



MINUTES for Meeting of St Anthony's School Board of Trustees
Held at 5.30pm on 27 February 2020, School Staffroom

PRESENT:	Vanessa Monahan (VM)	Proprietor's Rep (Chair)
	Andrew Pink (AP)	Parent Rep
	Emma Blades (EB)	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)	Acting Principal
	Helen Revill (HR)	Staff Rep
	Yvonne Small	Board Secretary (absent)

APOLOGIES: None

- Anne led reflection
- Agenda change – Correspondence added
- Minutes from last meeting approved VM

1. Health of the school overview

- 1.1. Noted about the stain provided by Bunnings. Waiting on responses from the community for volunteers.
- 1.2. Positive feedback from the community about the Whanau Evening, the Pedal Power programme, beach safety and Art Club sessions.
- 1.3. Enrolment is looking good with 5 confirmed enrolments for 2020 and 4 enquires
- 1.4. Small class sizes are a benefit for all the programmes that we are running – in fact some programmes have been possible due to the smaller class sizes this year.
- 1.5. Thanks to Andrew and Emma for their leadership, positivity and enthusiasm as Board Chair and Deputy during the past two years, as well as being welcoming to new board members.

2. Principal's Report

- 2.1. Principal report tabled as being read

2.2. DJ reported that Whanau have been very engaged with the school, for example the IT curriculum evening. The sausage sizzle helped! Events are being scheduled at different times so that all families have the opportunity to come.

2.3. Junior Toilet Block

- Plans for the junior toilet block tabled as they had just arrived today. The Arch Diocese of Wellington will advise the school of the timeline for the new toilet block.
- Sub-committee for the planning and implementation of the new toilet block should be established. No delegation rights given to the sub-committee. Sub-committee will be MM, AD, DJ. Approved by all board members.

2.4. Two access point in Te Aroha block are not connected which is affecting the strength of the internet. Dane Riordan will remedy this.

2.5. Re Te Mana Tuhono – we will be sent the plan for the proposed upgrade to the network, which will be paid for by the Ministry of Education. However, there is now an annual fee of \$2.50 per student to be paid by the school to the Ministry of Education.

2.6. Congratulations to Helen Revill who has taken on the PCT role (mentor teacher).

2.7. Congratulations to Francesca von Lanthen for taking on the role of Kahui Ako In School Lead.

2.8. Variance report

- Thanks to Francesca for her help with compiling this report. Board has approved this report and DJ will submit to the Ministry of Education. AP moved, VM seconded.
- **Action** DJ to submit report to the Min of Ed

2.9. Set Curriculum targets

- DJ looking to set targets for 2020 of 90% in reading, writing and maths.
- DJ is also looking to set targets around moving 'at' students to 'above'.
- Every 2 school years students reach a new curriculum level so it is usual for students to be 'at' the expected level in the first of the 2 years and move to 'above' the expected level in the second of the 2 years of the curriculum level. Some education around this is necessary for parents
- Board has approved the 2020 annual targets of 90% in reading, writing and maths. VM moved.
- Thanks from the Board to DJ and Francesca for the Variance report
- Thanks from the Board to Ronan and Francesca for the ALL report.
- Thanks from the Board to Francesca for the Special Character report.
- **Action** –Vanessa to email our thanks to Francesca and Ronan

3. Confirm Annual Plan

Annual plan approved by the Board to send to MoE by 1/3/20. VM moved.

Action DJ to send annual plan to the Min of Ed

4. Finance

4.1. Deficit for 2019 to be around \$19k which is bigger than the budgeted \$12k. However, previous year was a large surplus so overall the school is tracking well.

4.2. Annual Plan 2020 Finance

- Relief teacher budget reduced as we are able to use our current staff the majority of the time to provide cover for CRT and leave. Also Denise is teaching one day a week so this is reducing the Bank Staffing..
- Teacher aide time will be focussed to provide assistance for the students most in need (directly or releasing teacher).
- Budget approved by the Board with a deficit of approximately \$7.5k due to our roll being reduced at a very late stage for 2020. We have made as many savings as possible at this stage whilst not compromising the teaching and learning goals within the Annual Plan for 2020. All moved the approval of the budget.
- Thanks to George and Denise for their great work on the budget for 2020.
Action – DP to submit the Budget to the Min of Education.

5. Playground Update

- Discussion of indicative pricing from Mark Newdick for design of overarching plan for whole of school site, and for senior playground only. The Board agreed that while a whole of school site plan is ideal, current finances will not permit this. It was agreed that installation of a senior playground is a priority, due to the length of time (four years) that has elapsed since the existing playground was removed and the extensive fundraising efforts made by the school community.
- It is hoped that completion of the senior playground will encourage the school community to engage in further fundraising for other playground areas within the school that could be developed at a later stage.
- Mark Newdick is happy with the existing senior playground site, as the location for the new design.

Action - Miriama to go back to get a quote for the design of the senior playground

Action – George to crosscheck how much of the existing FOSA funds were raised specifically for the new senior playground, to allow us to finalise our budget for this.

6. KIVA Update

- VM approached the Parish Council for a donation toward implementing the KIVA programme at St Anthony's. This was declined.
- The school is committed to implementing KIVA but with the lower Operations Grant for 2020 funding for this will ideally come from a grant.

Action - AD to contact Amber to find out if we can get a grant to cover the KIVA programme

7. Communication from BOT to the School Community

- Ensure links back to the school website are included in comms

Action – EB to put link in newsletter piece back to info about the board and to also note that the website contains information such as the Annual Plan and the minutes from Board Meetings.

Action – VM to send Whānau Survey draft areas to AD and EB to look through to see what follow up we can provide to parents on key issues and completed/in progress action points from the Whānau Survey

8. Delegation of Tasks

8.1. Board Conflict of Interest Register

- **Action – AD will set up conflict of interest register for Board Members to fill in**

8.2. Policies to review

- Cultural Diversity Policy – **Action to be reviewed by MM, parent feedback to be coordinated by DJ**
- Staff Leave Policy - **Action to be reviewed by EB, staff feedback to be coordinated by DJ**
- Separated Parents, Day-to-day Care, Guardianship Policy - **Action to be reviewed by EB**

Applications for the position of Principal close on 6 March 2020. The subcommittee will update the rest of the Board the following week.

In Committee 8.25 pm