



ST ANTHONY'S SCHOOL

MINUTES for Meeting of St Anthony's School Board of Trustees
Held at 6pm on Tuesday 5 May 2020 via Zoom

PRESENT:	Vanessa Monahan (VM)	Proprietor's Rep (Chair)
	Andrew Pink (AP)	Parent Rep
	Anne Dowden (AD)	Proprietor's Rep
	Mark Mulhern (MM)	Proprietor's Rep
	George Bouras (GB)	Parent Rep
	Miriama Williams (MW)	Parent Rep
	Denise Johnson (DJ)	Principal
	Helen Revill (HR)	Staff Rep
	Sue Renner	Board Secretary

REFLECTION: Mark led the reflection.

WELCOME:

- No apologies.
- **Agenda Changes:** DJ added in 'Assurances to the Board' document; Learn About Faith Report to be removed; Health and PE Report – DJ would like feedback on this.
- **Minutes from last meeting 2 April 2020** approved with following amendments: 3.1 should read "An ASB term deposit ..." not ASG.

**Move that the Minutes of the previous meeting be accepted
MM/GB and agreed**

- **Action Items:**

DJ and VM have discussed principal's appraisal.

MM has reviewed the diversity policy.

GB has reviewed the staff leave policy.

DJ received feedback from staff on Employer Responsibility Policy.

AP has been working on the BOT elections.

VM had invited Anne Bell to the meeting but she did not wish to join remotely.

DJ and MM had discussed possible changes to the toilet design and updated the Board. Discussion on the layout ideas but there is not enough space to allow for change and would mean a change in plumbing. There was discussion on urinals for boys but DJ advised the MoE pushes for gender neutral toilets – board discussed the pros and cons of this. MM suggested wall mounted pans as opposed to floor mounted pans for ease of cleaning and said there is only a small difference in price. With regards to storage, DJ advised if don't do it now then won't be done. It was then agreed no urinal (cubicles only), wall mounted pans and hot water cylinder at a high level so there is room for storage underneath.

Office Manager Vacancy: DJ has been doing some work on this. As the role has been vacated, then it must be advertised. An advert can be put on Seek and go through the processes. DJ would like some BoT members to work on this with her. AD and AP offered to help DJ. DJ has been talking with KB about hours and tasks etc to ascertain how many hours per week the role takes.

VM has emailed KB to thank you for stepping into this role.

DJ advised that as the DP role is not a vacant position, she can do a letter of offer to Francesca.

1. Health of the School Overview:

1.1. DJ reported that staff are doing really well and they are meeting 2-3 times a week via google meets. Students are also going well and all seem engaged. There has been a bit of work to get some on board due to a variety of reasons like missing the social connection, but all seem to love learning and being able to pick and choose what to do and when. School has been well cleaned, including all lockers and cupboards so is looking really good. Trees have been cut and topped. Discussions have been held around what level 2 will look like and DJ said all staff are conscious this will be a big transition and the main focus for the first few weeks will be well-being, a sense of security and social connections being re-established. Level 2 indicates one metre apart and regular cleaning – DJ said this will be fine in the classroom but will be a challenge in the playground.

2. Principal's Report:

2.1. Principal report tabled as read.

2.2. Distance learning is going really well and teachers are trying to meet regularly with all students. Overall parents seem really appreciative and there has been a good response. DJ said she is starting to talk with the staff about what the reports will look like – looking at a written format that is sustainable and informative for parents. Once they have something together, the Board will receive a draft copy and DJ would appreciate feedback.

2.3. Health Consultation: DJ advised it is in the calendar for this May but School Docs said it should have been done in May 2019. DJ will double check the Signmees to see if it was done last year, but she doesn't think it was. AD said in the survey folder for Health and PE it mentions doing this again in May 2020. The old survey isn't there so AD will upload this into the folder.

Action: AD to upload previous Health Consultation survey into survey folder on BOT drive.

2.4 Maori and Pasifika Consultation: Currently five families in the school. DJ will do a first draft to get discussion started. It was noted that there has been limited contact with the Te Koru school in Seatoun in the past few years and it was agreed to try and re-establish this connection. Need to access local iwi but not sure how? AD advised that Kahurangi School had a great MC at their local festival and he could be a good person to consult. VM will contact Kahurangi to find the name and contact details of this person.

Action: VM to contact Kahurangi School to find out contact detail of their MC who was at their recent festival.

2.5 Maori name for the school: The original idea was to be St Anthony's of Padua in te reo, but Padua in te reo sounds like "dirty". St Anthony's is Hato Antonio in te reo. DJ suggested we could have a line under this translating roughly to "our whanau, our community, our" and is seeking advice from local Maori regarding an accurate translation of this. However, it was then pointed out that a different mantra could weaken our current "Small school, strong spirit" and is it better to have just one? DJ will get advice and report back to the Board.

2.6 Compliance: Denise tabled information that assures the Board that things are being done. All satisfied with Compliance report. DJ advised that now the juniors have emails, more needs to be done on digital citizenship. The cyber safety agreement will be reissued once back at school and the rules around the use of email accounts. Once back at school, there will be no need for google chats or google meets, but will not totally give up using this. The Annual Report needs to be up on the school website by 31 May – GB advised that questions often come back close to 31 of May but should be ok.

2.7 VM acknowledged the amount of work HR has put in to the te reo Māori curriculum, great work!

2.8 DJ acknowledged the amount of work Amy Troy put in for the Holy Week video and Ronan Kelly for his commitment in working with the Aquatic Centre to ensure swimming lessons begin as soon as possible.

Action: VM to email a thank you to both Amy and Ronan.

**It was moved that the Principal's Report be accepted
VM/GB and agreed**

3. Playground Plans:

At 7.15pm Mark Newdick joined the meeting to show his design for the new playground. Mark advised it is at the conceptual stage at the moment and can work backwards and various pieces can be added in at a later stage. Mark talked through his plan and design with the Board. All agreed design was great and much discussion took place on the next phase. Mark suggested that we put the design to playground people and get costing and then make a decision on what priorities are and then maybe go out to the community to see what they can do. MW asked at what point can the Board share the design with the community – Mark said happy for that to happen now but emphasise it is a vision, won't happen all at once. AP asked if we can get a timeframe for installation – MN confident can be installed within a two week school holiday time frame. Mark will get on to getting pricing for the Board.

MW thanked Mark for attending the meeting and said how impressed the Board were with his work. Mark left the meeting at 8.10pm.

A brief discussion took place on the grant money that was obtained for the Super Nova – as the school is not buying this anymore due to the cost of the safety matting, Amber Proudfoot is worried the school might lose the money. The Board has to explain why changing on what spend money on and DJ has provided Amber with information on this and has assured Amber that the money will be spent. DJ will follow up with Amber to see if she has submitted the required information.

Action: DJ to follow up with Amber Proudfoot regarding submission of change in what spending grant money on.

4. Finance:

4.1 Chromebooks: DJ advised that the lease on the Chromebooks is up soon and she obtained quotes to lease more. After discussion it was agreed to go with Noel Leeming (as is easier to go back to them if there are any problems with the Chromebooks) – 14 Lenovo Chromebooks. DJ asked if the Board is happy to spend this money over the next three years. The Board agreed to this, but asked DJ to check with the company on their repair policy first.

VH/GB and agreed

4.2 GB gave the Board an update on finances. Income and expenditure are on track – positive on the income side. Income is mainly parent donations and 56% of these are paid. It was decided to look at this figure in comparison to last year at next meeting to see how tracking.

Action: GB will look at last year's figures for next meeting.

4.3 DJ advised that the MOE and CEO said the cleaners must still be paid, however cutbacks have been made on Waste Management.

5. General Business:

5.1 AP said need to look at reviewing policies for IT and confidentiality. Important to review data sharing, access, email sharing and storage. It was agreed a sub-committee be formed to look at this – DJ, AD and AP to do this. AP is also looking at refund from the MOE and what we can claim – will run past AD, VM and GB.

6. Delegation of Tasks for Next Meeting:

6.1 Reflection – MW

6.2 Employer Responsibility Policy Review – MW and GB.

6.3 Documentation and Self Review Policy – discussion took place on the Hautū and it was agreed to divide this up. AD and VM will do leadership, GB and MM accountability, AP and HR representation and MW employer. Everyone to read through and note down where they think the Board is at.

6.4 School Docs – discussion took place on uploading changes. Pre-policy and changes to be put in Board folder to ensure a record of changes is kept. DJ will discuss with SR and show her how to do this.

There being no further business the meeting concluded at 9pm. Next meeting is on the 9th of June at 6pm.

Signed as a true and accurate record:



Chair



Date

Summary of Action Items:

1. AD to upload previous Health Consultation survey into survey folder on BOT drive.
2. VM to contact Kahurangi School to find out contact detail of their MC who was at their recent festival.
3. VM to email a thank you to both Amy and Ronan.
4. DJ to follow up with Amber Proudfoot regarding submission of change in what spending grant money on.
5. GB will look at last year's figures for next meeting (percentage of parent donations compared to this year).
6. MW and GB to review Employer Responsibility Policy.

