

## St Anthony's School

Minutes of the St Anthony's School Board Meeting held on Tuesday 22nd March 2022 at 6.00pm

Present:

Mark Mulhern (MH) Presiding Member  
George Bouras (GB) Parent Rep  
Janine Smith (JS) Parent Rep  
Andrew Pink (AP) Parent Rep  
Miriam Williams (MW) Parent Rep  
Sheryl McKnight (SM) Staff Rep  
Vanessa Monahan (VM) Proprietor's Rep  
Lesi Sene (LS) Parent Rep  
Denise Johnson (DJ) Principal  
Kathryn Henderson (KH) Secretary

Apologies: Oliver Meech

Welcome

MM welcomed everyone to meeting and AP lead the reflection

Minutes of Previous Meeting

The minutes of the previous meeting held on February 16<sup>th</sup>, 2022, were accepted as a true and accurate record

AP/DJ All agreed

Action Points

- DJ contacted Natasha P re the details of the original electrician and will email him ●
- MM will approach work colleague re digital design once we have decided on the marketing strategy
- DJ - marketing brochure is underway
- MM has updated the asbestos register for reporting and shared it with the office manager
- GB confirmed that according to the NZCEO Handbook the Board funded property work needs to be under \$5,000 (excluding GST).
- DJ with the property maintenance bill now being added to the 2021 financial year DJ

- will make sure that MH stays within the budget allocated
- GB & DJ budget was finalised and circulated to the Board
- MM gave DJ the contact for the visibility strip, and it has been actioned thanks to our office manager
- Neighbours were informed re the working bee
- board comms re the working bee was completed

## Principal's Report

- COVID 19 Protection Framework (CPF) Guidance for St Anthony's - DJ explained that she was updating this document that she shared with the Board in December as and when guidance from the MoE was given. JS thanked DJ for this and asked what support the Board could give. DJ explained that although stressful with the challenge of staff and students off sick, overall, we are going well. At times DJ is called in to cover for teachers and our relief teacher bill will be higher to cover when teachers are self-isolating. it does not look like we will be able to reclaim the increased staffing costs due to the teachers being off due to Covid. JS thanked DJ for communications and indicated that the board would accept it if we had to take increased staffing costs
- We have applied for Rapid Antigen Tests for the staff and each staff member have taken 5 home
- When Vaccination Mandates are lifted, the MoE have indicated that it will be a Board issue to work through. Fortunately, it is not an issue for us due to all our staff being vaccinated ● Marketing for the school- text and photos have gone to the designer and we have received our first mockup back

DJ was asked as to how the transition meeting in the Kāhui Ako went, and she conceded that although she knew AR (Year 7 & 8 teacher) had attended this meeting online, DJ had not had feedback but will find out and include it in the next report

Decisions made: -

- Board gave permission for documents and enrolment documentation 2014 and prior to be destroyed as per the Office manager's request to destroy documentation as outlined in Principal's report
- Under the collective agreement we have two outstanding Teacher Only days to be used before the end of June. We have the option of attaching one to Queen's Birthday weekend so either the 3rd or 6th. The other one we propose to use for the Kāhui Ako Super Hui (July 8) - it is outside the collective agreement time framework, but the Board agreed that we could still schedule it then. DJ will also discuss with Mt Cook Technology to determine when they have a teacher only day as for the Year 7 & 8s we do not want to lose another day of technology. It will most likely be June 7.

We will approach the wider community to see if someone would like to give feedback/ be involved with Peninsular Foundation as outlined by Kevin Sinnott re making sport available to all students regardless of socio-economic status.

The board agreed to invite Kevin to speak to them at the next board meeting. JS acknowledged that it is excellent to be involved with other schools, due to our size and thanked DJ for bringing this to the Board

MM Thanked DJ, school and staff for their efforts during this challenging term. DJ to relay to staff. A

special thanks to KB (office manager) for the cleaning of all the heat pump filters - they are grateful!  
Health & Safety

- Emergency and Hazard Register - Asbestos register is now part of this
- Incidents/accidents - none since the last meeting

#### Finance

- January Review - No stand out issues as it is too early and there is no budget for comparison
- Discussion on the 2022 Budget - points made
  - FOSA's contribution for the aluminium doors has increased from \$8,500.00 to \$9,900.00 with the GST component.
  - The Creatives in School's budget is a total of \$16,925.00 excl. We have received 85% of the total amount upon signing the contract (\$14,386.25) and this will be followed by 15% final payment upon completion of the project \$2,538.75. We are waiting on Helen Revill to invoice us for the 85% so that we can make payment - Based on the budget figures we are forecasting a surplus of 3k
  - JS asked if there was anything in the budget which should be raised with the Board. Some discussion around whether the relief budget is sufficient given potential of more staff on leave due to Covid. DJ felt that there was sufficient in the budget line at this stage
  - VM queried whether the Activities Income is based on 80 students, or the number of students enrolled currently. DJ said it is calculated on 75 students
  - AP said that is good to budget 1k for the Board elections although with the changes in requirements for advertising for the elections we should not have as much expense
  - DJ mentioned that we should also gain 1k from the McCarthy Trust this year - MM queried what the McCarthy Trust is. DJ explained that TJ McCarthy was a prominent Wellingtonian in the late 1800s to early 1900s. He set up a trust that grants all primary, intermediate and secondary schools registered with the Ministry of Education within the Trust's region a biennial library grant of 1k for the purchase of books, computer software and hardware for use in the school libraries. Cardinal John is on the Board for the trust
  - MM thanked GB for his work on the Budget
  - GB moved that the budget be accepted

