

Minutes of St Anthony's School Board Meeting

Tuesday 17th May 2022

Present	Mark Mulhern (MM)	Presiding Member
	George Bouras (GB)	Parent Representative
	Janine Smith(JS)	"
	Andrew Pink(AP)	"
	Miriama Williams(MW)	"
	Vanessa Monahan (VM)	Proprietors Representative
	Denise Johnson (DJ)	Principal
	Kathryn Henderson (KH)	Secretary
Remote	Sheryl McKnight	Staff rep

Apologies Lesi Sene, Oliver Meech

Welcome MM then reflection was led by MW

Minutes of Previous Meeting

One amendment to the previous minutes was that (DJ) to contact R.Renouf not VM.

With that amendment, the minutes of the previous meeting held on Tuesday 22nd March 2022 were accepted as a true and accurate record

moved (VM) seconded (MM) All agreed.

Matters Arising

- DJ noted in her report how the transition meeting for the Kāhui Ako went
- DJ let our office manager (KB) know that documents and enrolment documentation 2014 and prior could be destroyed and this has been actioned
- MM asked OM if he would consider the role of Deputy Treasurer and OM has agreed to this
- DJ to approach the parishioner (RR) about whether he is prepared to lead the centennial committee.
- DJ checked on the status of the sacramental programme and due to being at Level Red for the earlier part of the year, the parish is now currently organising this and will notify us once they have made the plan
- A quote for prep of fence and junior playground wall was not needed as whanau put in a tremendous effort lead by Steve O'Donovan and the work was achieved. DJ followed the advice from Resene re the clean and prep of the fence. We have spent approx. \$700 on the paint and prep materials. Steve has also trimmed the trees to allow for the fence to be seen more clearly.
- DJ is in the process of updating the Emergency Kits for each class .A lockdown practice is scheduled for later this term
- (DJ) to give (MM) contact for Kevin Sinnott to contact him to attend a meeting

Principals Report

(DJ moved that her report be taken as read and tabled.

Discussion was held regarding Creatives in School project.

- Weather permitting HR supported by a parent, ED will begin the installation of the mosaic artwork this week. If good weather does not eventuate then the mosaics will be packed away and held until the return of HR
- The Inquiry focus this term is to focus on learning the history and spirit of Māori and their settlements on the Peninsula and the Wellington region. We are working to develop with the children the skills of carving and weaving as part of our bicultural visual.
- We are exploring the ideas with our Māori whanau such as carvings that mask the posts of the noticeboard and one suggestion from whanau is that we create a Whare over notice board. We are also exploring sculptured pieces in garden
- FvL and DJ have met with Ray Ahipene- Mercer – our local iwi, to discuss the local history and to have Ray's support for all school classes to visit Oruaiti Reserve and all Seniors to Tarakena Bay as part of our Inquiry and Creatives in School journey. We have discussed the R.E.A.L values to be reflected in Te Reo and Ray has committed to think about how to have the values in Māori that reflect the spirit of them.
- A parent (ED) has created a dove to represent Te Wairua Tapu . It is made from stainless steel and is to be positioned on post once the other decisions have been made
- The painting materials may need to be tagged against the maintenance budget due to the cost of grout, tiles etc that will be apportioned to the Creatives in Schools budget
- (MW) made the point that it is important that we check that anything that we do regarding the visual for Māori needs to be checked with mana whenua. She will find out the correct protocols needed.
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Wellbeing funding – MM commented how good it was to see the funding of 12k for DJ as the principal. DJ indicated that as the TA that had been employed for a particular child was no longer needed the TA will support other learners as well as completing some tasks that would ultimately take pressure off DJ. Other uses of the fund may be FvL and (DJ) to attending a conference; relievers employed at times instead of DJ covering however the difficulty with this is that often it difficult to employ relievers due to the lack of them. DJ has indicated that she would appreciate keeping some flexibility if possible on this funding to see what the coming months reveal

(JS) queried the progress of the appointment of Te Ākau teacher as a replacement for SM. As the staff concerned were already employed by the school and for the wellbeing of our tamariki, the hours for these staff were increased in a fixed term capacity until the end of year. At that stage the position would be advertised

Health & Safety

- Register was not tabled but that there had been no significant incidents since our last meeting

