

St Anthony's School

Minutes of the St Anthony's School Board Meeting held on Wednesday, February 16, 2022 at 6pm

Present:	Mark Mulhern (MM)	Presiding Member
	George Bouras (GB)	Parent Rep
	Oliver Meech (OM)	Proprietor's Rep
	Janine Smith (JS)	Parent Rep
	Andrew Pink (AP)	Parent Rep
	Denise Johnson (DJ)	Principal

Apologies:	Miriama Williams (MW)
	Sheryl McKnight (SM)
	Vanessa Monahan (VM)
	Lesi Sene (LS)

Welcome:

Mark welcomed everyone to the meeting and led a reflection.

Minutes of Previous Meeting:

The minutes of the previous meeting held on the 7th of December were accepted as a true and accurate record.

GB/JA all agreed

Action Points:

- I. DJ has made initial contact with past pupil re help **marketing** the school - work will continue
- II. DJ to investigate increasing the Non-Preference quota for St Anthony's - a work in progress. We have met with Kelly Ross re this and she has asked us to wait until we hear back from her.
- III. **Working Bee:** Set for February 26, 2 pm onwards, notice for the neighbours is ready to be shared
- IV. **Working Bee:** MM and AP to investigate the graffiti and any potential damage that could occur to the fence and garden by water blasting - done
- V. Statutory Requirements for Digital Technology: In progress
- VI. **Paintwork:** Painting of the library is scheduled for July holidays. If contractor has any other time available she will contact DJ to arrange further painting otherwise it is scheduled for beginning of 2023
- VII. **Security:** metalwork additions for the main gate - work in progress
- VIII. **Security:** MM has sent an email to NP re suggestions for school security
- IX. **Junior Playground:** contractor proposed annual audits for playground itself and surface biannually. DJ to check to see whether there is a legal requirement for how often playground structures and surfaces should be audited.
- X. Board Upskilling: MM has added a document to the folder which shows the trainings that are on offer. MM will also email the Board with further options over the next week.
- XI. Library Steps: MM has brought no slip tape and will put this on the steps now to trial this
 - FOSA Roles: Two volunteers at the moment and notice to go out in next fortnight

- FOSA Quiz night: this will first focus of FOSA

Matters arising from Action Points:

- AP will share with DJ some paperwork re the application for an increase to non-preference roll
- MM will circulate an Initial document re Statutory Requirements for Digital Technology for the Board to review - an action point may be added to annual plan
- DJ will approach metalwork businesses with the proposed gate design
- DJ to check legal requirements re playground audit
- MM will email the Board with further options for Board Training over the next week.
- MM to add tape to library steps
- DJ to circulate FOSA notice

1. Select Chair and Deputy Chair

AP nominated MM as chairperson. MM accepted the nomination. All present agreed and MM was elected Chairperson of the Board.

MM nominated VM as Deputy Chair. VM had indicated willingness to accept if nominated? All present agreed with VM's nomination and VM was elected Deputy Chairperson of the Board.

2. Principal's Report

The Principal's Report was tabled and taken as read. Points discussed:

- Staffing : The new staff have settled well and are an excellent addition to the team. Our tamariki are settled and engaged in the learning
- Electrical issues: On numerous occasions the fuses in Te Aroha have tripped, last year the line from the power line was replaced and the electrician has come to check it out a number of times. He cannot find what is tripping the fuses. AP suggested that we contact Tracers to have the original electrician check out what is happening.
- Cleaners: The contract with the previous cleaners has now ended. We are currently waiting on the January invoice to be rendered. If rendered, January's invoice will be paid. The balance on 5 previous invoices (approx. 2k total) is disputed on the basis that services were not provided per the Contract or not provided at all, with staff having been required to clean on a number of occasions. We have engaged a new Contractor (Jani King) to clean the school
- Marketing: DJ has asked for a subcommittee to support explore marketing options, including digital marketing for the school. It was agreed that we would reach out to the school body to see if there is expertise for the subcommittee. MM has a contact in digital design and he will approach that person to gain advice/suggestions.
- DJ has also sought a quote for a print run of a marketing brochure to use in the ECEs and local schools. She is constantly getting the feedback from people that they didn't realise that St Anthony's existed so marketing is important. We are well set up for hybrid learning and the investment the board has made into the teaching and learning resources that the board has made is significant. DJ thanked the board for this and said marketing was important to get the word out there as to how fortunate the tamariki are at our school. MM suggested samples of other brochures from the printers are sought and if DJ is happy with the quality then we proceed. All agreed to proceed with this. AP suggested that once the brochure was produced that some are shared with local real estate companies to have them included in their sales folder. All agreed that this was a good idea
- JS asked what the Covid Contingency plan was for the school as she had heard some schools were bringing in parents to support supervision. DJ explained that we would not be considering this due to the needs of students but should relief teachers not be available then classes would be managed together in their syndicates. Should too many staff be sick

at once, then DJ would discuss with the Board chair a short closure. DJ is constantly updating the Covid Framework as Govt and MoE make changes

Action Point:

- DJ to contact NP re the original electrician
- MM to ask digital design work colleague for suggested direction
- DJ to proceed with marketing brochure

3. Health and Safety

- DJ tabled the updated Emergency and Hazard Register
- There has been two updates for this year - one on the latest asbestos report which is added to the property plan. MM spoke of the action plan re this in terms of notifying any contractor who may disturb the cladding. Both locations where asbestos detected (cladding on the back of Block 3 and under the deck) are otherwise safe from disturbance and no other action is required.
- One young child left the school grounds due to the gate by the church not being latched properly. Action taken going forward is the TA will check all the gates before each break to make sure they are secure.

