

**Minutes of St Anthony's School Board Meeting
Term3 Week 3. Tuesday August 9th, 2022**

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|----------------|---------------------------|----------------------------|
| Present | Mark Mulhern (MM) | Presiding Member |
| | George Bouras (GB) | Parent Representative |
| | Andrew Pink (AP) | " |
| | Vanessa Monahan (VM) | Proprietors Representative |
| | Denise Johnson (DJ) | Principal |
| | Kathryn Henderson (KH) | Secretary |
| | Francesca Von Latham (FV) | Staff Representative |
| | Ollie Meech (OM) | Proprietors Representative |
| | Miriama Williams (MW) | Leave of Absence |

Apologies Janine Smith (JS) Lesi Seni (LS)

Welcome MM

Prayer Then reflection led by (DJ)

Visitor: Kevin Sinnott from Peninsular Trust joined the meeting to outline the History of the UP Trust and their objectives in ensuring that sporting opportunities are available to all students. Kevin Sinnott has a background as a Youth Worker and Challenge 2000. After a discussion re young youth (10Yrs) dropping out of sports he decided to set up the foundation. It is tailored to those that cannot afford sports, creating a culturally sensitive environment so cultures can mix the first endeavour is to offer Futsal so that at the Indian Sports Centre on Sunday afternoons there will be a free clinic run by Capital Football. As well there are training clinics and St Anthony's is benefitting with the first free Futsal Clinic.
This is an initiative that is happening throughout the parish.

MM thanked Kevin for sharing with the Board and expressed our thanks that he had undertaken such an initiative

Frank Wafer – Manager of Catholic Schools has put in his apologies for tonight's meeting so we did not have a Special Character discussion

Student Achievement Report (FV)

FV tabled the report for discussion. She explained that due to the Covid disruptions, the staff had been conservative in their estimations regarding moving students from 'at' to 'above' as if we have another period of illness throughout the school this will adversely affect results.

(AP) asked about year 7 & 8's that are behind and do we have a plan for their achievement before leaving. (FV) There are processes in place to alleviate this shortfall. Students are that are reflective of their abilities. Added TA time is given to also support these learners.

(OM) asked about non returning pupils due to health challenges. DJ explained that we have one or two at present who are working online and we are in discussions to have a return to school

(MM) thanked FvL for her work in collating the report and on the excellent student achievement results to date. He asked that she pass on the Board's thanks to the rest of the staff

Minutes of Previous Meeting Held on Tuesday 22nd June, 2022

Accepted as a true and accurate record

Moved (MM)

Seconded (VM)

All agreed

Matters Arising

- Health Consultation Draft is in the board folder ready for discussion (DJ)
- Permission to market via social media to capture a wider audience and DJ will let Jasmin know so she can target specific ones. (DJ)
- Stem order has arrived, and the staff are thrilled (DJ)
- Heat detector has been ordered (DJ)
- Contacted Fire Brigade – waiting to hear back from them
- New format for School Management Report from the AFS. To be discussed in the finance section (GB)
- Advise swimming costs (DJ) to action
- Procedures. Ramp still blocked off due to the uncertainty of safety re the cross and noticeboard (MM) to investigate this situation further and organise to remove the cross as an interim measure
- Procedure regarding the checking of the medication expiry dates (DJ) to check
- DJ to analyse swimming costs – still to be actioned

Principal's Report

(DJ) moved that the report be accepted as read

(AP) seconded

- Matariki Evening a huge success despite the absence of many families due to Covid. The consultation aspect was also successful with many agreeing most favourably to the ideas shared:-
- The idea putting our values in both Te Reo and English on the posts on main deck – approved by all. Denise to pursue costs



- Gates design: A few parents added some designs. 3 are the top favourites but ultimately the design may be determined by the cost. (AP) has agreed to investigate the costs. DJ suggested that Friars Grey could be the paint colour in line with our doors
- Name for our mural is favoured to be 'Te ara o nga tupuna | The path of our ancestors for the mural.
- Creative in Schools to be continued into Term 4 as between the rain and the illness, time has gone too quickly
- Catholic Review – an excellent review and we are grateful for the wonderful response from our tamariki and whānau when they interviewed with the team. As a staff, we were delighted with the comment regarding the consistency of learning and teaching practice throughout the school. (VM) commented that she found this review process to be very holistic.
- (MM) has agreed to write the board comms regarding the outcome of the review to our community.
- DJ spoke to the board about the suggestion of having autex quoted for the library which was outlined in the last board report but not discussed. After discussion it was agreed that DJ seek a quote
- It was also agreed that we ask for a quote to paint the north side of Block 1 now that the windows will not be replaced for a few years

Action Points

- (DJ) to find out costs of values display
- (AP) to find out costs re gate design
- (MM) board comms for the newsletter regarding the review
- (DJ) to seek a quote regarding autex for the library
- (DJ) to seek an updated quote for painting

Health and Safety

- DJ tabled the Emergency and Hazard register. No injuries noted apart from the sewage outbreak. The register will be updated to note this. The overflow was from our neighbours according to the drainage company. The council should take responsibility. (MM) extended his thanks to the staff for the way in which the drainage issue was handled. (DJ) spoke of the need to be proactive rather than reactive. The board agreed to having the drains flushed every 18months. In terms of the current bill incurred, the school will approach the council for reimbursement
- DJ spoke to the Lock down drill which was put into place in response to the recent series of threats to other schools. Two parents have given feedback that they would have preferred to be warned but DJ explained to the board that it is a difficult one to manage as we do need to drill without the children knowing it was a drill. Staff ensured that children who are anxious were spoken with at the time. It is planned to have a full evacuation later in the term. (VM) suggested a note to parents as explanation. After discussion by the staff, it has been agreed that we use the same destination as used for Tsunami for any evacuation.

Action Points

- DJ) to approach the council for reimbursement

MSM

Finance

- (GB) spoke to the July Review. Expenses are slightly up in June 2022 is tracking as expected
- Staff Usage Expenditure is over by \$7965.00 largely due to the increased need for relievers to cover staff illness. (DJ) will apply to Ministry to recover some of these monies.
- Draft Audit Report – DJ spoke to the 4 recommendations that the draft report outlined – 1 necessary and 3 beneficial. Some of these, given the size of our school we feel are unnecessary.
 - (GB) has offered to investigate and draft a response regarding the invoices into Xero;
 - Gift recommendation: Board agreed that when the amount is more than \$100 that the board is aware of this
 - (DJ) will discuss with our office manager the practicality of checks and balances with the payroll that is workable for all, as well as the one regarding the list of staff
 - (DJ) will draft the remainder of the response and share with (MM), (GB) and (OM) before sending it to the auditors
 - (AP) to find original minutes where (DJ) spoke of an increased amount for a gift
- (GB) spoke to the new format of the St. Anthony's Financial Statements. Some discussion on this format with the decision to add in Budget year to date. (GB) to formulate a response for AFS and send to (DJ) to action

Action Points

- (DJ) will apply to Ministry to recover Covid Related staffing expenditure
- (DJ) and (GB) to investigate the recommendations and draft response for the auditors
- (GB) to formulate a response for AFS and send to (DJ) to action

Property Management

- The façade is continuing to deteriorate, with some of the tape showing evidence of deterioration underneath.
- Heat Pump for Te Awa is not working, and we need to decide if we repair or replace. Replacement cost will most likely exceed 5k so discussion with the Archdiocese will need to take place

Action Points

- (MM) and (DJ) to speak with Kelly Ross re the façade
- (DJ) to finalise quotes for Heat Pump

WEM

Board Elections

(MM) confirmed that we have one new nomination and nominations close Wednesday August 10, 2022 which is tomorrow. The board was asked to follow up immediately if they knew of any other potential nominations

Health and Physical Education Consultation

- (DJ) has put in Board documents. The board were happy with the overall questions and DJ undertook to consult further with (FvL) to finalise some of the small detail. (VM) suggested handing out form in hard copy like we did with the Cultural Symbols consultation

Actions:

- DJ and FvL finalise the consultation

Centennial Celebrations/ Bazaar

- Richard R has agreed to be part of the team and will potentially lead this. We need to build a committee to help get this underway
- FOSA keen to hold Bazaar (DJ) and (KH) to discuss co-opting people. DJ is currently working on finding the Bazaar coordinator
- Both events are excellent marketing opportunities for our school

Board Communications

- As we no longer have a comms person people were asked to volunteer to write for one newsletter each
(OM) will write about the upcoming Board Elections
(MM) will write the board comms for the Catholic Review

Discussion on Policy (MM) to do for next meeting

Next Board Meeting

(GB) Will lead Reflection

To be held 13th September, 2022

(MM) to organise a farewell gathering

(MM) Thanks everyone

Total Action Points:

- (DJ) to find out costs of values display
- (AP) to find out costs re gate design
- (MM) board comms for the newsletter regarding the review
- (DJ) to seek a quote regarding autex for the library
- (DJ) to seek an updated quote for painting

- (DJ) to approach the council for reimbursement for costs associated with sewage overflow
- (DJ) will apply to Ministry to recover Covid Related staffing expenditure
- (DJ) and (GB) to investigate the recommendations and draft response for the auditors
- (GB) to formulate a response for AFS and send to (DJ) to action
- (MM) and (DJ) to speak with Kelly Ross re the façade
- (DJ) to finalise quotes for Heat Pump
- DJ and FvL finalise the Health consultation
- (OM) will write about the upcoming Board Elections
- (MM) will write the board comms for the Catholic Review
- (MM) to complete the policy review
- (MM) to organise a farewell gathering
- (GB) Will lead Reflection

Mark Lulham 20/10/22
Board Chair.