

St Anthony's School

Minutes of the St Anthony's School Board Meeting held on Tuesday 9th of November 2021 at 6pm

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

Amy Troy, Special Character Lead (for presentation of Special Character report only)

Apologies: Lesi Sene (absent), Janine Smith (for late attendance)

Welcome:

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

1. Special Character Report

Report tabled as read by Amy Troy. VM thanked Amy for her comprehensive and well written report. DJ confirmed that the Goals for 2022 need to be reviewed after Strategic Plan meeting tomorrow. There was acknowledgement that relationships between our tamariki and our church community have suffered due to lockdown restrictions and that the way forward is unclear due to mixed messages regarding the future. Redeveloping these relationships will be a priority as soon as we are able to meet together. DJ is going to approach Father Bill about allowing our school to begin using St Anthony's church again, so that we can reconnect with our spiritual centre. VM asked if any of the senior students had contacted Parishioners from the Thursday Group during lockdown, and DJ said that some had.

2. General Administration

Minutes of Previous Meeting:

The minutes of the previous meeting held on the 14th September were accepted as a true and accurate record.

GB/MM and agreed

Action Points:

The Action Points from the last meeting were discussed:

- Mark to follow up with Natasha from Catholic Ed to arrange external inspections of all three school buildings – completed
- **Council – progress with Road Safety** – see Agenda item below
- Mark to check **tap plus vinyl lifting** – see Agenda item below
- **Working Bee** –In progress. MM apologised for the lack of action on this and the decision was made to delegate the Working Bee to Janine due to Mark's current high workload. DJ suggested adding water blasting of fence line by nature area and junior playground, particularly to remove graffiti. **Action:**

- MM and AP to investigate the graffiti and any potential damage that could occur to the fence and garden by waterblasting.
- JS to organise volunteers and date of working bee plus contact neighbours
- **Strategic plan questions and development.** Feedback from whānau completed, DJ commended OM on his excellent suggestion to send hard copies home as we achieved an excellent response rate. Two sets of parents have been invited to attend working party discussion regarding Strategic Plan tomorrow.
- **Information evening Year 7 and 8** went well. DJ to follow up those who couldn't make it.
Action: DJ to send out brochure to those parents. Completed.
- Mark to **follow up with installers on senior playground.** Dealt with but another problem with a lost shackle. Bottom piece of the climbing wall. In progress.
- **FOSA roles:** DJ to put out request with a number of FOSA roles including grants coordinator position. Defer until early 2022 due to busy Term 4 and potential low response rate.
- Links to **statutory requirements for digital technology.** **Action:** Need to check these are in the policy (VM). Initial document outlining potential further actions has been completed by VM and sent to MM for review. MM will circulate to the rest of the Board for later discussion and possible addition to Strategic Plan.
- **School buildings exterior painting/planned maintenance:** See Agenda item below.
- **Board upskilling register – In progress. Action:**
 - MM to find out what courses/trainings are available and circulate/make plan for 2022.
- 9 and 16 September – possible dates for Board farewell and EOY celebration– on hold till Level 1. Completed.
- **FOSA:** Action: advertise lead and treasurer positions in newsletter – on hold till Level 1
- **FOSA Quiz night:** Paul Monahan to write the questions. Planned for Term 4, week 4. Action: DJ to confirm venue and date. DJ has confirmed with Kevin at the Bowling Club that we can hold the Quiz there, with a limit of 100 people in attendance. However, it was agreed by the Board to defer the Quiz Night to Term 1 2022 as this term (Term 4) the focus will be the Te Maunga Film Night being held at the end of Week 6.
- **EPMP - Property proposal:** See Agenda item below.

3. Principal's Report

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

The Finance Audit Process has begun. Due to COVID auditor will now audit remotely rather than on-site.

