

# ST MARY'S SCHOOL BOARD OF TRUSTEES MEETING

**Meeting held at St Mary's School Meeting Room  
7:08pm Thursday 17 May 2018**

## M I N U T E S

**Present:** Lisa Smith (Chair), Michael Chinnery, David France, Michelle Holly, Kelly Parker, Fr Lio Rotor, Kathryn O'Brien, Antony Vodanovich (arr 7:09pm), Anna Campbell (7:43pm) and Marianne Bray (arr 7:54pm)

**In attendance:** Sue Toombs (Minute Secretary)

**Apologies:**

<b>Michelle</b> led everyone in prayer.	
<b>1. <u>ADMINISTRATION</u></b>	<b>ACTION</b>
<b>1.3 Declarations of interest</b>	
<ul style="list-style-type: none"> <li>● Standing declaration from Antony Vodanovich</li> </ul>	
<b>2. <u>PRESENTATION/DISCUSSION</u></b>	
<b>2.1 Board Relationships/Communication presented by Marianne Bray</b>	
<ul style="list-style-type: none"> <li>● A Community Engagement self-review is being conducted by the board. A document based on an NZSTA resource was distributed as a tool. Each member will take this away with them to work through. The review will be progressed during the next board meeting.</li> </ul>	
<b>2.2 Board PLD</b>	
<ul style="list-style-type: none"> <li>● Lisa and David attended an informative NZSTA Executive networking event with presentations by Daniel Birch, Principal at Hobsonville Point Primary and Caroline Marino, ex-Principal at Westmere Primary.</li> <li>● Board members will attend the upcoming NZSTA governance workshop for integrated school son 31 May.</li> <li>● NZSTA 29<sup>th</sup> Annual Conference is being held in Rotorua, 20-22 July 2018 and the Board Chair, Lisa Smith would like to attend.</li> </ul>	
<b>MOTION:</b> That the Board of Trustees of St Mary's School approves the attendance of Lisa Smith at the NZSTA Annual Conference in Rotorua.	
<p><i>Moved: David France</i> <i>Seconded: Michelle Holly</i> <i>Motion carried</i></p>	

<p><b>2.3 Reviewing Strategic Goal 2</b></p> <ul style="list-style-type: none"> <li>● Inclusion &amp; belonging: The board asked what area of inclusion was currently the most challenging. As with all schools, additional ongoing funding from ORS, BEH and ICS is a problem across our school for much needed learning support. The Special Educational Grant (SEG) is used for students who do not have additional funding but who need support to make progress in specific areas of the curriculum. We manage teacher aide time smartly, but these children also require teacher expertise and whilst teacher aides can support these students, they do not have the expertise to accelerate the learning of these students. The SENCO role is a critical role and works alongside the Deputy Principal to ensure this group of students is well supported.</li> </ul>	
<p><b>3. <u>MONITORING</u></b></p> <p><b>3.1 Principal's Report</b></p> <ul style="list-style-type: none"> <li>● The report shared in Dropbox was taken as read.</li> <li>● Spotlight update: there are glitches in the system which are being worked on. It is not ready for parents yet. The first reports will be done using Spotlight but the real time reporting tool still needs work before it is made available to all parents.</li> <li>● The board discussed the recent piece related to bullying in the school bulletin. The principal explained that there are often challenges when incidents occur between students and parents immediately label a situation bullying, or a student a bully. It is Bullying Free New Zealand week and it was a good time to raise this issue via the bulletin.</li> </ul> <p><b>3.2 Staff PLD plan</b></p> <ul style="list-style-type: none"> <li>● We continue with PLD related to AFoL, Digital Immersion, Spotlight and Culturally responsive and relational pedagogies. We have also started work on the RE Bridging Document.</li> <li>● There will be a Retreat for teachers during the next holiday which will be covering an RE paper - RE502, Spirituality for Teachers. All teachers will complete this paper.</li> </ul> <p><b>3.3 Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>● The Health &amp; Safety team met last week. There were no matters arising.</li> <li>● Under the Health &amp; Safety at work act the following items were identified: <ul style="list-style-type: none"> <li>➤ All major incidents are to be reviewed and procedures put in place to eliminate in future.</li> <li>➤ A board member should attend the H&amp;S meeting.</li> <li>➤ Once a term the whole board should participate in a walk through the school site, in order to familiarise themselves with the site, discuss the ways we are minimising risk and identify any further risks.</li> </ul> </li> </ul> <p><b><i>ACTION: Health &amp; Safety walk through dates to be emailed to board members</i></b></p> <ul style="list-style-type: none"> <li>● The caretakers report in Dropbox was taken as read.</li> <li>● The Building maintenance sub-committee is suspended until further notice.</li> </ul>	<p><b>Michelle Holly</b></p>

