

# ST MARY'S SCHOOL BOARD OF TRUSTEES MEETING

**Meeting held at St Mary's School Meeting Room  
7:07pm Thursday 5 April 2018**

## MINUTES

**Present:** Lisa Smith (Chair), Anna Campbell, Michael Chinnery, David France, Michelle Holly, Antony Vodanovich, Marianne Bray, Kelly Parker and Kathryn O'Brien

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

**Apologies:** Fr Lio Rotor

<b>Antony</b> led everyone in prayer.	
<p><b>1. <u>ADMINISTRATION</u></b></p> <p><b>1.3 Welcome to new trustee</b></p> <ul style="list-style-type: none"> <li>• Lisa welcomed Kathryn the school's newly elected Staff Representative to the St Mary's School, Northcote Board of Trustees</li> </ul> <p><b>1.4 Declarations of interest</b></p> <ul style="list-style-type: none"> <li>• No change</li> </ul>	<b>ACTION</b>
<p><b>2. <u>PRESENTATION/DISCUSSION</u></b></p> <p><b>2.1 Cultural responsiveness and links to Hautū work presented by Michelle Holly and Kathryn O'Brien</b></p> <ul style="list-style-type: none"> <li>• Members of the board were presented with the introduction of St Mary's School self-review document on Cultural Responsive and Relational Pedagogies (CRRP). The report was discussed further around the need to consult with some of our larger cultural communities, Pasifika and Filipino/Indian. Fono style meetings will be planned in order to collaborate with our families, whanau and communities in the needs of our learners and their involvement in the decision making of our learners.</li> </ul> <p><b>2.2 Reviewing strategic goal 1</b></p> <ul style="list-style-type: none"> <li>• This year we have a young leadership team who are growing in their capabilities. Support in their professional learning is fully in place for 2018 along with on-site help from the Senior Leadership team.</li> <li>• This year has begun very positively and it is clear that students are at the very focus of everything teachers are undertaking. Gaps in areas of learning have been identified and teachers are addressing these. Professional learning and systems for monitoring are in place to enable this to happen.</li> </ul>	

**2.3 Parent communication re: staff wellbeing****3.5 Personnel/PPMA**

**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 8:22pm*

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

*Lisa Smith  
All in favour  
In committee meeting finished 8:48pm*

*Michael Chinnery departed 8:44pm*

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

- The report shared in Dropbox was taken as read.
- Improvements in and around school continue to be very positive.

**MOTION:** That the Board of Trustees of St Mary's School approves the continued maintenance programme to D classrooms - D2, D3 and D5 at an approximate cost of \$28,981 ex gst.

*Moved: Anna Campbell  
Seconded: Antony Vodanovich  
Motion carried*

**3.2 Health & Safety**

- The Health & Safety team met last week. There were no matters arising.

**3.3 Financial report & monthly budget (accounts to auditors)**

- Shared in Dropbox
- The 2017 Draft Annual Accounts were tabled.
- Members of the board agreed that the proposed Shrine is important for the school community and would enhance the improvements St Mary's School has been working through. Signage with the new school logo, is also on the Board and PSG's wishlist.

**3.4 Roll return**

- This was sent to the MoE on 1 March.

<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 1 March 2018 be approved as a true and correct record.</p> <p style="text-align: right;"><i>Lisa Smith</i> <i>All in favour</i></p> <p><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</i> <i>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</i> <i>All in favour</i></p> <p><b>4.3 Upcoming Dates</b></p> <ul style="list-style-type: none"> <li>● Monday 9 April 2018 – School, Open morning 9:30am-10:30am</li> <li>● Thursday 17 May 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> <p><b>6.3 Closing Prayer</b></p> <ul style="list-style-type: none"> <li>● Antony closed the meeting at 9:24pm with a prayer</li> </ul>	

Chairperson: \_\_\_\_\_  
Lisa Smith

Date: 17 May 2018