

ST MARY'S SCHOOL BOARD OF TRUSTEES MEETING

**Meeting held at St Mary's School Meeting Room
7:13pm Thursday 28 February 2019**

M I N U T E S

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

In attendance: Sue Toombs (Minute Secretary)

Apologies: Fr Lio and Jenny Abesia

Prior to the meeting: Board members were invited to meet in the staff room ahead of the meeting for an introduction/catch up with the senior leadership team

Antony led everyone in prayer.

1. ADMINISTRATION

1.3 Declarations of interest

- Standing declarations of interest: Antony Vodanovich's wife, Kristen Vodanovich is a teacher at St Mary's School, Northcote

1.4 Principal delegations 2019

- The 2019 Delegations policy was tabled. There were no changes or amendments.

MOTION: The Board of Trustees of St Mary's School approves the 2019 Principal Delegations.

Lisa Smith

All in favour

1.5 Chair delegations 2019

- The 2019 Delegations policy was tabled. There were no changes or amendments.

MOTION: The Board of Trustees of St Mary's School approves the 2019 Chair Delegations

Lisa Smith

All in favour

2. DISCUSSION/DECISIONS

2.1 Charter update and approval to send to MoE

- The updated and final Charter was tabled.

<p>MOTION: The Board of Trustees of St Mary's School approves the 2019-2021 Charter can be sent to the MoE.</p> <p style="text-align: right;"><i>Lisa Smith</i> <i>All in favour</i></p> <p>2.2 Review analysis of variance and approve targets 2019</p> <ul style="list-style-type: none"> ● The target data due to be sent to the MoE was tabled. It has been identified that our targets should focus on Year 3 maths, Year 2 reading and boy's writing across the school. Inherent in these targets is the acceleration of the achievement of Pacific and Maori learners who are not yet achieving at the expected level. <p>MOTION: The Board of Trustees of St Mary's School approves the Analysis of Variance and 2019 Targets can be sent to the MoE.</p> <p style="text-align: right;"><i>Lisa Smith</i> <i>All in favour</i></p> <p>2.3 Board Succession Plan/Elections/Code of Conduct</p> <ul style="list-style-type: none"> ● Discussions took place regarding this year's board elections. The community will be notified and an election pack put together. This pack will provide information on the board's role and an information evening will take place on the same evening as the April board meeting. ● Before members of the board signed the annual Code of Conduct document, David France talked through a refresher on governance verses management and on various points of the Trustee Code of Behaviour including the importance of positively representing the school, actively participating as trustees both at board meetings and outside of Board meetings, and understanding and adhering to the expectations and obligations as set out in the Code. The importance of professional development was also covered. ● The chair thanked David for talking through the points of the code. ● Suggestion: that the charter/vision page be included in the school enrolment pack. ● The Board discussed who would seek re-election as a parent or proprietor's representative in 2019. Four trustees advised they would be seeking election for a further term. <p><i>ACTION POINT: all board members to sign the Code of Conduct</i></p> <p>2.4 Education Taskforce report</p> <ul style="list-style-type: none"> ● The board discussed the report and identified areas that they believe bring positive change and areas that are of concern. ● The chair will answer the survey on behalf of the board and in consultation with the principal. 	<p style="text-align: right;"><i>Michelle Holly</i></p> <p style="text-align: center;"><i>All</i></p>
<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. ● The Principal advised that a paid union meeting is scheduled for Thursday 21 March 2019. 	

- School enrolments; a new entrant class will open at the beginning of term 2 and beginning of term 3. At this point, it is expected that a further class may open later in the year.
- The board enjoyed the new Principal Report format.
- The work achieved already at the beginning of the new school year and the positive enthusiasm of the teaching staff was recognised.
- Traditionally the school has retained folders containing student achievement information for seven years after students have left the school. The board approved that the school should dispose of the folders one year after students leave, following Ministry of Education guidelines.

