise.

### 3. SENCO Report:

The SENCO Report was tabled, and Francesca spoke to this. She explained that Lexia is an online tool to improve literacy skills for students. There are currently four students on this programme which involves a lot of repetition and practice. AD asked if there were any students who found it hard with isolation. Francesca outlined how through a unit involving the making of robots the children were able to talk about their feelings in terms of the Lockdown and also how they were feeling about the return to school. Overall, the school is very pleased with the resettling process and are keeping in touch with families. Francesca spoke about the growth mindset workshop her and DJ watched during lock down. Instead of using the idea of the Learning Pit we have created the Learning Tunnel. This concept will be used to explain how when we learn we will meet challenges and it is like a tunnel moving in and out of light. When we persevere, eventually gain success. We will use the idea to teach resilience and challenging students to take risks with their learning.

The Board thanked Francesca for her two reports and for attending the meeting to present. Francesca then left the meeting.

### 4. Principal's Report:

4.1. Principal report tabled as read.

4.2 AP advised there is someone who could potentially take over doing grant applications and AM will approach and ask. DJ advised she has been asking KB to action competitions etc when they arise.

4.3 DJ said the work that was posted during lockdown was accepted but now the staff need to start looking at the quality of the work. DJ said that a number of schools were considering not testing due to the disruption in learning, but we planned to, as it will inform our teaching going forward. As the students have settled in well, testing will be done in the next week or two as the school needs the data. MW asked about the ICAS exams and DJ explained these are an Australian exam so there is a cost involved and the school does not cover this cost.

4.4 AP commented that this term is a 12-week term which is long, and it has been an emotional roller-coaster with lockdown etc. DJ agreed and commented it has been even longer for teachers as had to get online learning up and running even though the Ministry said start of lockdown was the school holidays. DJ advised measures are in place to help the staff such as being able to go home early. AP asked if there is anything further the Board can do – JS suggested a morning tea or a card at reception for parents to sign. HR said the staff would love that. A lot of parents have emailed the school to say thanks, which is appreciated by the staff. DJ also advised that the school has been approached by Katrina Laurie, PLD Lead, to record our journey for an educational publication as a good example of leading teaching and learning.

4.5 AP commented it is great to see more enrolments and is there a plan for going out and promoting the school. DJ advised now that we are at Level 1, her and Lucy plan to resume visits to ECC and getting the word out that there are non-preference spaces available in the school. Fr Ephrem is also working on this with DJ. DJ would also like to look at the marketing side more such as tagging and sharing on Facebook and working on bringing the website up to date more. YA asked if the website was set up by an external company. DJ replied it was and the school pay a subscription for it. However, DJ and KB now manage the website. YA said the first thing someone will look at when looking for a school is the website and has some contacts that she could approach for input and

advice. DJ said she is more than happy to have some professional input and advice on promoting the website.

- 4.6 MW noted the date in DJ's report for teachers only day in October and commented that it would be good to have this in the newsletter ASAP. DJ advised that in 2019 the MOE gave 8 teacher only days to be used over three years and there was to be one planned for July but felt it was not fair to parents to have this so close after lockdown so scheduled one for October. The Friday before Labour weekend is normally the grandparents' mass and DJ advised she will get a feel from the community if they want this.

**Action:** DJ to put in the newsletter date of Teacher only day – 27<sup>th</sup> of October.

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

## 5. Finance:

The finance report was tabled. In George's absence, Vanessa advised that looking at donations paid at this time last year compared to this year there is about 10% difference so not a huge difference. It is too early at this stage to say if the Covid-19 has had an impact on donations. AP advised that in the past there is usually a reminder in the newsletter about paying donations, but maybe do not do this now but perhaps halfway through next term.

## 6. Board Goal: Ensure Board Processes are embedded as core:

AD and AP presented to the Board their discussion on this – streamlining board meetings and how to make meetings more effective. AD advised one suggestion to help streamline and make meetings more effective is to have a document on the drive where questions can be asked about reports and then answered on the same document. (not sure I will have the time to answer ahead of the meeting?? Was that the intent Vanessa?? AP said in the past the school overview got quite operational where it should be more at a governance level and should only be about any major concerns about the school. Each Board member has a responsibility to go to the principal about any playground gossip and not let this sort of thing tie up board meetings. AP said there are roles and delegated tasks for the Board, and he will share this document on the drive for everyone to look at, but basically the Board takes responsibility for different things such as finance, property etc. It is important that the Board are continually upskilling and there has not been a huge emphasis on training over the past couple of years. It is important that the Board do undertake training and AP advised that the NZSTA now have some good online courses. AD said every year the Board need to do a self-review and suggested that this be looked at in the 4<sup>th</sup> term this year.

VM said Frank Wafer from the Archdiocese has sent through to her some training courses for Boards and can come along to a meeting next term to run one of these.

MW suggested looking at some successful school boards and maybe get someone to come and talk to us about how they operate. AD felt that may not be the best use of Board time. AD said in the past there has been some good training sessions from the accountant and will find out if we can get him back to run a session on school finances.

There is a Board Code of Conduct and all Board members are to sign this as the original one that was signed earlier in the year cannot be located.

DJ asked if there is a media officer. AP advised that anything to do with the media is to go through the Board chair, although the chair can nominate someone to speak on behalf of the school.

### Nominations for Deputy Chair:

AD nominated herself as the deputy chair, seconded by AP. Carried unanimously.

#### **Action:**

1. AP to share document on board roles and delegated tasks.
2. AD to find out if accountant can come and run a session on school finances.
3. All board members to sign Code of Conduct.