Proposals Listed:

Cleaning Contract:

The on-going standard of cleaning with the present contractor is poor. DJ proposed to end contract with the current contractor in December and adopt a new contractor in January. DJ has been negotiating with the Area Manager of a new potential contractor, but the local franchise owner is a parent of a student at St Anthony's and will do the cleaning initially. Any future issues with the contract will be discussed with the Area Manager. The Board does not perceive a major conflict of interest and agrees the current standard of cleaning is unacceptable. SM raised the issue of confidentiality, but after some discussion SM and DJ agreed that there is nothing left out for cleaners to see. DJ asked for advice re terminating the present contract early. OM said with only a month left in the current contract, the school may be better to discuss payment of as yet unreceived invoices (for the last two months) taking into account the current level of cleaning, but not to attempt to end the contract early.

Action:

- OM to review current cleaning contract and advise DJ on next steps.

Painting Work:

Chris Geany quote preferred due to significantly lower cost. DJ proposed locking in work for the library and Te Aroha block and leaving He Atawhai for now due to other work priorities. The quote is valid for 4 months. Chris Geany have suggested using maxi-tape on the library steps as paint can be slippery and does not last. MM suggested that we affix something to the steps to make them non-slip after they have been painted, so asked to remove maxi-tape from quote. MM will investigate non-slip options. If painting or other non-slip options will take too long, AP suggested that the school could purchase the tape and attach it ourselves to the library steps as a temporary safe measure.

The Board agrees to accept the quote from Chris Geany for paintwork to the library block and steps (minus the maxi-tape).

MM/AP and agreed

Action:

- 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.
- MM to investigate non-slip options, that will not hold water and rot the steps

JS arrived at 7.15pm

School Boundaries:

The school needs additional security as the school has enrolled a student who is a flight risk, and one visiting child on an open day was able to make it through the main closed gate. Catholic Ed is not prepared to pay for additional requirements. Steve, the architect, has suggested our senior students design some additional metalwork for the main gate to close up the gaps.

Junior playground gate – need to make self-closing.

Gate at end of astroturf – lower the bolt so children cannot reach it by leaning over.

The Fire Door in He Atawhai opens directly onto the road. Will need to attach an alarm that sounds when the door is opened. This will meet our legal requirements relating to keep students inside the school. MM also asked if it is possible to install frosted glass on the door, to make it less appealing looking outside.

Action:

- DJ to coordinate senior students to design metalwork additions for the main gate.
- DJ to organise modifications to other gates (x2) and fire door as soon as possible.

Furniture:

Book tower for library – primarily for displays

Table at suitable height for seniors

Whiteboard table, for senior block

3x triangular tables – easier to manoeuvre between classrooms in senior block.

Proposed to fund the above furniture by annual Furniture Grant from Ministry of Education.

/ and agreed

Science and Sensory Equipment

Quote in Board folder. Predominantly junior resources. MM questioned if one microscope is adequate. School already has two, DJ will check they are still fit for purpose. Current surplus in Budget.

Board approves spend on listed Science and Sensory Equipment.

MM /AP and agreed

Sandpit Cover

VM asked if the chains on the new cover (as per quote in Board folder) will rust. DJ explained that the chain is covered by material. AP commented that goods manufactured by Canvasland have an excellent reputation. MM asked if there are any risks – DJ said that potentially it may be stolen. MM asked if the company could put a school logo on the cover to reduce the incentive for anyone wishing to take it. VM asked if we need to consider extra lighting around the school. MM suggested we talk to Natasha to review security options.

Board approves proposed sandpit cover.

JS/VM and agreed.

Action:

- DJ to ask company if a school logo could be added to the proposed new sandpit cover.
- MM to speak with Natasha to review security options within the school.

Junior Playground:

DJ has taken photos and sent them to Jenny from Park Supplies and Playgrounds. Jenny advised water blasting the playground, repainting it and removing the tyres and replacing with rope, as tyres are no longer legal. Jenny also suggested having an audit undertaken for a clear plan and has recommended someone to DJ. DJ proposed contacting this person to provide information so that we can factor any developments into our Annual Plan. AP asked if the current playground is deemed to be non-compliant, whether we would be required to shut it down immediately. DJ said no as it is still compliant under the original build. The Board agreed that further information or audit is appropriate.

Action:

- DJ to contact person (recommended by Jenny) to arrange audit of junior playground.