Finance

(GB) outlined that our Income is tracking as per budget, and our expenses are below currently below expected levels. Due to the roll number we have been notified that we would be receiving a reduction in our Ops Grant this year. (GB) explained that we are currently funded with a year budget of \$150,000.00 which was paid in 4 payments over the year. The subsequent budgets would reflect the change in projected roll number. (JS) made the comment that boosting our roll number is essential

(DJ) VM had queried the TA expenses as to why such a fluctuation between reports. DJ explained that it was an accounting response to the fact that no TA is employed in January but by April this cost will be balanced out

(AP) queried how our staffing costs were tracking. DJ explained that allowance for reclaiming of staffing for those sick with Covid was an option but it looked like the school had to fund the first 4 days and then we could claim the final 3 if we had employed a reliever however the biggest issue is securing relievers at present.

(VM) Asked if teacher aide could be used in the classroom if no reliever is available.

(DJ) outlined that teachers would be the preference if possible and that she (DJ) can go into classroom if needed. We are using the TA as support when and if classes needed to be merged. This will be our ongoing challenge for the next few months. (AP) indicated that we should justify budget by year end re future costs if our new normal looks like it will continue (JS) asked if the teacher funding for this year would be impacted by the roll. (GB) explained that the staffing was already set for the year and that the roll would not affect this for this year.

Property Management

Fire Doors

(DJ) outlined the progress of the fire doors and the added issues the builders had met with the installation of them, however are pleased with the end result. The doors were supposed to be colour matched to our existing doors but have arrived with as a different colour. DJ has had discussions with Maycroft as to now matching the colour of the seat to the new door colour as it was not an option to have the doors recoloured. This is an ongoing discussion at present. DJ suggested to the board that when the painters come to paint the library in Term 2 holidays that we have the painters quote to paint the other 2 doors in the admin block so all our doors are the same. DJ will speak to Geany Painters re this

Modifications to the seats outside had to be made in order to allow the doors to fully latch back. The options Maycroft suggested could have become a Health and safety issue so the compromise was lowering sections of the seat.

door

(DJ) explained that the finishing work on the doors such as the flashings was now delayed due to the Maycroft contractor needing to isolate due to Covid. As a result the work would be delayed by at least a week. From our understanding the cost of this work, along with the architectural work for the repair of the He Atawhai façade has used all of the EPMP money.

He Atawhai façade

(MM) informed the Board that repairs to the façade have not gained Priority 1 funding which means we do not know when repairs to the façade will proceed. Clearly the state of the façade is an issue and MM has the board support to approach the Archdiocese about this as we are facing issues that correct management of the project of the time would have prevented.

Junior playground

(DJ) has met with Darren and gone through the work that is required. He has agreed on work he can do and will wait until we have answers regarding some issues highlighted.

(DJ) emailed our Playground consultant – Jenny Mullins for her advice. They have sent quotes for the pieces such as the matting for the monkey bar bench. Jenny has indicated that we duplicate our existing coloured boards as these are compliant. These can be part of the work done by Darren. She does not see an issue with the fireman's pole as any modification to the existing design would cause greater issues.

(DJ) discussed the issues with the tyre climber (VM) agreed it should go. To do this we need to remove stumps, this to be done by school and then it will be compliant. We would get the product to cover over the stumps. Jenny talked to Aaron (the person who audited our playground to see if reskimming the playground would make it compliant. He agreed it would and he also suggested that we approach suggested 'Think Turf' for a quote. (DJ) will follow up on these suggestions

(DJ) outlined the total cost is \$2,200.00 inc gst that would be the component parts and then it would be the labour bill on top. (AP) asked (DJ) to ask Darren about a ball park figure so the board knew what they might be facing all up. (JS) asked if there was any documentation regarding that fact that our surface matting was only a little worn in some high use parts so not as urgent as other schools that she deals with. DJ said no that this information was in telephone conversations

(DJ) explained that Jenny's recommendation was that reskimming it would give it up to 5 years new life.

The monkey bars will need to be removed by Darren and sent off to have rusty bits resurfaced.

Some pieces requiring paint are embedded so would need to be done onsite. We could potentially hold a working been but (DJ) will approach someone in the community to strip and paint on the basis of being paid.