### 7. Progress Against Annual Plan:

The annual plan is a three-year plan until October 2021, and this was explained to the new members present. The principal and management team monitor this. DJ advised that the plan has been impacted quite a lot due to Covid-19. The following points were discussed:

- 3.3 Board Goals – conflict of interest register needs to be updated.
- In the plan it is written initial contact with IWI – has this been done? DJ said yes it has. Vanessa has spoken with Tama Kirikiri and he is on the Board of Trustees at Kahurangi School and has worked in education for the past eight years.
- Tuakana teina time focusing on digital curriculum – everyone expected to be at Progress Outcome 1 but during an assessment today seniors are up to Progress Outcome 3 and juniors' Progress Outcome 2. Since this has been done in the tuakana groups this year it has just taken off. DJ will put some information in the newsletter about the digital curriculum.
- VM said this year the school has senior leaders, as opposed to house leaders but is the school going back to house leaders next year. DJ said that the ideas will be reviewed at the end of the year, student voice gathered. Most likely we would return to House Leaders but ultimately we would be working towards a student council idea. Senior leaders have additional responsibility and meet with DJ regularly.
- VM asked how the year 7 and 8's are connecting with the parish through the ARISE Programme. DJ said during lockdown several students chose to make care packages and delivered these to members of the parish. Currently Thursday Group is on hold due to COVID19

**Action:** DJ to put some information in the newsletter about the digital curriculum.

### 8. Are we acting well on behalf of the Proprietor?

DJ advised she has been talking with Father Ephrem about getting the students back into church again now that the school is open, and first mass is tomorrow morning. Also, the teaching staff work to ensure that RE programme is taught so that it is relevant to 21<sup>st</sup> century. For instance, the seniors are learning how the people of the Old Testament were empowered by the Holy Spirit and then we look at how we today are empowered by the Holy Spirit in today's world.

All property work is done with the blessing of the proprietor.

### 9. Policy Reviews:

**Employer Responsibility Policy:** MW and GB were reviewing this policy. MW has uploaded her comments to the drive but still needs to meet with GB. MW felt there was a gap in recognizing performance above and beyond of the principal and being able to assess the work/life balance of the principal. There also seemed to be no information on dealing any conflicts between the Board and Principal. MW will make a note of gaps and follow up as these maybe included elsewhere in other policies in Schooldocs. MW will also follow up with GB to progress further and clarify some points raised.

**Action:** MW and GB to meet to discuss and clarify points raised in the Employer Responsibility Policy.

**Documentation and Self Review Policy:** VM has reviewed this policy and her comments have been uploaded to the drive. VM said the policy states the Board has an appointed person, along with the principal, to liaise with SchoolDocs and take responsibility for reviewing and updating policies and procedures. Have we done this? This does not need to be a Board member. Policies are online for the school community to view and this should be promoted in the newsletter. If parents have no internet access, then policies can be printed if requested. DJ said every time there is a policy for review that involves parents, it gets promoted in the newsletter. VM suggested a change in wording with a focus on student achievement made through the schools' REAL values.

#### 10. Senior Playground Update:

MM gave a brief update on the progress so far to everyone present. The architect has been asked to look again at what can be done but the surface needs to be done urgently so doing this with bark for now. Work needs to be done by 20<sup>th</sup> of June but contractor has been held up and cannot start until this weekend – he has said he can get all the work done this weekend and if the weather is not good then he will do after hours during the week. He will then deliver the bark to be spread over the ground the following weekend (20<sup>th</sup> of June). Unfortunately, the fence cannot be done in this time frame as the poles take four weeks to be delivered. It was agreed to go ahead with the work and get as much done as possible by the 20<sup>th</sup> of June.

#### 11. General Business:

##### **Junior Block Toilets:**

DJ advised that these are out for tender at the moment. The architect has come back and advised not to proceed with wall hung toilets for the boys. DJ spoke to Sarita about this and she has said just wait until the tenders come back and see how much. The upgrade of the toilet block is paid for by the Archdiocese and they set the budget.

##### **Correspondence:**

VM has had an email from the ERO office. The visit has been postponed indefinitely but what they plan to do is two one-hour phone calls, one with the principal and one with the chair, in relation to Covid-19 – what went well and what was focused on etc.

VM has received a letter from the Electoral Commission asking if the school will be a polling venue. The school will be paid \$160 for this. DJ feels we should go ahead as it will bring people in to see the school.

VM asked when the next school assembly will be as it would be good to coincide this with a whole school celebration to celebrate our new principal and deputy principal. DJ advised this will be week 12, which is the last week of term.

DJ advised the advert for the office manager position is on Trade Me.

### **Working Bee Roster and Tasks:**

Discussion on working bees about three times a year. It would be good to set dates and have on school calendar so parents can choose which ones they can help at. It is a big job to organize this and does not need to be a Board member, can be a parent who is willing to take this on. The playground working bee will happen as soon as bark arrives – hopefully this will be Saturday 20<sup>th</sup> of June.

### **Fundraising:**

It as decided to have a quiz night in term 3 and a fun run in term 4. VM said she will help organise the quiz night and will shoulder tap some parents to organize. DJ suggested holding this at the bowling club as will make more money there. VM and LA will work together on this.

### **Next School Newsletter:**

The following to be included in the Board section of the next newsletter:

- Date for celebration of principal and deputy principal
- Deputy chair appointment
- Working bee for playground bark
- Junior block toilet refurbishment
- Thanks and appreciation for staff
- Fundraising – term 3 quiz night and term 4 fun run

### **12. Delegation of Tasks for Next Meeting:**

HR to lead reflection at next meeting.

There being no further business the meeting concluded at 8.45pm. Next meeting is on the Tuesday 4<sup>th</sup> of August at 6pm.

Signed as a true and accurate record:

  
\_\_\_\_\_  
Chair

21-8-20  
\_\_\_\_\_  
Date