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<b>PRESENT:</b>	Emma Blades (EB)	Parent Rep (Deputy Chair)
	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
	Denise Johnson	Acting Principal
<b>APOLOGIES:</b>	Andrew Pink (AP)	Parent Rep (Chair)

## 1 COMING TOGETHER

### 1.1 Welcome, Pray, Reflect, Celebrate, be Grateful

In the absence of AP, EB Deputy Chair, chaired the meeting.

EB welcomed everyone to the meeting and HR provided a reading from Psalm 33:4.

As agreed at the earlier Planning Meeting dated Wednesday 23 October 2019 the following decision be recorded as minuted:

#### Motion:

The Board approved Andrew Pink's requested absence for the meeting on Thursday 7 November 2019.

**Moved:** EM/MM

The Board requested that flowers be sent to AP's home on Monday 11 November, after his release from hospital.

**Action: YS**

### 1.2 Administration

With the addition of a "health and safety item (DJ)" to be In Committee, the Agenda was confirmed.

#### **Action Points from Previous Minutes**

*Roll Numbers Declining / Planning Day Agenda - **complete***

*Other Issues - Current Playground Situation*

It was agreed to contact Amber Proudfoot to enquire about making another grant request - **ongoing**

*Other Issues – Security*

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 - **ongoing**

*Finance*

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 - **ongoing**

*R & M code - Tree* – DJ advised that 'Monkey off your Back' 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 - **ongoing**

### *Policies*

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 - **ongoing**  
*Whanau Consultation Survey*

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 - **ongoing**

*Agenda Item Planning Day – Summary of Survey - complete*

*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 - **complete**

*Alcohol and Drug Policy*

Further discussion took place around alcohol consumed during Holy Communion during Mass, particularly Eucharistic Ministers .....It 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 25 September 2019.

**Moved:** EB/GB. Carried

## 1.3 **Health of the School Overview**

IN COMMITTEE 5.40pm

*Health & Safety Issue (Student/s)*

*Update on Principal Appointment Process*

OUT COMMITTEE 6.33pm

*Principal Appointment Update and Update on Junior Block Renovations*

It was agreed that communication needed to go out to the community regarding both issues. Advise that appointing the (right) Principal was vital and needed a bigger pool from which to draw; so second round of advertising has taken place.

With the renovations nearly complete, it was agreed that MM would contact Natasha regarding final CPU. Once confirmed, DJ would advise the community and request that, all going well, occupation could be next Friday and we would like help from 3pm onwards. BoT comms to also follow up on "isn't it awesome".

MW advised that the last time St Ants was in the "news" was Feb 2019. MW thought that keeping the school's name in the press and visible would help with increasing awareness of the school and aid roll numbers. MW to enquire which publication is available for local news and whether or not it wanted to publish the opening of the new block.

**Action: MW**

## 2. **PRIORITY DISCUSSIONS**

### 2.1 **Annual Plan Review**

*Review and discuss actions and changes from planning meeting*

DJ advised that she had worked on the draft annual plan for 2020 which she wanted to share with the Board – format has been slightly changed for ease of reference and for Board to see the breakdown of action points and allocation of responsibilities – correct format will be utilised on completion of draft. 2019 actions had been considered and then tweaked on the 2020 plan where we felt changes were needed and the focus should be on. DJ advised that the whole staff had looked at it and they all ‘bought in’ as they have to deliver it.

MW commented that she thought the two programmes looked really good and interesting.

DJ said next steps were about empowering Tuakana teina, good relationships, getting older students to settle disputes as part of ‘ownership’. At the end of the day we have to have “one consistent model” that we need to adhere to.

EB advised that 3.3 Board Goals needed to be included, as well as Action Points. For example: Board Conflict of Interest Register, support new Principal to ensure integration, regular review of school policies as per School Docs schedule.

Other areas that continue to be a priority include improving the school junior block, slide area, etc “Junior block toilets and junior playground overall” and integration with our new learning spaces such as ‘garden to the table’, thinking about other ways we can integrate other resources, etc.

Agree any changes to be made for the week 9 meeting including actions for the Board under Goal 3.3

**Action: EB**

## 2.2 Finance

*Review draft budget for 2020, identify any areas of concern/issues to be looked at before finalizing*

GB explained the “September 2019 Budget Comparison” graphs sheet whereby the increased income and expenses trends continue into September. For the first half of year we were tracking well and then went over budget; mainly R & M and small purchases that don’t fall on the Balance sheet.

