

Minutes of St. Anthony's School Board Meeting held on Tuesday, 21 March 2023

Present	Mark Mulhern (MM)	Presiding Member
	Andrew Pink (AP)	"
	Denise Johnson (DJ)	Principal
	Penny Duncan	Staff Representative
	Ollie Meech (OM)	Proprietors Representative
	Miriama Williams(MW)	Parent Representative
	David Crosbie(DC)	"
	Janine Smith(JS)	"
	Kathryn Henderson	Secretary
Apologies:	George Bouras	Parent Representative

Welcome

MM welcomed everyone to meeting
OM led us in a time of reflection

Minutes of Previous Meeting

The minutes of the previous meeting held on 14 February, 2023 were accepted as a true and accurate record

Moved (MW)
Seconded (DJ)
All agreed

Matters Arising - Action points

- MW - mentioned to the board about her grants research, add grants person on to roles and responsibilities to keep track of dates - completed
- All work on annual goals and be ready to share Monday, February 27, 7 pm online - completed
- MM to approach JS re board responsibilities - completed
- DJ to ask KB to update website - completed
- MM & DJ to check on progress re the ideas for Values Display - in progress. We are waiting on others
- Health Consultation analysis and feedback completed - MM, MW and DJ
- DJ to contact the local police to see if they could offer any suggestions re the Mouse House and investigate installing a solar light
- GB to check the adjustments for the Ops grant - completed

Principals Report (DJ)

DJ spoke to the recent Staff PLD that numerous staff members had undertaken, Phonics, Waste Minimisation Course which will link garden into environment learning; Learning

through Play with PD elaborating on the benefits of seeing how to structure the learning of numeracy and literacy within the learning through play.

DJ outlined further her opportunity to hear CB, Victoria University speak about his work with informing schools on the effects of trauma on students. She found it an affirmation of the work that the staff had done in 2018 and the subsequent change we made to our behaviour management plan that outlined how the school would cater for neurodiverse students.

DJ also spoke about investigating changing our waste management provider with one option being that we cater for the following 3 aspects of waste in our efforts to be more environmentally responsible

1. General Waste
2. Paper, cans, cardboard and plastic
3. Small green waste

(JS) and (MW) suggested that we consider holding an evening with CB as a guest speaker. DJ will email Chris to explore the possibility.

NZCEO Statement of Catholic Church, re abuse and care. DJ asked the board to read through the email she had circulated.

Special Character (Board Report)

Learn about faith. report tabled by (DJ) The board was happy with the progress to date especially the efforts to continue to market our school. They thanked PD and DJ in their efforts re the visits to the EECs. DJ said that this practice would continue

It was agreed that the Bazaar was an excellent way to showcase our school

ERO - Evaluation Partner

(DJ) spoke to the School Improvement Framework that was in board folder for everyone's information. She outlined how FvL and herself had already evaluated the school using the framework from their prospective and was interested in gaining an idea of the board's opinion as to where we are at. (OM) had used it as a way of drafting the wording for some of our annual goals which was an effective use of the framework. (OM) suggested that it would be beneficial to view how DJ and FvL had evaluated the school first. (DJ) agreed to share this with the board

Delegations and other responsibilities

(MM) had approached JS regarding a number of responsibilities which JS had agreed to do so the list is completed.

St Anthony's Board responsibilities is now in Board folder for easy reference and (MM) suggested each area on a rota basis be referred to at a board meeting to ensure we are staying on track with our responsibilities. The meeting agreed

Health and Safety

Completed Emergency and Hazard Register. No significant events in this period.

Tree roots in the kai space are managed by the placement of the picnic tables. Any contractor that needs to work under Block 3 is made aware of potential asbestos

The Health Consultation has been closed off and if the Board is in agreement it can be sent to community.

(JS) Suggests giving parents feedback, Highlighting current PLD - Learning through play, mindfulness and mental health on what actions have already been taken since the survey was done

Finance

February review

In the absence of GB, (DJ) we reviewed his report which shows that due to the timing of parent donations income is tracking higher and our expenses are below the expected level of approx \$5,000.00

We have spent more on property and maintenance over the past two months due to the rotten boards that was needed to be replaced before the painting could commence as well as a significant tidy up of the grounds before the year began. We will review, as the year progresses as to whether the costs of the refurbishment of gates as well as work on the Library will become a part of a FOSA donation or not. (AP) asked DJ to check with GB as to whether it becomes an asset if paid by FOSA

Reconsideration & Approval of the Budget 2023

(AP) asked if we had checked the balances of operational grant regarding the overuse of staffing in 2022. (DJ) To ask Allison (AFS) about the bank staffing overuse and whether it could be put back into 2022 given the surplus of \$6 - 8 000 that we look to have in 2022 Our budget of 2023 had a planned surplus of \$920.00. However DJ indicated that our cleaning contract would be increasing by 7% from May onwards so this will take most of our planned surplus.

(OM) To look at cleaning contract

The meeting approved the 2023 Budget

DJ informed the meeting that Genesis have removed 10% incentive if bill is paid on time Now 1% if paid on time and 4% for a 24 month contract.

(OM) Suggested looking at other providers and considering what other companies are offering

Property

- Vinyl Issue

There is an issue with vinyl lifting causing a tripping hazard and it now appears to be water leaking. DJ has contacted Tracer Construction, who had the renovation contract and is waiting for them to come and have a look

- Façade

This is an ongoing issue with the Archdiocese and MM /DJ will continue to liaise on this with them.

- Water Leak

The water coming out across the playground from the library corner was a slow leak that when the plumber finally found the source, also found that it had created a metre deep sink hole. Everything has now been repaired

Policies

School Document Review

- Enrolment policy - points raised/clarified were

that we give the parents the preference form so that they approach the priest to sign; we will maintain continuous enrolment which is when a child turns five to start school unlike larger schools who are opting into set start dates for groups of children. We have made our school visits more flexible to suit both parents and school

- Attendance points raised/clarified were

Notifying attendance is mostly completed by phone txt and email linked from Hero We have accepted the suggestion that any child absent after three or more days may be asked for a doctor's certificate

Parents sign out any child who is leaving school earlier than the end of the school day Register – Record all absenteeism in class by using the emergency note book to note students who are absent

- Uniform – points raised/clarified were
the Dress Code is given at the time of enrolment as well as web site

Official Information Request and Student Information Consent - it was agreed to include these

Grants Officer

(DC) to seek potential Grants Officer from among the community

(MM) suggested that perhaps the Catholic Education or MOE could guide and give information about potential grants that schools can apply for

Reflections

Week 3 (MM)

Week 8 (JS)

Messages for School Community

Strategic Plan – Annual Goal

(DJ) to ask Kirsten to put up approved plan, to be sent on Hero

(MW) Budget Administration vacancy

General Business

Camp Letter -

(DJ) asked the board for approval for the camp to be at Teapot Valley

(OM) raised the issue of the current ferry situation which the meeting then discussed. It was agreed that we proceed with Teapot Valley as the preferred camp destination and monitor the ferry situation

Meeting finished 8.20pm

Signed by School Board Chair



Mark Mulhern

Date 18 May 2023

Action points

- DJ to share leadership teams evaluation using the School Evaluation Framework
- DJ to approach CB
- The board is to circulate the Health Consultation feedback via the office
- (OM) To look at cleaning contract
- (DC) to seek potential Grants Officer from among the community
- DJ to action the School docs reviews
- DJ to ask the office manager to investigate costs of Electricity providers
- MM to vote for Principals Regional Representation on Trustees Association (STAR)