VM second/ All agreed

#### Delegation of Tasks

Treasurer GB

Deputy Treasurer role OM - MM to ask OM is he would consider this Board Upskilling register MM

Communications MW

Property Maintenance Schedule MM

Staff/Board Relationship AP

Whanau/Board Rel & Centennial VM

Cultural awareness, Kahui Ako stewardship VM - good progress to date

School Roll/Marketing -

- discussion on forming a subcommittee and gathering information regarding enrolment and numbers. Brainstorming ideas and feeding this back to the Board
- MW talked about the challenges of increasing school roll given the current demographics and Eastern suburbs being static at present. What is a realistic increase?
- LS Raised questions re understanding why people are going

MM suggested that these issues needed a stand-alone meeting

MW Called for people to be in subcommittee - JS, LS, MW and AP are happy to be involved

VM queried the Centennial as to whether we envisage celebrations as one event or throughout the year. Some discussion occurred and it was agreed that a subcommittee would need to be formed and the Centennial be made an agenda item. VM indicated that a parishioner (RR) had begun discussions with her and perhaps may be prepared to lead this committee. She will discuss this with him

## Special Character Report

Discussion points:

- Reconnecting with Parish Community is difficult due to the COVID issues, but we continue to do what we can
- we continue to connect the children to their spiritual home as much as possible by using the Church for Assemblies, praying the Stations of The Cross and class visits to the church - Father Bill pops into the school about once a month possibly and we look forward to this increasing once we move out of Red
- MW queried whether the sacramental programme was running in the parish. DJ will find out where the programme is at and will report back.

## Property Management

- Creative in Schools

DJ outlined the current project Mosaics referring the board to the drawings that HR had completed to share the vision. Our students have spent the term learning about symbolism and gathering ideas, symbols of cultures into mood boards. These had been shared with whānau to gather their feedback as well. The design of the gate is also a work in progress with this having to be designed and then consulted with professionals. The columns will have mosaic on them as well leading into the swathe for the wall. The swathe will then be edged with black and white tiles in order to tie it all in as one art piece.

Currently DJ is working to have someone to prep and paint the wall as the vision is for it to be painted parsley green. The colour is so that it ties in with the mural and is very much part of HR's vision.

Some discussion as to who will be approached to paint the wall - working bee? Students and

whānau - DJ will be working on achieving this as it needs to happen in time for Week 10. MM suggested that

DJ talk to the Geany Painters for advice re the prep of the wall. DJ will also approach MH (Monkey Off Your Back) for a quote to water blast and prep the wall

VM queried the risk of vandalism to the mural - it was agreed that this is always a risk and DJ will be investigating if it can be coated in some sealant to help prevent this

DJ asked that we agree in principle re wall and gate. Seeking permission to paint wall and then to come back with concept plans re the gate itself as this will not be happening immediately All agreed that they were happy to go ahead with gaining a quote for the work

- Doors in Te Aroha: DJ confirmed that the work is expected to happen in mid-April - Facade to junior block: MM has approached NP (Urban Outcomes) re progress on this project, but she has said that to date she has no information and that it should be in the next four weeks
- Working Bee: DJ thanked all whānau who helped with the working bee as it has made an excellent impact on the look of our playground. She extended special thanks to JS and CS for them leading this initiative. If we can get the garden seat the fencing water blasted in the junior playground then DJ suggested that perhaps this be part of the Week 10 painting effort as we still have 15L of stain. The meeting agreed that it was a good idea

#### Strategic Plan

- DJ asked the Board if there were any other actions that they wished to see in the Annual Plan which was in the folder for the Board to see the current progress
- VM commented that it looked good and queried what year the Writing and Maths Targets were for? DJ confirmed that both targets were for the Year 5 cohort. She added that COVID is having a impact currently on the school and learning with other half the school being absent last week

No further comments

#### Board Communication

- MM What do we want to include in the next newsletter? It was felt that the Board could ask for help with marketing and painting of the wall and junior playground area  
MM asked if it was too soon to mention Centennial? VM responded that she felt that it was too soon and the meeting agreed
- Sheryl will write piece on Creatives in Schools
- Thanks for the working bee was done in the last newsletter

Board Elections deferred until September as they are awaiting legislation for digital

voting Policy Reviews for Term 2

Health care VM  
Behaviour Management MM

DJ confirmed that the Emergency Kits in class need to be replenished and SM to assist DJ re this  
we will schedule a lockdown practice for next term but need to take into consideration the levels of anxiety that the students are already experiencing due to COVID

Reflection for next meeting: MW

Dates for next meeting

- 17 May
- 21<sup>st</sup> June
- 9<sup>th</sup> August
- 13<sup>th</sup> September
- 1<sup>st</sup> November
- 6<sup>th</sup> December

Meeting agreed on dates

The meeting went into committee and concluded at 8:15 pm

Action Points

- DJ to find out how the transition meeting in the Kāhui Ako went
- DJ to let our office manager (KB) know that documents and enrolment documentation 2014 and prior can be destroyed
- MM to ask OM if he would consider the role of Deputy Treasurer
- VM to discuss with the parishioner (RR) about whether he is prepared to lead the centennial committee.
- DJ to find out status of the sacramental programme
- DJ to seek a quote for prep of fence and junior playground wall and put out a notice re whānau help painting the fence. She will also seek advice re how to prep the fence
- DJ will organise the Emergency Kits for each class and SM to assist DJ. A lockdown practice will be scheduled

Amendments made at Board Meeting, May 17, 2022

DJ to approach the parishioner (RR) about whether he is prepared to lead the centennial committee not VM

*WSEM 16/6/22*

Signed by School Board Chair



Mark Mulhern

Date: *16 June 2022*