Part of increased expense was to do with Relief Teaching and how we are focused it. As a Board we are agreeing to ‘wear the cost’ of the considerable Banking Staffing overuse.

At present, DJ advised that the BS has gone up by another \$2k since the last report and now stands at over \$8k. DJ explained the increase was partly due to her 100% Higher Duties allowance being paid throughout the term break via BS before moving to TS.

DJ intends to claw back ½ days from Helen which she estimated would be around \$500-600 per pay period, the goal is to reduce the overall BS overuse. DJ would also cover Jeannine’s next approved leave as well.

GB advised that we have had a number of ‘good years’ however this year AFS have forecasted a deficit of approximately \$25k. Generally speaking, Auditors don’t like forecasted deficits.

There were also a number of unbudgeted items in terms of costs to do with the refurbishment; container hire, digging out dead tree, etc.

With 82 on 2020 school roll, funding is confirmed via the Operations Grant. The roll number aspect affects the Teacher funding allocation provided by the MoE.

GB advised that he had a Budget meeting with Ben (AFS) next Tues 2pm 12 November. At this meeting Ben would provide an overview of the budget, what he would do differently and how the BS overuse will affect our budget and what that might look like.

DJ queried about possibly approval for KiVa in the 2020 budget. GB advised to get numbers for KiVa to him for the meeting with Ben.

**Action: DJ**

### 3 EFFECTIVE MANAGEMENT AND STRATEGIC DIRECTION

#### 3.1 Principal's Report

##### *Property – Renovation - Official Opening of Junior Block*

DJ commented that she is happy see if Cardinal John is available to do an official opening, tentatively looking at Week 8, this could be combined with the “thank you” celebration. Confirmed date would be determined by confirmation of CPU from MM (via Natasha) and availability of Cardinal John.

**Action: DJ**

It was discussed that most secondary and university students are now on holidays. It was suggested that they be approached with regards the opening of the new block.

**Action: DJ**

HR raised the idea of a community day to get volunteers in to help refresh the playground and garden, for example water-blasting the fencing. EB mentioned that perhaps people could see if they could get their work colleagues to use their ‘community day service’ to help as a parent did previously to get the playground repainted. This could be communicated either through word of mouth or more formal comms in the newsletter.

**Action: ALL/EB**

##### *School Roll*

Further ECE visits by Lucy Williams were discussed. It was suggested that junior ‘readers’ might be sent to ECEs as well to read to little children, as well as handing out advertising the school in terms of a flyer. It was suggested that ‘flyers’ be produced to provide to local ECEs advertising Open Mornings to “see it in action”.

**Action: DJ**

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

#### 3.2 Kahui Ako

##### *Update from Stewardship group meeting*

VM had attended the Kahui Ako stewardship meeting and updated the Board whereby the group mainly consisted of Principals and she understood the group's purpose would be to ensure that everyone is achieving their goals and provide support/help with any challenges along the way.

The next meeting of the stewardship group was scheduled for Term 1 at St Catherine's College.

All schools (13) got their students to answer the Wellbeing survey – there were 5 keys areas and all schools would focus on specific areas that are relevant to them.

#### 3.3 Playground Discussion

DJ & MW met last week and discussed ‘where we are at’. DJ & FvL re-surveyed all the senior students (4 year groups – Year 5/6/7/8) regarding the Supernova. Only 5 students wanted to retain the option of a Supernova, the remaining students wanted other playground equipment; specifically to climb on as they tended to play chasing games, but OFF the ground. DJ surveyed year groups using the different components that were provided at Holy Cross school (Spider web, wheels monkey bar, rope & tire thing - like a round disc) plus investigation of what is available.

Cryptonic Basket was the most expensive - \$5.5k (it was noted that 2 were available to public use in Seatoun)

Monkey bar - \$3.7

Spider - \$3.3

Space wall & post \$2.5

Flying track ride & 4 post \$3.9

It was noted that the current hold up of the Supernova was the lack of funding for the surfacing preparation. (Supernova \$15, plus approx. \$15 K for surfacing).

