

ST MARY'S SCHOOL BOARD OF TRUSTEES MEETING

**Meeting held at St Mary's School Meeting Room
7:11pm Thursday 1 March 2018**

MINUTES

Present: Lisa Smith (Chair), Anna Campbell, Michael Chinnery, David France, Orille Fernando, Michelle Holly, Fr Lio Rotor and Antony Vodanovich (arrived 7:30pm)

In attendance: Sue Toombs (Minute Secretary)

Apologies: Marianne Bray, Kelly Parker

Prior to the meeting: Board members were invited to view the newly refurbished staff room ahead of the meeting. Improvements carried out during the summer break to the staff room and the D block classrooms were positively received.

Orille led everyone in prayer.

1. ADMINISTRATION

1.3 Welcome/Introductions/Code of Conduct/Role Descriptions

- The Code of Conduct was re-circulated to all members of the Board, re-read and signed. Board material ahead of meetings can be found in the usual way on Dropbox. School Docs for policy and procedures is currently accessible for board members and staff and will soon be ready for the school community to access.
- The board was reminded of the procedure they must follow if approached with an issue by a member of the school community. This is to refer them to the complaints flowchart on the school website.

1.4 Appointment of Chair (led by Anna Campbell)

MOTION: That in terms of Section 48 of the Local Government Official Information and Meetings Act of 1987, the public be excluded from this part of the meeting because the Board wishes to discuss employment.

*Lisa Smith
All in favour*

MOTION: That the minute secretary remain to minute the in committee meeting.

*Lisa Smith
All in favour
In committee meeting began 7:20pm*

ACTION

MOTION: That the meeting be made open to the public.

Lisa Smith
All in favour
In committee meeting finished 7:25pm

- A request for nominations for the appointment of Chair was made. Anna Campbell and David France nominated Lisa Smith. Lisa accepted the nomination.

MOTION: The Board of Trustees of St Mary's School approves that Lisa Smith will continue as the Chair of the St Mary's School Board of Trustees.

Anna Campbell and David France
All in favour

1.5 Declarations of interest

- Standing declarations of interest:
Antony Vodanovich's wife, Kristen Vodanovich is a Year 2/3 teacher at St Mary's School, Northcote
- Declaration of interest removed:
Orille Fernando is no longer an employee at St Mary's School, Northcote

1.6 Principal delegations 2018

- The 2018 Delegations policy was tabled.
Amendment to the policy: 2C, Principal Delegations - approval of any orders for goods and services up to the value of \$5,000 and provided such an order will not exceed the Board approved budget allocation for the expenditure item involved;

MOTION: The Board of Trustees of St Mary's School approves the 2018 Principal Delegations.

Lisa Smith
All in favour

2. STRATEGIC DISCUSSIONS/DECISIONS

2.1 Charter (Annual & Strategic Plans) update and approval of doc sent to MoE

- The three year strategic plan has been updated with the aims for 2017 removed and 2020 added. The Board questioned the reasons for this addition. The Principal explained that Ministry requirements are that we update the strategic plan annually and that some some goals are ongoing and will continue to appear on the strategic plan until the next full review.
- The 2018 Professional Learning budget has been set moderately high and is significant, in response to the need to induct a new leadership team and a number of beginning teachers.
- With the abolition of National Standards, our approach to teaching and learning will remain the same with teachers focusing on 'Know thy learner' and responding to student needs.

2.2 Approval of targets for 2018

- With the governments removal of National Standards it is expected that there will be a transition period. Targets have been reworded but essentially focus on student progress and achievement, as has always been the case.

MOTION: The Board of Trustees of St Mary's School approves the 2018 Charter, Annual School Improvement Plan and targets

Lisa Smith
All in favour

2.3 Succession Planning

- The Board of Trustees Triennial Election will take place in 2019. A discussion took place on how the board could be ready for a seamless transition due to member succession. A staggered process related to the appointment of proprietor's representatives was also discussed.
- At the end of the discussion, an indication was sought from current board members as to their intentions for the next term.
- One member expressed their wish to stand down this year as they no longer have children at our school. The proprietor accepted this request.