<p><b>3.4 Financial report &amp; monthly budget</b></p> <ul style="list-style-type: none"> <li>● Shared in Dropbox</li> <li>● The report again was positively received. The Principal reported there had been some necessary unexpected purchases during the first quarter.</li> </ul> <p><b>MOTION: That a grant application be submitted to The Lion Foundation for new signage to Catherine block</b></p> <p>That the Board of St Mary's School, Northcote approves a grant application be made to The Lion Foundation for new signage.</p> <p style="text-align: right;"><i>Moved: Lisa Smith Seconded: Anna Campbell Motion carried</i></p> <p><b>3.5 Personnel</b></p> <p><b>MOTION:</b> 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;"><i>Lisa Smith All in favour</i></p> <p><b>MOTION:</b> That the minute secretary remain to minute the in committee meeting.</p> <p style="text-align: right;"><i>Lisa Smith All in favour In committee meeting began 8:07pm</i></p> <p><b>MOTION:</b> That the meeting be made open to the public.</p> <p style="text-align: right;"><i>Lisa Smith All in favour In committee meeting finished 8:22pm</i></p>	
<p><b>4. <u>ADMINISTRATION</u></b></p> <p><b>4.1 Confirmation of minutes / action points</b></p> <p><b>MOTION:</b> That the Minutes and In-Committee Minutes of the meeting held on 5 April 2018 be approved as a true and correct record.</p> <p style="text-align: right;"><i>Lisa Smith All in favour</i></p> <p style="text-align: center;"><b>Confirmation of Finance report</b></p> <p><b>MOTION:</b> That the finance report as tabled be approved.</p> <p style="text-align: right;"><i>Lisa Smith All in favour</i></p> <p><b>4.2 Correspondence</b></p> <ul style="list-style-type: none"> <li>● Correspondence was circulated via Dropbox.</li> </ul> <p><b>MOTION:</b> That the correspondence be received.</p> <p style="text-align: right;"><i>Lisa Smith All in favour</i></p>	

<p><b>4.3 Upcoming Dates</b></p> <ul style="list-style-type: none"> <li>● NZSTA Governance essential workshop - NEW for integrated schools, 31 May 2018, 6:30pm-9pm</li> <li>● Thursday 28 June 2018 – Parent morning tea from 8:30am</li> <li>● Thursday 28 June 2018, 7pm – BoT meeting</li> </ul>	
<p><b>5. <u>IDENTIFY AGENDA ITEMS FOR NEXT MEETING</u></b></p>	
<p><b>6. <u>MEETING CLOSURE</u></b></p> <p><b>6.1 Comments on meeting procedures and outcomes</b></p> <p><b>6.2 Preparation for next meeting</b></p> <ul style="list-style-type: none"> <li>● Community Engagement self-review</li> </ul> <p><b>6.3 Closing Prayer</b></p> <ul style="list-style-type: none"> <li>● Fr Lio Rotor closed the meeting at 8:47pm with a prayer</li> </ul>	

**SUMMARY OF ACTION POINTS:**

#	Item	Description	Who
1.	3.3	Health & Safety walkthrough dates to be emailed to board members	Michelle Holly

Chairperson: \_\_\_\_\_ Date: 28 June 2018  
Lisa Smith