It was further noted that the Lion Foundation grant of \$6k was for “upgrade of the outdoor play-spaces and the Supernova” and that FOSA was holding bazaar funds specifically for the use of the playground. DJ and MW considered other options, including the use of bark chips, which could be an opening step on a future focused programme to get ‘hot tyres’ mix.

It was agreed that confirmation be given to the Lion Foundation that we will ‘do one of those things’ ensuring the funds are not withdrawn and that Playco be invited to come and look at the area to give their best advice on surfacing and equipment.

**Action: DJ**

3.3 School Docs Policies & Update

*Sun Protection - EB*

*Education outside the Classroom - AD, VM*

*DJ to share both policies with staff.*

*DJ to print a couple off and ‘shoulder tap’ for parent community for possible input.*

**Action: DJ**

**4 BOARD ADMIN & FUTURE PLANNING**

4.1 Next Meeting

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

Pot Luck nibbles

4.2 Correspondence In

NZSTA News – October 2019 editions

Education Gazette

Correspondence Out

Nil

4.3 Meeting ended in prayer and closed at

7.30pm

Chair  
Andrew Pink

Acting Principal  
Denise Johnson

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Date:

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Date:

Action Points: 7 November 2019 Meeting	By whom	Action
The Board requested that flowers be sent to AP’s home on Monday 11 November, after his release from hospital.	YS	
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which publication is available for local news and whether or not it wanted to publish the opening of the new block.		
<p><i>Annual Plan Review</i></p> <p>EB advised that 3.3 Board Goals needed to be included, as well as Action Points. For example: Board Conflict of Interest Register, support new Principal to ensure integration, regular review of school policies as per School Docs schedule..... “Junior block toilets and junior playground overall” and integration with our new learning spaces such as ‘garden to the table’, thinking about other ways we can integrate other resources, etc. Agree any changes to be made for the week 9 meeting including actions for the Board under Goal 3.3</p>	EB	
<p><i>Finance</i></p> <p>DJ queried about possibly approval for KiVa in the 2020 budget. GB advised to get numbers for KiVa to him for the meeting with Ben.</p>	DJ	
<p><i>Property – Renovation - Official Opening of Junior Block</i></p> <p>DJ commented that she is happy see if Cardinal John is available to do an official opening, tentatively looking at Week 8, this could be combined with the “thank you” celebration.</p> <p>It was discussed that most secondary and university students are now on holidays, and that they be approached with regards the opening of the new block.</p> <p>HR raised the idea of a community day to get volunteers in to help refresh the playground and garden, for example water-blasting the fencing. EB mentioned that perhaps people could see if they could get their work colleagues to use their ‘community day service’ to help as a parent did previously to get the playground repainted. This could be communicated either through word of mouth or more formal comms in the newsletter.</p>	DJ  DJ  ALL/EB	
<p><i>School Roll</i></p> <p>Further ECE visits by Lucy Williams were discussed. It was suggested that junior ‘readers’ might be sent to ECEs as well to read to little children, as well as handing out advertising the school in terms of a flyer. It was suggested that ‘flyers’ be produced to provide to local ECEs advertising Open Mornings to “see it in action”.</p>	DJ	
<p><i>Playground Discussion</i></p> <p>It was agreed that confirmation be given to the Lion Foundation that we will ‘do one of those things’ ensuring the funds are not withdrawn and that Playco be invited to come and look at the area to give their best advice on surfacing and equipment.</p>	DJ	
<p><i>School Docs Policies and Updates</i></p> <p>DJ to share both policies with staff.</p> <p>DJ to print a couple off and ‘shoulder tap’ for parent community for possible input.</p>	DJ	
<b>Action Points: 25 September 2019 Meeting</b>	<b>By whom</b>	<b>Action</b>
<i>Agenda Item Planning Day – Roll Numbers</i>	AP Agenda	
<p><i>Other Issues - Current Playground Situation</i></p> <p>It was agreed to contact Amber Proudfoot to enquire about making another grant request.</p>	AP	
<p><i>Other Issues – Security</i></p> <p>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.</p>	YS	
<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.	DJ	
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<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	
<b>Action Points: 3 April 2019 Meeting</b>	<b>By whom</b>	<b>Action</b>
<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	
<b>Action Points: 16 May 2018 Meeting</b>	<b>By whom</b>	<b>Action</b>
<i>Maori Name for the School Update</i>	JI/HR	