

Minutes of St Anthony's School Board Meeting Tuesday May 16th 2023

Present:	Mark Mulhern (MM)	Presiding Member
	Denise Johnson (DJ)	Principal
	George Bouras (GB)	Parent Representative
	Andrew Pink (AP)	"
	Miriama Williams (MW)	"
	Janine Smith (JS)	"
	Ollie Meech (OM)	Proprietors Representative
	Kath Henderson (KH)	Secretary

Apologies David Crosbie (DC)
 Sophie Smythe (SS)

Welcome (MM)
Reflection (MM)

Minutes of previous meeting held on 23/03/23 accepted as a true and accurate record

Moved (MM)
Seconded (OM)

General Administration and Matters Arising

- DJ to share leadership teams evaluation using the School Evaluation Framework- completed and on the agenda for tonight
- DJ to approach Chris Bowden - completed and dates discussed by the board were June 14 or 21. (DJ) to approach CB regarding this
- The board is to circulate the Health Consultation feedback via the office. There was some confusion regarding this but the meeting determined that (MW) would write a paragraph saying what actions, such as the music programme last term that, we have taken as a result of the consultation and send it to the office for distribution to the parents
- (OM) To look at cleaning contract - in progress
- (DC) to seek potential Grants Officer from among the community - in progress
- DJ to action the School docs reviews - done
- (DJ) to ask the office manager to investigate costs of Electricity providers - done

Principal's Report

(DJ) updated the board on the replacement of the vinyl in Te Aroha over the school holidays. It was an eventful time and (DJ) extended her thanks to (MM) for securing the builders to do the cut out work on the floorboards. This negated the need to lift the kitchen unit. (AP) asked what learnings can we get from issues presented to the project manager to which (DJ)

responded that it is difficult to know that in the sense we thought we were dealing with an installation problem, not water and despite repeated requests and planned dates the vinyl layers did not turn up as scheduled. (DJ) felt the relationship that she is developing with the new Archdiocesan Property Manager will be effective for future events

(JS) asked what information camp provided regarding the Health and Safety aspects of camp and (DJ) said that the camp continuously updated its Health and Safety, along with its compliance aspects and she would be sharing this with the board.

(MM) queried where the teachers and principals union action was up to at this point. (DJ) believes offers have been put forward but there are no immediate action to be taken at present.

(OM) asked if the board could be given an indication of what percentage of donations may not be paid for by year end. (DJ) will provide this at the next meeting
(DJ) confirmed to the meeting that .1 staffing has come through to support our Provisionally registered teacher

(DJ) updated the board on the first Centennial Meeting which was held on 15th May. (DC) has agreed to be the Board Representative. Initial plans are to hold a

- Meet and greet Friday night 5.00pm at Seatoun Bowling Club with a Food Truck
- Saturday Mass 10.00am followed by light luncheon as the school presents a trip down memory lane with photos etc
- Dine and Dance Saturday night

At this stage Labour Weekend is being considered. The board did not have any issues with this date but (JS) suggested that we begin circulating the date as soon as possible. (DJ) would appreciate some ideas towards potential sponsorship and ideas for some form of memorabilia. (DJ) shared the idea of producing coffee mugs but after discussion it was felt that the likes of a tea towel could be more saleable. Can we extend the idea of leaves on our copper tree is also being considered. It was suggested that we work to involve Ray Aiphene-Mercer for this celebration as well

Board Upskilling (MW) (Board Responsibilities)

(MW) spoke to the education and training opportunities for Board Members through NZSTA. She has included the links in Board papers. There is a range of Online courses and live events that people can consider.

We need to have a register for those who have attended courses and what they are

ERO - School Improvement Framework

(DJ) had shared how the leadership team had evaluated the school. This had also been discussed in full with Mary Ely as part of our evaluation discussion. The document was opened for discussion.