Term Dates for 2022

DJ advised that two teacher-only days are to be scheduled for 2022, but asked the Board to approve the suggested dates for the 2022 school year.

VM/MM and agreed

Staff Update:

Advertisements have been placed for both Helen and Amy's roles. It was proposed that the Appointment Committee be comprised of AP, DJ and Francesca. This was approved unanimously by the Board.

Sale of St Anthony's Church:

The potential sale of St Anthony's Church has been mentioned again in the latest Parish Newsletter. Advice from David Monastra is for us to recycle our original letter of the school's stance and send it to the Cardinal again by 15th November.

Action:

- DJ and MM to meet and revise letter to Cardinal John before 15th November.

4. Health and Safety Register

A visiting child with her mother decided to leave school and go home between the bars in the main gate. Although the mother was responsible for the child, the board is taking action to make the child proof.

Traffic Management Update:

MM spoke with Justin Wong from WCC last week, he will visit us next week either before or after school to look at the volume of traffic driving down Ludlam Street and assess the safety of the road.

5. Financial & Property Management

EPMP:

Steve the architect is developing a design for new windows to Te Aroha and a covered deck extending out to the court – one existing tree and the fence will be removed. The deck cover will be clear to allow plenty of light into the classrooms. These projects will become part of our Property Plan. Three new external doors and windows above have been approved as part of EPMP, hopefully installed in the first half of 2022.

Façade Works:

Work on He Atawhai has been listed as Priority One, due to the potential for additional leaks.

Te Aroha Internal Sliding Door:

The manufacturer has postponed the date of installation on two occasions. The new date of installation is 13th November.

6. Finance

The finance reports were tabled, and GB spoke to these:

- The school is tracking well, with a surplus predicted for the end of the year.
- Potential areas for spending if the surplus allows were suggested:
 - Books for the library
 - Mike to clear around the library if the Working Bee does not eventuate.
 - Line marking around the playground.
- The Draft Budget will be presented at the last Board Meeting of the year and will be confirmed at the first meeting of 2022, once payments from the Ministry of Education are confirmed.

7. Board Communications

The newsletter is due this week and has already been drafted by DJ and MW.

8. Next Meeting's Agenda Items

The following policies are due for review:

Harassment - AP

Religious Education - JS

Maori Educational Success – VM

Draft Budget -GB

Reflection – OM

Actions:

- MM to determine dates of Proprietor Report meeting with OM and VM
- MM to determine if an extra meeting is required to discuss Strategic Plan or if it will be added to the final Board meeting of the year.

There being no further business the meeting concluded at 8.16 pm.

The next meeting will be held on Tues 7th Dec 2021.

Signed as true and accurate record:



Chair



Date

Summary of Action Points:

- I. Working Bee: JS to organise volunteers, date and contact neighbours
- 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.
- III. Senior Playground: MM to follow up with installers re lost shackle on the bottom of the climbing wall.
- 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.
- V. Board Upskilling: MM to find out what courses/trainings are available for Board members and circulate/make plans for 2022.
- VI. Cleaning Contractors: OM to review current cleaning contract and advise DJ on next steps.
- 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.
- VIII. Library Steps: MM to investigate non-slip options, that will not hold water and rot the steps
- IX. Security: DJ to coordinate senior students to design metalwork additions for the main gate.
- X. Security: DJ to organise modifications to other gates (x2) and fire door as soon as possible
- XI. Security: MM to review school security options with Natasha.

- XII. Sandpit Cover: DJ to ask Canvasland if a school logo could be added to the proposed new sandpit cover.
- XIII. Junior Playground: DJ to contact person (recommended by Jenny) to arrange audit.
- XIV. Potential Sale of St Anthony's Church: DJ and MM to meet and revise letter to Cardinal John before 15th November
- XV. Proprietor's Report: MM to determine dates of meeting with OM and VM
- 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.

Actions deferred until early 2022:

- FOSA Roles: advertise Lead, Treasurer and Grants Coordinator positions in newsletter
- FOSA Quiz night: