



PRESENT:	Andrew Pink (AP)	Parent Rep (Chair)
	Emma Blades (EB)	Parent Rep (Deputy Chair)
	Jennifer Ioannou (JI)	Principal
	Anne Dowden (AD)	Proprietor's Rep
	Mark Mulhern (MM)	Proprietor's Rep
	George Bouras (GB)	Parent Rep
	Helen Revill (HR)	Staff Rep
	Miriama Williams	Parent Rep
	Yvonne Small	Board Secretary
	Vanessa Monahan	Proprietor's Rep

In attendance: Denise Johnson Deputy Principal

APOLOGIES:

1 COMING TOGETHER

1.1 Welcome, Pray, Reflect, Celebrate, be Grateful

AP welcomed everyone to the meeting. MW provided a beautiful reflection with a prayer incorporating farewells and welcomes, seeking guidance for the new Principal's appointment process and the desire for that person to reflect the values and spirituality of the Sisters of Mercy and St Anthony of Padua.

AP welcomed Vanessa Monahan and thanked her for accepting nomination for Proprietor's Representative.

On behalf of the Board AP thanked JI for the last four years of tremendous service. AP acknowledged that JI had improved ERO results, had accomplished big achievements, received a great Catholic Review and for the magnificent staff that we have now got. The Board were very grateful for everything that JI had done and that they would all miss her; her contribution to the Board has been fantastic and they wished her all the best for her new role at Samuel Marsden Collegiate.

AP welcomed to DJ to the meeting.

1.2 Administration

With no Agenda changes, the Agenda was confirmed.

Action Points from Previous Minutes

2019 Camp Approval

Jl will present RAM forms for Camp to the Board before camp starts - **complete**

Proprietors Representatives

Jl advised that she had met up with Jenny Gordon who advised contact with the Assistant DRS at St Mary's College in relation to the vacant Proprietors Representative space on the Board. The person in question was a member of the Holy Trinity Parish and attended St Anthony's Church - **complete**

Health of the School Overview

It was agreed that comms be sent ... reiterating all the positive work the staff, school and Board are doing around wellbeing, the current position and timeline for the Supernova, further fundraising and where this might be placed and the current timeline around the renovations. We need to engage people

(parents/community) to get involved in the school and to share talents to help and promote inclusiveness and ownership and to keep giving out a positive message – **complete**

Mid Year Student Achievement Report

The Board wanted to record their thanks to all staff who contributed to the report, as well as DJ for collating and preparing the report - **complete**

Finances vs Student Roll Number

In terms of increasing student roll numbers, AP mentioned about requesting an increase in the non-preference roll. He would put information and figures together to bring to the next meeting - **complete**

FOSA Mid Year Financial Reports

The Board wanted to record and express their gratitude to FOSA, particularly Kirsten, for providing such detailed and valuable reports for the mid-year financials and wanted to thank her for all her work for the school - **complete**

School Docs Policies

AP advised he would send an email requesting volunteers for Term 4 policy reviews - **complete**

Whanau Consultation Survey

AD to include changes and suggestions and to send survey to JI to 'test' for wording and use, prior to distribution - **complete**

Proprietors Representatives

HR suggested she ask the 2 engineers who are currently helping within the Senior Syndicate (one of whom is a parent, the other a member of the Parish community) – **now void**

Alcohol and Drug Policy

Further discussion took place around alcohol consumed during Holy Communion during Mass, particularly Eucharistic MinistersIt was agreed that AP should discuss this situation with Jenny Gordon – **ongoing**
Māori Name for the School – **ongoing**.

Approval of the Minutes from the Previous Meeting

Motion:

That the Minutes are a true and accurate record of the meeting held on 14 August 2019.

Moved: AP/EB Carried

1.3 **Health of the School Overview**

VM advised that she has heard that the School does not feel 'inclusive' as in previous years and has heard the word 'disconnect' being used in relation to staff and parents. AP commented that it was possible the community thought that by being new to the Board they wanted to ensure their 'feedback' was heard. It was noted again that if there were any complaints or negativity, these needed to be addressed via the appropriate channels (talk to teachers first, then the Principal, before approaching the Board - If Board action was required, this needed to be writing). This confirmed process gives people time to investigate fully and deal with the situation.