Action Point:

- MM to update the asbestos register in the property plan so any contractors working around the ? cladding are aware

4. Finance

- GB spoke to the financial report stating that it was a good financial result overall for the year ending December 2021. At present we are showing over 30k surplus but there will be some adjustments to this final figure as the final reconciliations are done
- The grounds maintenance bill for December was not presented until this year so we will have AFS transfer this cost into 2021. DJ outlined the amount of work completed on the grounds in January - some were added tasks like repairing the irrigation system; clearing the drains, removing graffiti and water blasting the back fence. However the invoice is significant so the meeting agreed that DJ would discuss this with the contractor and limit the number of general clean-ups going forward accordingly. DJ asked the board that a sum be included for graffiti removal as it is beyond her ability to do this. The board agreed to include it in the budget
- Discussion on the payment of class doors and was the property spend 5K incl or exc. GB to investigate.
- DJ has asked that the Board agree to write off \$1257.49 from last year's unpaid school donations. GB commented that overall the school community is good with donations and we are fortunate to have a good collection rate. All agreed to the proposed write off
- Budget: GB and DJ have to meet to finalise the Budget for 2022 which will be presented at the next meeting for approval. There was some discussion as to increasing the MoE Other income line as we already know some funds that have been granted. It was asked and agreed on that the draft Budget for 2022 would be made available to the Board before the next meeting so that the board has time to think about it and send questions to GB if needed. GB and DJ agreed to this

Action Points:

- GB to find out requirements re property spend of 5K does this include or exclude GST
- DJ to speak with MH regarding the maintenance hours
- GB & DJ to finalise the draft Budget for 2022 and circulate it to the Board

5. Property Management

- The doors are now complete but need to be checked as they are catching. After this has been done the invoices will be paid and a warranty gained. The final part is to put the visibility strip on but DJ and KB are having difficulty finding someone to come in and do this. They are not keen to simply purchase the strips and do it themselves. MM has a contact for this and will give it to DJ
- The grounds are looking good after all the holiday work and we are looking forward to the working bee to help complete this. JS ascertained from the board the scope and needs of the work. DJ to find out the email addresses of our neighbours so JS can contact them. Notice of the Working Bee will be added to the Board Comms for the parent body
- Painting: Our painting contractors have taken on significant projects for 2022. These are our preferred contractors and so we have agreed to the painting of Block 2 in the July holidays and then the rest in January, 2023. Should the contractors have a hold up with any of their large projects they will contact DJ and negotiate to complete some of the work earlier. The board agreed to this

Action Points:

- MM to forward to DJ the contact for the visibility strip
- DJ neighbours email address
- MW to complete the board comms for this
- JS to complete the notice for the neighbours

6. Analysis of Variance Report & Annual Plan

- The AoV report was tabled. DJ advised that this report is largely a duplicate of the Student Achievement Report but we are simply putting it into the MoE format. Going forward DJ asked the Board if it is possible that we look at the Student Achievement Report and perhaps tailor it so all the information needed for the AoV is included and as such we are not duplicating the work. The Board agreed for DJ and FvL to look at this for 2022

DJ moved that the AoV report be accepted. MM seconded. All agreed.

- The Annual Plan was tabled and agreed upon

7. Strategic Plan and Annual Goals

- The draft plan was tabled and discussed. The meeting agreed to the annual goals as outlined. DJ asked that someone on the board agrees to focus on the annual plan points to ensure that actions taken are added at the time. This will be discussed at the next meeting
- The annual targets were approved at the December Board meeting

DJ moved that the Strategic Plan and Annual Goals be accepted. AP seconded. All agreed.

8. Board Comms

Agreed messages to school community for next newsletter are:-

- Welcome to the school year and new staff and families
- Working Bee

- Who and what FOSA is

Action Point:

- MW to write the comms on behalf of the board

9. Policy Review

- Health and Safety - Management - MM
- Emergency & Disaster - JS

Reflection for next meeting : AW

General Business:

- We need a Board secretary so DJ will approach a couple of people they may be interested
- MM will circulate the meeting dates for the year for everyone to confirm at the next meeting

AP asked to move to being in-committee which we did for 5 minutes.

There being no further business the meeting concluded at 8.05pm. The next meeting will be held on 22 March 2022.

Next Meeting's Agenda Items

- Approval of 2022 Budget
- One person delegated to monitor action points of annual plan
- Everyone to confirm the meeting dates for the year

Matters arising from Action Points:

- AP will share with DJ some paperwork re for an increase to non-preference roll
- proposal
- MM will circulate an Initial Document Statutory Requirements for Digital Technology for the Board to review - an action point may be added to annual plan
- DJ will approach metalwork businesses with the proposed gate design
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- MM will email the Board with further options for Board Training over the next week.
- MM to add tape to library steps
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- MM to approach digital design work colleague for suggestions
- DJ to proceed with marketing brochure
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Mark Muller

BoT Chair

12/5/22.