

ST MARY'S SCHOOL BOARD OF TRUSTEES MEETING

**Meeting held at St Mary's School Meeting Room
7:10pm Thursday 7 December 2017**

M I N U T E S

Present: Lisa Smith (Chair), Michael Chinnery, Michelle Holly, David France, Kelly Parker, Antony Vodanovich, Marianne Bray, Fr Lio Rotor and Orille Fernando (arrived 7:13pm)

In attendance: Maggie Ogram (Osprey Consulting), Sue Toombs (Minute Secretary)

Absent: Angela Murdoch

Apologies: Anna Campbell

Michael led everyone in prayer.	
<p>1. <u>ADMINISTRATION</u></p> <p>1.3 Declarations of interest</p> <ul style="list-style-type: none"> • None 	ACTION
<p>2. <u>PRESENTATION</u></p> <p>2.1 PPMA Summary report presented by Maggie Ogram (Osprey Consulting)</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;"><i>Lisa Smith All in favour</i></p> <p>MOTION: 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 7:12pm</i></p> <p>MOTION: 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 7:21pm Maggie Ogram departed 7:21pm</i></p>	

<p>2.1 Data – reporting of achievement info, presented by Michelle Holly</p> <ul style="list-style-type: none"> ● In previous years the collecting of data has proved challenging. The data in this report looks similar although years 2-6 have made some noticeable shifts. The transition for pre-schoolers to school for our Year 1's will be our next focus with all five year olds being better prepared to start school. ● Cultural responsiveness work is very important, and we are looking to have our teacher in charge of this area mentored by a Pasifika consultant next year. ● National Standards reporting will continue on until direction has been given by the MoE. It is a valuable tool for teachers and leadership. ● Targeted are years 1-2, Maori/Pasifika and Year 6's moving on – CoL group target is 90% above the standard by the end of Year 6. ● The job of Leadership is to strengthen learner achievement. 	
<p>3. MONITORING</p> <p>3.1 Principal's Report including the Special Character Review summary</p> <ul style="list-style-type: none"> ● The report shared in Dropbox was taken as read. ● The Year 6 Camp was a great success with well-organized staff. Thank you to Fr Lio and Fr Jude for Mass. ● Thank you letters have been sent to all camp helpers as well as a feedback form for future camp improvements etc <p>Motion – A grant application be submitted to Trillian Trust for various sports items That the Board of St Mary's School, Northcote approves a grant application be made to Trillian Trust for sports items.</p> <p style="text-align: right;">Lisa Smith All in favour</p> <p>ACTION: That the Board thank the two teachers for this year's camp</p> <ul style="list-style-type: none"> ● Summary of the Special Character review process; verbal feedback was very positive. Several groups were interviewed; parents, staff and students. ● The board discussed this year's Cultural day. It was noted that many teachers were at school very early on the Sunday for preparation with very few parishioners. Term 4 is a challenging term for teachers and school. Going forward a look at how we can alleviate a busy term for the wellbeing of our teachers was suggested. <p>ACTION: That a Cultural Day de-brief take place.</p> <p>3.2 Financial report & monthly budget</p> <ul style="list-style-type: none"> ● Shared in Dropbox ● The Draft 2018 budget continues to be worked on and will be tabled at the next board meeting early 2018. <p>3.3 Building/Maintenance update</p> <ul style="list-style-type: none"> ● It is understood the parish has no disabled toilet facilities and therefore wishes to make necessary renovations to the bathroom adjacent to the hall. This will mean the bathroom will be blocked off from the school. Renovation costs will be covered by the parish. 	<p style="text-align: right;">Lisa Smith</p> <p style="text-align: right;">Michelle Holly / Fr Lio</p>

<p>MOTION: That renovation can commence to provide a disabled bathroom for the Parish.</p> <p style="text-align: right;">Michelle Holly All in favour</p> <ul style="list-style-type: none"> ● Caretaker maintenance report shared in Dropbox ● The board wishes to recognise the workload that the Caretaker has undertaken ahead of the summer maintenance program. Two empty classrooms have commenced renovation and now contractors are on-site painting in order to get a head start. <p>3.4 Health & Safety</p> <ul style="list-style-type: none"> ● The Health & Safety members have met twice this term. ● A recent incident occurred with two students bumping into each other. A procedure relating to head injuries is already in place, however this incident highlighted the need for staff to be made aware of the procedures. <p>3.5 Personnel Update</p>	
<p>4. <u>DISCUSSIONS</u></p> <p>4.1 St Mary's Board Governance Framework (including board communications, concerns/ complaints process and exit interviews)</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</p> <p style="text-align: right;">In committee meeting began 8.35pm</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 10.22pm</p>	
<p>5. <u>ADMINISTRATION</u></p> <p>5.1 Confirmation of minutes / action points</p>	

<p>MOTION: That the Minutes and In-Committee Minutes of the meeting held on 2 November 2017 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>Confirmation of Finance report</p> <p>MOTION: 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>5.2 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>5.3 Upcoming Dates</p> <ul style="list-style-type: none"> ● Tuesday 12 December 2017 – BoT Christmas Drinks, 7pm ● Thursday 14 December 2017 – Prize Giving, Senior 9:15am and Juniors 11:00am ● Tuesday 19 December 2017 – Year 6 Leavers Graduation Mass, 5:00pm ● Wednesday 20 December 2017 – Final School Mass, 11:30am ● Thursday 1 March 2018, 7pm – BoT meeting 	
<p>6. <u>IDENTIFY AGENDA ITEMS FOR NEXT MEETING</u></p> <ul style="list-style-type: none"> ● 2018 Meeting Schedule 	
<p>7. <u>MEETING CLOSURE</u></p> <p>7.1 Comments on meeting procedures and outcomes</p> <ul style="list-style-type: none"> ● Board members thanked Lisa for conducting the board meetings and for the work carried out in preparation of each meeting. <p>7.2 Preparation for next meeting</p> <p>7.3 Closing Prayer</p> <ul style="list-style-type: none"> ● Michael closed the meeting at 10:45pm with a prayer 	

SUMMARY OF ACTION POINTS:

#	Item	Description	Who
1.	3.1	That the Board thank the two teachers for this year's camp	Lisa Smith
2.	3.1	That a Cultural Day de-brief take place, what can be done to help teachers	Michelle Holly/Fr Lio

Chairperson: _____ Date: 1 March 2018
Lisa Smith