JI advised that in addition to the Year 6 student leaving to Holy Cross, she had received further confirmation that a Year 7 student was also leaving at the end of the Term.

General concern was expressed about the declining number of students in the senior years.

Roll numbers would be discussed briefly as it was on the Agenda, but this topic should also be discussed at the upcoming Board Planning Day.

Agenda / Planning Day

2 EFFECTIVE MANAGEMENT AND STRATEGIC DIRECTION

2.1 Principal's Report

Thank You

Jl expressed her huge thanks and heartfelt gratitude to everyone over the last four years as parents/board members for their guidance and support. Jl acknowledged there had been challenging times shared together as a Board, however, she would always be grateful for the commitment shown to her, the school and the students. Jl thanked the Board for their support in her PD and leadership and was very appreciative for the access to these opportunities and experiences. Jl again thanked the Board and wished them well for the future.

Handover

Jl advised that she had had 2 meetings with DJ resulting in a very detailed handover. Jl had produced a thorough (and ongoing) handover document which will be regularly updated until the end of Term. As well as being on the Principal's laptop, this document was also a hardcopy file. Jl also advised she had an in-depth meeting with GB regarding Finance.

Other Issues/Questions

MW enquired about the current Playground situation/recommendations and Jl advised that all information had been provided in an email sent to her; this was also shared email with EB, AP and DJ – Playground People (for Supernova and possible future climbing frame and percussion instruments).

It was agreed to contact Amber Proudfoot to enquire about making another grant request.

Action: AP

Jl advised on her last day her Principal's credit card would be cut up in front of YS, with her laptop & keys to be handed over to AP.

DJ would be using the existing Principal's laptop with all access via the Principal's email. Jl provided all passwords, etc. in the Handover documentation.

Security – when the alarm system was re-instigated Jl's number will not be re-entered. Jl's name to be removed as the 'first point of contact' with the security company and DJ's name to be upgraded.

Action: YS

MW noted that the Movie night was amazing. FOSA fundraiser raised just over \$2,574.00. Jl thanked MW for all her efforts with the movie night organisation and raffle tickets.

Jl advised that the next fundraising event has been suggested as a quiz night in Term 4, which Kirsten Bouras will be organising.

The Staff development schedule for Term 4 has this been shared. DJ advised that 2 staff members would be attending 'Child Protection' PD and staff want the chance to consolidate PD in-house.

Jl advised that DRS and Kahui Ako Workshops would be included in Term 4 as well as Katrina (E-Learning facilitator) planned working sessions with staff to complete the hours from the MOE PLD grant.

Jl advised that the Kahui Ako would be forming a new stewardship team (Jl already forwarded FYI to DJ) and strongly suggested that DJ or someone from Board join the Stewardship group as representative of the school; beginning of November. The representative would need to gain information to share with staff. The KA PD on governance is also going very well with a lot of information being imparting about what is going on and what is being done well. The KA are applying for a PLD grant essentially to fund what the focus will be in 2020; if successful schools could be able to access PD that the MoE is paying for. DJ will receive info next term and feedback to Board.

GB noted that Parent Donations had again increased.

The Principal's report was tabled and accepted as read.

2.2 Finance

August 2019 Management Report

GB advised that the budgeted forecast was \$1k surplus, however currently was at deficit. This relates to Relievers (code) that would normally go through Banking Staffing (BS) but has gone through Teachers' Salaries (TS) – it was proposed to now change actions and ensure that all Relieving and teacher extra hours cost go back to BS.

Various budget lines had gone over for no reason other than they were unexpected.

- Repairs & Maintenance, necessary plumbing & electrical work, repairs to netball hoop, glass repairs, etc.
- Equipment cost less \$1k – (anything over \$1k goes to Assets) TVs are under \$1k, so they show up in P & L as a deficit, one off costs, e.g. Container Rental \$1k, etc. No budget line, so 'wear' the cost.

GB advised that he and JI had drafted a rough 2020 budget which was still 'high level'; forecasting \$12k deficit. One key item is BS overuse and what (amount) will be deducted next year. In real monetary terms, this means a short fall in the Ops Grant. GB and JI have been monitoring BS effectively to date. The overuse currently stands at \$6k and the Board needed to be aware of this.