(MM) For the Learner progress, he agreed with identification of where (DJ) sees school placed. We discussed the strength based approach for those who require more acceleration
School wide tracking of progress (DJ)

(MM) queried what OTJ meant and (DJ) confirmed that it meant overall teacher judgement

(DJ) outlined how OTJs are formed, which includes analysis of data, moderation and discussion with individual teacher re the OTJs

(JS) found (DJ's) document helpful and queried the leadership team's placement with the 4th aspect of Te Tiriti o Waitangi section. (DJ) explained that they felt that with all work completed last year on our bicultural journey that we have consolidated our relationships with our Māori whānau. (JS) felt it would be timely for the board to look again at the Te Ao Māori strategy document that the board had developed

Be more active in managing framework has moved past wording into phrases

As we needed to move on with the agenda (DJ) suggested that the board continue this discussion at the next meeting. (MM) suggested that all board members forward their ideas which we then could collate

Health and Safety

Emergency and Health Register for 2023/2024 tabled

(DJ) spoke to an Incident at Kiltbirnie Pool involving one of our students. A member of the public pulled on the tog strap of one of our students, attempting to peer down the suit.

Parents were contacted and information given to Pool Management and the Police are now involved. The teacher concerned did an excellent job of ensuring that the child was settled and involved in the swimming lesson so that she was not fearful. We have also reviewed our processes as a result, making specific note that should an incident occur, the teacher must speak to one of the Leadership team immediately. (MM) asked as to what expectations do we have of Kilbirnie Pool? (DJ) said that originally there were five staff witnesses for the incident, but this had changed when DJ spoke with the the Operation Manager. The police are now actively investigating and (DJ) will follow up once they have had time to complete the processes

Finance

April Review

(GB) Tracking to Budget but indicated to the board that currently our Budget is operating at a \$40,000.00 deficit due to the mistake made in recording the administrative salary. (DJ) explained that at the last meeting we had rectified with this by increasing some income streams and that this put us with approximately a \$900 surplus. It would appear that AFS had not updated the management report based on this amended budget. (DJ) will follow up on this with AFS

(GB) tabled the Cyclical Report and explained the adjustments made for this year.

(DJ) explained that the auditor had wanted to see more recent quotes for the internal painting in 2022 but as DJ explained to them, we were not planning to complete any internal painting in 2022 and due to the difficulties of obtaining quotes from contractors we had not pursued these.

(GB) Moved that cyclical maintenance plan be accepted

(AP) Seconded

All in favour

Façade

(DJ) The Archdiocesan Property Manager, Koa Martel has assured us that Priority 1 money has been set aside for the work to be completed on the facade. It may be a two year remedial rather than full replacement of windows but she has asked Natasha Possenniskie to gain some quotes for both the full scope of the work and/or remedial work

Policy Review

(MM) has agreed to review Education Outside the Classroom policies

Board communications

(JS) Acknowledgement of Andrew Pinks departure

(DJ) Centennial ideas required

Welcome to new families

General business

(OM) queried how Camp Fundraising is progressing (DJ has organised some Bunnings sausage sizzles and we will be raising funds by offering soup, milo etc when school lunches are not on

(MM) Acknowledged and thanked Andrew for his seven years a Board Member and how he had helped the board through some difficult times. His expertise and commitment to St Anthony's had been significant. (MM) presented Andrew with the gift from Board.

The meeting ended at 8 pm and then the board shared a social time with Andrew

Action Points:

- (DJ) to approach Chris Bowden re possible dates of June 14 or 21.
- The board is to circulate the Health Consultation feedback (MW)
- (DJ) to provide the information regarding the Health and Safety aspects of camp for the board
- (DJ) to give the board an indication of potential unpaid donations by year end
- (OM) To look at cleaning contract - in progress
- (DC) to seek potential Grants Officer from among the community - in progress
- School Improvement Framework - all board members forward their ideas which we then could collate

Signed: 

Date: 16/06/23.

Mark Mulhern
Board Chair