3. MONITORING**3.1 Principal's Report**

- The report shared in Dropbox was taken as read.
- The Principal reported that 2018 has begun positively
- A discussion on the Primary Teacher's Collective agreement and a paid union meeting was discussed and how this will affect the school. Parents have been communicated via the school bulletin about Friday 23 March.

MOTION: That in terms of Section 48 of the Local Government Official Information and Meetings Act of 1987, the public be excluded from this part of the meeting because the Board wishes to discuss employment.

Lisa Smith
All in favour
In committee meeting began 8:26pm

MOTION: That the meeting be made open to the public.

Lisa Smith
All in favour
In committee meeting finished 8:34pm

3.2 Health & Safety

- The Health & Safety team met last week.
- It was observed that the December sickbay trends had spiked. This possibly was due to the hot weather and the end of year activities.

3.3 Special Character Review, external report

- The 'draft' report has been received. A minor comment has been noted, the report will be returned to the Catholic Diocese for amending.

<p>3.4 Financial report & monthly budget</p> <ul style="list-style-type: none"> ● Shared in Dropbox ● The Draft 2018 budget was presented to the Board with a deficit of \$7,211. The board observed that both the 2017 budget and mid-year budget were presented as a deficit but ended the year in surplus (in draft). <p>MOTION: That the 2018 Budget as tabled be approved.</p> <p style="text-align: right;">Michelle Holly All in favour</p> <p>3.5 Building/Maintenance update</p> <ul style="list-style-type: none"> ● Caretaker maintenance report shared in Dropbox ● Feedback about the improvements made to the school has been positive from both the school and parish community. <p>3.6 Staff PLD plan Term 1</p> <ul style="list-style-type: none"> ● The staff PLD plan for term 1 was circulated in Dropbox 	
<p>4. <u>ADMINISTRATION</u></p> <p>4.1 Confirmation of minutes / action points</p> <p>MOTION: That the Minutes and In-Committee Minutes of the meeting held on 7 December 2017 be approved as a true and correct record.</p> <p style="text-align: right;">Lisa Smith All in favour</p> <p>MOTION: That in terms of Section 48 of the Local Government Official Information and Meetings Act of 1987, the public be excluded from this part of the meeting because the Board wishes to discuss employment.</p> <p style="text-align: right;">Lisa Smith All in favour</p> <p>MOTION: That the minute secretary remain to minute the in committee meeting.</p> <p style="text-align: right;">Lisa Smith All in favour In committee meeting began 9:01pm</p> <p>MOTION: That the meeting be made open to the public.</p> <p style="text-align: right;">Lisa Smith All in favour In committee meeting finished 9:09pm</p> <p>Confirmation of Finance report</p> <p>MOTION: That the finance report as tabled be approved.</p> <p style="text-align: right;">Lisa Smith All in favour</p>	

<p>4.2 Correspondence</p> <ul style="list-style-type: none"> ● Correspondence was circulated via Dropbox. <p>MOTION: That the correspondence be received.</p> <p style="text-align: right;"><i>Lisa Smith</i> <i>All in favour</i></p> <p>4.3 Upcoming Dates</p> <ul style="list-style-type: none"> ● Friday 9 March 2018 – Parent coffee morning 8:30am ● Wednesday 21 March 2018 – Digital Immersion, Parent breakfast, 7:30am ● Friday 23 March 2018 – Teachers paid union meeting 1:30pm ● Thursday 5 April 2018, 7pm – BoT meeting 	
<p>5. <u>IDENTIFY AGENDA ITEMS FOR NEXT MEETING</u></p>	
<p>6. <u>MEETING CLOSURE</u></p> <p>6.1 Comments on meeting procedures and outcomes</p> <p>6.2 Preparation for next meeting</p> <p>6.3 Closing Prayer</p> <ul style="list-style-type: none"> ● Orille closed the meeting at 9:16pm with a prayer 	

Chairperson: _____
Lisa Smith

Date: 5 April 2018