MoE has provided staffing entitlement of 5 teachers for next year. If the staffing entitlement that has been provided is not fully utilised at the start of the year and staffing is effectively managed, the BS amount could be 'clawed back', using the correct action (as above) i.e. Ensuring that where possible the teaching/extra hours be managed via selection of pay code BS vs TS.

Action: DJ

Various Expenses

Activity code - Kapa Haka may/may not continue (could be used under a different code). JI advised that the key was to consolidate spending.

R & M code - Tree – DJ advised that 'Monkey off your Bank' approximated \$800 to top or \$1200 to remove. Agreed to ask Selwyn (neighbour) to wait till next year for 'removal' for 2 reasons: go into the 2020 budget and for the safety of removing it whilst school is closed and children are not present.

Action: DJ/GB

2.3 School Docs Policies & Update

Performance Management – EB

Policy all good, just need to check whether we prescribe to the word "annual" in terms of school's performance management system is an annual cycle". This was confirmed; policy all good.

Health Safety & Wellbeing – MM, AP, MW

A few small changes made, i.e. overall references around school – changing terminology from use of school from informal to formal, added the words 'vape free', and adjusted points around contractors coming on site, providing a copy of the H & S policy as well as Police Check and adding VCA to the policy, to now read:

- Contractors will be provided with a copy of the schools H&S policy prior to any works commencing and their Site Specific Safety Plan will need to reflect our policies. The school will have reviewed their SSSP to ensure that it's compliant with the school policy (check Vulnerable Children's Act - police vet for onsite workers)
- The staff is kept informed of the results of health and safety monitoring and review, and consulted in the development and review of these procedures. The staff understands and implements all health and safety procedures, and is kept trained and supervised in their implementation."

Under Digital Technology also included all devices (e.g. "including mobile phones, tablets, smartwatches etc.") not just mobile phones.

Policies will be updated for the Principal to send through to SchoolDocs and upload onto the Website.

JI advised that she updates the Website advising Policy changes and who these affect (e.g. Staff/community/contractors). This action should now be completed by whoever manages the Website.

Action: DJ

Non Preference – School Roll – Update from Jenny Gordon conversation

In relation to the falling roll, particularly in the senior years, AP investigated with Jenny Gordon the process about increasing our Non-Preference roll; what is the process, what information is required, the expectation of the school, etc. AP noted that St Teresa's had their NP roll increased in 2016 to 10% and this appears to have stabilised their roll throughout the process.

Jenny Gordon's feedback was that it was a lengthy process, and the reason for the request had to be substantiated; Boards cannot ask just because roll numbers were dropping or low. Information needed to be gathered by looking at the community in terms of baptised students, what are the number of students at school in each Preference criteria vs total number in the school, looking at where our NE are coming from and our retention numbers, looking at the profiles of other schools around, etc. Research and data gathering needed to be completed before going through the process, which could take 6 months, and then writing to the Proprietor and asking for consideration for the increase from 5 to 10%. There needed to be proof of a strong Catholic programme and how that will be sustained if the NP roll was increased to 10%, as well as showing steady strength of catholicity and how this will compare if our NP % is increased. If approval is given by the Proprietor, it then passes to the Catholic Office and then the Minister of Education, who consults with surrounding schools (around capacity/networking/profiles of other schools - is there enough to sustain this process), before the Minister has the final say.

It was agreed that given the timeframe and the amount of work necessary to follow through, the Board start thinking about the proposal and agreed to agenda and discuss this at the forthcoming Planning day.

3. PRIORITY DISCUSSIONS

3.1 Whanau Consultation Survey

Overview of Responses

AD advised that we had a very successful survey with 80 responses. The survey was very well represented across families, year groups, etc. Ethnicity and age of child were the only demographics determinable. There were a lot of comments provided which is very useful in terms of strategic planning.

Prioritise feedback to link into Strategic planning day

To enable AD to provide direction for the Board via the survey, she needed complete a thorough read through to ensure that families / students can't be identified, before compiling a Summary. AD advises that she could achieve this in the school holidays and the Summary would be available to be part of the Planning day.

