

ST MARY'S SCHOOL BOARD OF TRUSTEES MEETING

**Meeting held at St Mary's School Meeting Room
7:13pm Thursday 16 August 2018**

M I N U T E S

Present: Lisa Smith (Chair), David France, Michelle Holly, Kathryn O'Brien, Marianne Bray, Kelly Parker (arr 7:55pm) and Antony Vodanovich (via Skype)

In attendance: Amany Morkos, Sue Toombs (Minute Secretary)

Apologies: Fr Lio Rotor, Michael Chinnery and Anna Campbell

David led everyone in prayer.	
<p>1. <u>ADMINISTRATION</u></p> <p>1.3 Declarations of interest</p> <ul style="list-style-type: none"> ● Standing declaration from Antony Vodanovich 	ACTION
<p>2. <u>PRESENTATION/DISCUSSION</u></p> <p>2.1 Mid-year progress – reporting on data by Michelle Holly and Amany Morkos</p> <ul style="list-style-type: none"> ● In summary, the data report presented to the board indicates that student achievement is predicted to improve by the end of the year. There is still a disparity between the learning of our Pacific Island students and the cohort as a whole. The Culturally Responsive and Relational Practices leader and senior leadership team have a plan in place and beginning to enact the plan. <p>2.2 'Me & My School' report</p> <ul style="list-style-type: none"> ● This survey was conducted for Years 4-6 with 100% participation. It allows students to tell us what they think about their school and express their views, confidentially. It provides a snapshot which will help improve teaching and learning. ● The survey results were pleasing with more than 90% of students; enjoying coming to school, proud to be at this school, feel safe at school, that teachers treat them with respect and help them learn. The previous survey was conducted in 2016 and there has been a significant improvement in these results. <p style="text-align: right;"><i>Amany Morkos departed 7:50pm Kelly Parker arrived 7:55pm</i></p> <p>2.3 Board self-review – HR practices</p> <ul style="list-style-type: none"> ● The last audit was conducted two years ago. There are no changes to be made with the HR process. 	

<ul style="list-style-type: none"> ● The board chair presented a report about the two-day NZSTA conference in Rotorua she recently attended. ● Board PLD feedback ● Two board members recently attended the Catholic Schools Office training. An overview of state integrated schools was given and property planning was a strong focus. <p>2.4 Internal Evaluation Tool</p> <ul style="list-style-type: none"> ● During tonight's meeting the board carried out the NZSTA Governance Internal Evaluation tool, a tool that supports the board to review and strengthen its own practices. 	
<p>3. <u>MONITORING</u></p> <p>3.1 Principal's Report</p> <ul style="list-style-type: none"> ● The report shared in Dropbox was taken as read. ● St Mary's School Expo (an evening of information sharing workshops for parents) on 12 September 2018 was discussed. The board discussed their presentation for the evening. This will focus on strategic planning and consultation. <p>3.2 Health & Safety</p> <ul style="list-style-type: none"> ● There were no matters arising from the previous Health and Safety meeting. <p>3.3 Financial report & monthly budget</p> <ul style="list-style-type: none"> ● Shared in Dropbox. ● The mid-year Draft budget review was tabled. All codes have been scrutinised resulting in a \$5,335 surplus. <p>MOTION: That the Board of Trustees of St Mary's School approves the 2018 mid-year budget review</p> <p style="text-align: right;">Michelle Holly All in favour</p> <p>3.4 Personnel</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 9:13pm</p>	

<p>4. <u>ADMINISTRATION</u></p> <p>4.1 Confirmation of minutes / action points MOTION: That the Minutes and In-Committee Minutes of the meeting held on 28 June 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>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>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"> ● Wednesday 12 September 2018 – 5:30pm-7:30pm: St Mary’s School Expo ● Thursday 13 September 2018 –BoT meeting ● Saturday 3 November 2018 – Strategic planning 	
<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"> ● David closed the meeting at 9:19pm with a prayer 	

Chairperson: _____
 Lisa Smith

Date: 13 September 2018