

# ST MARY'S SCHOOL BOARD OF TRUSTEES MEETING

**Meeting held at St Mary's School Meeting Room  
7:03pm Thursday 13 September 2018**

## M I N U T E S

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

**In attendance:** John Hasell – Student and Mrs Karen Hasell, Kristen Vodanovich – Learning Support Coordinator Yrs 0-3, Pauline Hibbert – Learning Support Coordinator Yrs 4-6 and Sue Toombs (Minute Secretary)

**Apologies:** Fr Lio Rotor and David France

<b>Marianne</b> led everyone in prayer.	
<p><b>1. <u>ADMINISTRATION</u></b></p> <p><b>1.3 Declarations of interest</b></p> <ul style="list-style-type: none"> <li>● Standing declaration from Antony Vodanovich</li> </ul>	<b>ACTION</b>
<p><b>2. <u>PRESENTATION/DISCUSSION</u></b></p> <p><b>2.1 Uniform Proposal presented by student, John Hasell</b></p> <ul style="list-style-type: none"> <li>● A request by John to wear long pants during the winter period was put forward to the Board on behalf of the boys of St Mary's School, Northcote. John has conducted a survey and advised the board that all boys said 'yes'. Navy was the preferred colour which also ties in with the current colours of the school uniform. Prices have also been investigated via Yarntons, our school uniform provider and appear to be reasonable.</li> <li>● The board thanked John for putting forward the proposal and would like to consider the proposal further.</li> <li>● The chairperson will respond to John letting him know that further discussions/decision need to take place.</li> </ul> <p style="text-align: right;"><i>John Hasell and Karen Hasell departed 7:13pm</i></p> <p><b>2.2 Learning Support Coordinator Report presented by Kristen Vodanovich and Pauline Hibbert</b></p> <ul style="list-style-type: none"> <li>● The learning support coordinators feel valued and supported in their positions at St Mary's School.</li> <li>● Multiple agencies are currently involved with our school in order to provide funding for learning support to a rising number of our students. Many of these agencies meet regularly to identify, assess progress and to support our LSCs and in class teachers.</li> </ul>	

- Both LSCs liaise with parents, teachers and students as required. To be kept informed Senior Leadership and LSCs also regularly meet throughout the term.
- Higher complex needs are noticeably on the rise and these students require additional support. This support is often very hard to access from the MoE.
- Acknowledgement by the board was made for the support both Kristen and Pauline have provided the school community.

*Kristen Vodanovich and Pauline Hibbert departed 7:37pm*

### **2.3 Special Character Review presented by Michelle Holly**

- The review document in Dropbox was discussed.
- The board enquired what the Catholic Schools bridging document was. This document allows teachers to plan more closely to meet the needs of the students in RE teaching and enables children to ask the big questions and inquire into their faith, rather than prescribing the knowledge learners should be given. It is a bridging document because the whole RE curriculum is being rewritten over the next few years.
- The Staff will be attending a retreat at the Franciscan Friary during week 2 of the term break.
- RE502 paper will be completed by teaching staff in 2019.

### **2.4 Internal Evaluation Tool**

- The results to the NZSTA Governance Internal Evaluation tool conducted during the last board meeting were discussed. It was felt by the board that results were as expected and that we are already aware of the areas of governance that need to be reviewed and strengthened as we move forward. It was very positive to see the improvement in our understanding and practice of governance and stewardship since the previous survey.

## **3. MONITORING**

### **3.1 Principal's Report**

- The report shared in Dropbox was taken as read.
- The parent portal is still being worked on and it is hoped that the arising issues will be fixed and will be available to parents in term 4.
- St Mary's School Expo planned for 12 September 2018 has been postponed for term 1, 2019.
- The board was impressed by the student uniform presentation. The proposal was discussed. Further discussions will take place about school uniform and any possible future changes.

### **3.2 Health & Safety**

- There were no matters arising from the previous Health and Safety meeting.

### **3.3 Financial report & monthly budget**

- Shared in Dropbox.

<p><b>3.4 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</i> <i>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</i> <i>All in favour</i> <i>In committee meeting began 8:12pm</i></p> <p><b>MOTION:</b> That the meeting be made open to the public.</p> <p style="text-align: right;"><i>Lisa Smith</i> <i>All in favour</i> <i>In committee meeting finished 8:42pm</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 16 August 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 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</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>● Sunday 28 October 2018 – Whole School Parish mass, 10:30am</li> <li>● Saturday 3 November 2018 – Strategic planning, 8am-12pm</li> <li>● Thursday 8 November 2018 –BoT meeting, 7pm</li> <li>● Sunday 18 November 2018 – Cultural Day, 10:30am</li> <li>● Saturday 1 December 2018 – Christmas Craft Market, 10am-2pm</li> <li>● Thursday 13 December 2018 – Nativity Family picnic, 5:30pm</li> </ul> <ul style="list-style-type: none"> <li>● Antony Vodanovich will be absent for the Strategic Planning on Saturday 3 November 2018</li> <li>● Michael Chinnery will be absent at the next board meeting, Thursday 8 November 2018.</li> </ul>	

<b>5. <u>IDENTIFY AGENDA ITEMS FOR NEXT MEETING</u></b>	
<b>6. <u>MEETING CLOSURE</u></b> <b>6.1 Comments on meeting procedures and outcomes</b> <b>6.2 Preparation for next meeting</b> <b>6.3 Closing Prayer</b> <ul style="list-style-type: none"><li>● Marianne closed the meeting at 8:56pm with a prayer</li></ul>	

Chairperson: \_\_\_\_\_ Date: 8 November 2018  
Lisa Smith