Board Elections

(MM) outlined that these are scheduled for September 2022

NZTA has sent out information. The preferred date is 7th September 2022. There was general consensus for this date

Discussion was held as to who would be our Returning Officer. The criteria being that they are impartial and cannot vote. We will seek volunteers for this position with (VM) agreeing to ask Francie Wilson who was our returning officer last time. (MM) talked about us moving to electronic voting.(AP) asked that If you do not do electronic voting does information need to be put into local newspaper? NZSTA will have a platform but (MM) will check this out.

(VM) agreed to check the flow chart but (AP) found it online and stated that:-

6th July

Returning officer is appointed and notifies NZSTA

13th July

Close main role i.e. families do not vote in election etc

15 th July	Call for nominations
3 rd August	Close supplementary role
5 th August	Nominations close
10 th August	Voting paper issued
7 th September	Election
12 th September	Accept postal votes
13 th September	Votes counted
14 th September	Board takes office

(VM) Do we need to know how many vacancies?

(MM) Asked to have confirmation by next board meeting

(MM) informed the board that (VM) has indicated her decision to step down from board.

(MM) thanks (VM) for all the work that she has done as a board member.

Centennial Celebrations

(MM) At this stage no dates are confirmed for this other than it happening in 2023. (DJ) will contact RR as potential lead for this. (MM) shared his thoughts around makeup of committee and (DJ) indicated that the suggestions of Board, whanau, past pupils and parishioners was similar to the Jubilee committee of 75 years

(JS) suggested that we put the Information in newsletter to seek some whanau volunteers for sub committee

(DJ) indicated that she was meeting with FOSA this week and would let them know of the impending Centennial

Roll Growth

(JS) outlined the work of the first subcommittee meeting. (DJ) and FvL have had discussions and completed an analysis of the roll over the past 4 years and reasons that families have left. Using this data the key points that the subcommittee discussed were:-

- Growth i.e the normal turn over in regional schools, areas we might push into
- Retention- movement of students especially in the senior years
- New enrolments/ building our name out in the community
- Behavioural issues in 2019 meant that we lost numbers but significant work has been done around our behaviour management to resolve these issues. As a result we have developed a more positive culture in school and community
- information into draft strategy and send to committee, then approval by board

(JS) outlined that the role of the board was to support (DJ) and the subcommittee would develop strategies to bring back to the board. (MW) commented on how we needed to work to not have a bulge say in the bottom with the top thinning. This will be part of the subcommittee discussions

Re Non Preference Application

(DJ) reported that she had met with JW, Seatoun Principal and he was supportive of the application to increase our non-preference roll. Our other surrounding Catholic schools currently operate at 10% and have full non preference rolls so there is no impact on them. (MW) queried as to whether we knew of other successful applications and (AP) mentioned the success of St Theresa's. The subcommittee will look over and support DJ with the application

(MM) extended thanks to (JS) on behalf of the Board for her work in leading this subcommittee.

(DJ) Denise shared with the Board the junior pamphlet which has been published and which (DJ) and (SMck) have circulated to all the ECEs. It was well received

Board Communications

Decision sought:

(MW) has been asked to include communications regarding the Centennial and the Mosaic art work. (MM) asked that the new FOSA team be congratulated and thanked

Upcoming dates - Teacher Only Day is to be Tuesday, June 7 and then of course the one on the last day of term.

(VM) reminded us that we have the long weekend with Matariki scheduled for Friday, June 24

Policies for review Term 2 2022

(MM) checked the term's policy review is underway. (DJ) clarified with the board that they agreed that the policy review this term was just at Board level. It was agreed that it was.

Reflections

(MW) asked could the board prayer be rewritten. The Board was happy for this and MW has agreed to do this. MW will lead the reflection next meeting

Action Points

- DJ will discuss with the parishioner (RR) about whether he is prepared to lead the centennial committee.
- MW to ascertain the protocols regarding Māori consultation when creating art works
- DJ will seek a quote from the painters regarding painting the additional two doors
- DJ to speak with Darren re estimated costs
- DJ to contact both companies re quotes for skimming the surface of the junior playground
- Board members are to indicate their willingness to stand at the next elections
- MM to approach the Archdiocese about the façade and where to from here

(MM) thanked the board for wearing their masks for the meeting and closed the meeting at 7:40pm

MARK WULFERN

BOARD CHAIR



1/8/22