

St Anthony's School

Minutes of the St Anthony's School Board Meeting held on Tuesday,
13 September 2022 at 6.00pm

Present:

Mark Mulhern (MH) Presiding Member
George Bouras (GB) Parent Rep
Andrew Pink (AP) Parent Rep
Oliver Meech (OM) Proprietor's Rep
Francesca von Lanthen Staff Rep
David Crosbie (DC) Parent Rep
Janine Smith (JS) Parent Rep
Denise Johnson (DJ) Principal

Apologies:

Kathryn Henderson (KH) Secretary

On leave from the board:

Miriama Williams (MW) Parent Rep

Welcome

MM welcomed everyone to meeting, acknowledging those who have retired from the board and welcoming DC to the Board
GB led us in a time of reflection

Board Function

MM outlined the planned board function to farewell our board members and after discussion it was agreed that Thursday, September 29, 6 - 8 pm suited board members. MM was to confirm with VM. DJ to look at catering options

Minutes of Previous Meeting

The minutes of the previous meeting held on Tuesday 9 August, 2022 | 6.00pm – 8:20 pm were accepted as a true and accurate record

MM approved the minutes
OM second them
All agreed

Action Points

- (DJ) to find out costs of values display - a work in progress
- (AP) to find out costs re gate design- a work in progress
- (MM) board comms for the newsletter regarding the review - to do this for Week 8
- (DJ) to seek a quote regarding autex for the library - a work in progress
- (DJ) to seek an updated quote for painting - this will happen
- DJ to approach the council for reimbursement for costs associated with sewage Overflow - Kirsten chased this up and we have recovered costs
- (DJ) will apply to Ministry to recover Covid Related staffing expenditure - work in progress
- (DJ) and (GB) to investigate the recommendations and draft response for the Auditors - done
- (GB) to formulate a response for AFS and send to (DJ) to action - work in progress
- (MM) and (DJ) to speak with Kelly Ross re the façade - done
- (DJ) to finalise quotes for Heat Pump - 1 quote received
- DJ and FvL finalise the Health consultation - work in progress - it will be shared early in Term 4
- (OM) will write about the upcoming Board Elections - Thanks to Ollie for this
- (MM) will write the board comms for the Catholic Review - is for Week 8
- (MM) to complete the policy review - done
- (MM) to organise a farewell gathering - done
- (GB) Will lead Reflection - done

Principal's Report

- Final Audit - The auditors took out the staffing list recommendation but retained the rest of the points. It is now finalised
- Senior Marketing Brochure - Year 7/8 brochures have gone out to families and nearby primary schools. It is also included in the enrolment packs with the junior ones
- Wellbeing Evening - Wellbeing pamphlet has been sent home and also goes in the enrolment pack. Children were very engaged and enjoyed taking part in the meeting. Helps to get all the positive things we are doing out into the wider community (beyond our school community)
- Term Dates for 2023 - the board approved the dates
- Kelly Ross is presenting non preference application to Cardinal John and then if all is well will present it to the Ministry. We discussed which churches are on preference list and which aren't and Kelly will send DJ the list of these. DJ is keen to have the official name of the church added to the enrolment forms so this form will be updated.
- Profile report - ERO has written this to go online, change "review" in the next steps, suggest strengths is reflected as to who we are not listed as aspirational. DJ will action the suggestions by the Board and await her feedback
- AP pointed out that the principal's report needed to be amended to the correct month of September. DJ to action

Health & Safety

- Our sewage issue has been added to the document
- The fact that the cross has been removed will be added to page 8
- Sit the document in its own folder
- The Covid framework has been updated to reflect government changes

Property

- DJ also took the opportunity to speak with Kelly re property issues
- the heating in Te Awa. DJ is to send her the quote and KR will discuss it with the property team as this needs to be sorted before next winter as it is having a significant impact on the teacher and students at present. The heat pumps for the block are on the 10 year property plan
- Facade - the fact that the cross has been removed so that the ramp can be opened. Walls are damp and deteriorating
 - KR has agreed to reach out to the property team on both these points.
- Playground - the work to be done by Darren is estimated to be approx \$ 12-1500 dollars for work and materials. This work is in line with the suggest audit checklist, slide pieces, bolts, making it safer, cutouts of plywood so they match, fix red slide. Darren will look to achieve this over the holidays
- Gate Costs - AP will look into this
- Traffic Management : DJ and MM will organise a time for Justin Wong who works as Behaviour Change Specialist at Wellington City Council to come out and consider our needs
- The join in the office carpet is showing signs of wear and tear - the office manager is looking into how this can be fixed
- Boys toilets Te Aroha need maintenance and this has been added to the plumber's list
- A Working Bee is planned for Term 4 to stain the fence near turf and garden, tidy up gardens. JS will organise this and the possible date is November 19
- The Mouse house needs waterproofing. MM to look at this

Finance

- GB spoke to the report with the 2 key points being that it is indicated that the latest report shows that we are currently tracking for a small deficit by end of year and staffing over use of approx \$9,000 has not been factored in
- DJ presented to the board the new contract for the photocopier. Due to the Fujifilm Business now being part of the All of Government Lease scheme we will in fact be paying less from \$292.00 per month to \$143.03. It is a 60 month contract. The board agreed to the contract

Subcommittee Report

JS recapped on progress to date

- Brochure has been sent out
- Social media posts - increasing reach on these
- Applied to increase non-preference
- The plan to seek the Year 5 & 6 parents' aspirations for Year 7/8 and college years was very engaging

- Past students coming to talk to Y5/6 and then again on the intermediate evening was also well received
- ECE very good response, lots keen to come in Learning in Action morning Tuesday 27 September
- Wellbeing meeting helped to get messages out about how behaviour is managed
- Experience of students in senior years, increase showcasing of these

Our next steps to meet and consider are:

- Whānau engagement - other events we can hold
- Showcasing achievement results
- Exit interviews

Board Communications

Decision sought:

- Catholic Review feedback
- Save the Date for the working bee

Next meeting's agenda items

- Bus Safety Procedure

Policies for review Term 4 2022

Policy for Review	Reviewer
Alcohol and Drugs	(OM)
Swimming Offsite	(MM)
Digital Technology and Cyber Safety	(AP)

Reflections Roster Term 4 2022

Board Meetings	Reflections lead
Week 3	JS
Week 8	DC

Signed by School Board Chair

Mark Mulhern

Date: 11/11/22

Action Points

- Board Function: MM was to confirm date with VM. DJ to look at catering options
- (DJ) to find out costs of values display - a work in progress
- DJ will action the suggestions by the Board to our Evaluation partner re the profile report and await her feedback

- DJ to update Hazard and Emergency register
- JS to organise the working bee
- MM to look at water proofing for mouse house

Action points carried over

- (AP) to find out costs re gate design

- (DJ) to seek a quote regarding autex for the library
- (DJ) to seek an updated quote for painting of facade Block 1
- (DJ) will apply to Ministry to recover Covid Related staffing expenditure - work in progress
- (GB) to formulate a response for AFS and send to (DJ) to action