**Action: AD
Agenda / Planning Day**

The Board thanked AD and supported her work in doing the survey.

3.2 2020 Annual Planning Day

Currently in the second year of the 2019-2021 Strategic Plan, the Annual Planning day would ensure that any annual or proposed changes for next year, could be reviewed and/or refreshed as needed and any issues that needed stronger priority or may have become urgent/more important can be addressed.

Planning Day discussions to include 2020 Budget, Staffing Numbers and Planning, Whanau Consultation, Growth of the roll, etc. All information to be assimilated and put all together in terms of the Board's governance perspective.

Planning Day was confirmed as Wednesday 23 October, 5 to 8pm.

Before departing the meeting, JI requested that the Board pray together the special Board meeting prayer.

JI and DJ left meeting at 7pm

IN COMMITTEE: 7pm

3.3 Principal Appointment Process (In Committee)

OUT COMMITTEE 7.25pm

3.4 Parish Property Review

AD advised that the ADW is undergoing consultation around Parish buildings and is seeking feedback regarding thoughts and rationalisations about property (churches/schools/halls/offices) for the future. AD requested the Board make a submission on behalf of St Anthony's School.

Action: All

4 BOARD ADMIN & FUTURE PLANNING

4.1 Next Meeting

Wednesday 6 November, 5.30pm, Staffroom (Reflection: Helen Reville)

Wednesday 11 December, 5.30pm, Staffroom (Reflection: Emma Blades)

4.2 Correspondence In

NZSTA News – August & September 2019 editions
Education Gazette

Correspondence Out

Nil

4.3 Meeting ended in prayer and closed at 7.35pm

Chair
Andrew Pink

Principal
Jennifer Ioannou

Date:

Date:

Action Points: 25 September 2019 Meeting	By whom	Action
<i>Agenda Item Planning Day – Roll Numbers</i>	AP Agenda	Complete
<i>Other Issues - Current Playground Situation</i> It was agreed to contact Amber Proudfoot to enquire about making another grant request.	AP	Ongoing
<i>Other Issues – Security</i> When the alarm system was re-instigated JI's number will not be re-entered. JI's name to be removed as the 'first point of contact' with the security company and DJ's name to be upgraded.	YS	Ongoing
<i>Finance</i> MoE has provided staffing entitlement of 5 teachers for next year. If the staffing entitlement that has been provided is not fully utilised at the start of the year and staffing is effectively managed, the BS amount could be 'clawed back', using the correct action (as above) i.e. Ensuring that where possible the teaching/extra hours be managed via selection of pay code BS vs TS. R & M code - Tree – DJ advised that 'Monkey off your Bank' approximated \$800 to top or \$1200 to remove. Agreed to ask Selwyn (neighbour) to wait till next year for 'removal' for 2 reasons: go into the 2020 budget and for the safety of removing it whilst school is closed and children are not present.	DJ DJ GB	Ongoing Ongoing
<i>Policies</i> Policies will be updated for the Principal to send through to SchoolDocs and upload onto the Website. JI advised that she updates the Website advising Policy changes and who these affect (e.g. Staff/community/contractors). This action should now be completed by whoever manages the Website.	DJ DJ	Ongoing Ongoing
<i>Whanau Consultation Survey</i> To enable AD to provide direction for the Board via the survey, she needed complete a thorough read through to ensure that families / students can't be identified, before compiling a Summary. AD advises that she could achieve this in the school holidays and the Summary would be available to be part of the Planning day. <i>Agenda Item Planning Day – Summary of Survey</i>	AD AP Agenda	Complete Complete
<i>Parish Property Review</i> AD advised that the ADW is undergoing consultation around Parish buildings and is seeking feedback regarding thoughts and rationalisations about property (churches/schools/halls/offices) for the future. AD requested the Board make a submission on behalf of St Anthony's School.	All	Complete
Action Points: 3 April 2019 Meeting	By whom	Action
<i>Alcohol and Drug Policy</i> Further discussion took place around alcohol consumed during Holy Communion during Mass, particularly Eucharistic Ministers. AP to now discuss with Jenny Gordon.	AP	Ongoing
Action Points: 16 May 2018 Meeting	By whom	Action
<i>Maori Name for the School Update</i>	JI/HR	Ongoing