Lisa Smith

ACTION POINT: the board to thank the St Mary's School staff for a great start to the new year

3.2 Annual Report to Proprietor

- The self-review aspect of the report was 'Growth in Knowledge'. The focus has been on ensuring that the teaching of RE is at least as good as teaching across other aspects of the curriculum. Teachers are beginning to implement the Bridging Document and consistency is beginning to be seen across the school.
- Professional learning is being carefully monitored and teachers are being encouraged to attain certification. The whole staff is currently undertaking a RE paper through the Catholic Institute "Spirituality for Teachers".

3.3 Budget 2019

- The principal predicts that some areas of the 2019 budget may fall in to an overspend due to the learning programmes and professional development forecast this year. The board will be advised as appropriate.

3.4 Financial Report

- The monthly accounts for December 2018 and January 2019 shared in Dropbox were taken as read

MOTION: That the finance report for December 2018 DRAFT and January 2019 as tabled be approved.

*Michelle Holly
All in favour*

3.5 Personnel

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

<p style="text-align: right;"><i>All in favour</i> <i>In committee meeting began 8:34pm</i></p> <p>MOTION: 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 9:10pm</i></p> <p>3.6 Health & Safety</p> <ul style="list-style-type: none"> ● There were no matters arising from the previous Health and Safety meeting. ● Property: a letter has been submitted to the Diocese regarding the proposed canopy to be situated over the tiger turf between the admin building and Catherine Block. <p>3.7 Staff PLD plan, Term 1</p> <ul style="list-style-type: none"> ● The Staff PLD term 1 plan shared in Dropbox was briefly discussed. ● The appointment of Canterbury Education Office as Returning Officer for the upcoming elections was raised. <p>MOTION: That Canterbury Education Office is appointed as Returning Officer for the 2019 elections.</p> <p style="text-align: right;"><i>David France</i> <i>All in favour</i></p>	
<p>4. <u>ADMINISTRATION</u></p> <p>4.1 Confirmation of minutes / action points</p> <p>MOTION: That the Minutes and In-Committee Minutes of the meeting held on 6 December 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>4.2 Correspondence</p> <ul style="list-style-type: none"> ● Correspondence was circulated via Dropbox. ● The board discussed correspondence from St Joseph’s Catholic School, Takapuna. It was agreed that we need to discuss the request with all those involved. <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 Appointment of Chair (led by Marianne Bray)</p> <ul style="list-style-type: none"> ● Lisa Smith advised she was not seeking re-appointment as the Chair for 2019. David France was nominated as Chair. No other trustees were nominated for the role. <p>MOTION: The Board of Trustees of St Mary’s School approves that David France be elected Chairperson of the St Mary’s School Board of Trustees.</p> <p style="text-align: right;"><i>Marianne Bray</i></p>	

<i>All in favour</i>	
4.4 Upcoming Dates <ul style="list-style-type: none"> ● Wednesday 6 March 2019 – Ash Wednesday, Liturgy 11:30am-12:30pm ● Thursday 4 April 2019 – BoT meeting, 7pm (including parent info session at 6pm) ● Sunday 7 April 2019 – Parish School Mass ● Thursday 30 May 2019 – First Cultural Festival, Rosmini College 	
5. <u>IDENTIFY AGENDA ITEMS FOR NEXT MEETING</u>	
6. <u>MEETING CLOSURE</u> <p>6.1 Comments on meeting procedures and outcomes</p> <p>6.2 Preparation for next meeting</p> <ul style="list-style-type: none"> ● Board election presentation evening to the parent community as discussed earlier in this meeting. <p>6.3 Closing Prayer</p> <ul style="list-style-type: none"> ● Antony closed the meeting at 9:50pm with a prayer 	

SUMMARY OF ACTION POINTS:

#	Item	Description	Who
1.	2.3	All board members to sign the Code of Conduct	Lisa Smith
1.	2.3	Charter/vision statement to be included in future school enrolment packs	Michelle Holly
2.	3.1	The chair will answer the NZSTA Education Taskforce survey	Lisa Smith
3.	3.1	Board to thank the St Mary's School staff for a great start to the new year	Lisa Smith

Chairperson: _____ Date: 4 April 2019
David France