

# ST MARY'S SCHOOL BOARD OF TRUSTEES MEETING

**Meeting held at St Mary's School Meeting Room  
7:09pm Thursday 16 May 2019**

## M I N U T E S

**Present:** David France (Chair), Michelle Holly, Lisa Smith, Kathryn O'Brien, Marianne Bray, Anna Campbell, Michael Chinnery, Jenny Abesia, Kelly Parker and Antony Vodanovich (arr 7:14pm)

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

**Apologies:** Fr Lio

Kelly 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>DISCUSSION/DECISIONS</u></b></p> <p><b>2.1 Literacy update</b></p> <ul style="list-style-type: none"> <li>● Good progress has been achieved following the 2016 self review. Tracking and assessments are showing signs of improved learner confidence and achievement in literacy.</li> <li>● The board enquired as to the impact on the boys achievements in literacy. All teachers are tracking carefully all learners and boys are showing noticeable improvements, especially in the areas where there is a focus on authentic learning.</li> </ul> <p><b>2.2 Community Health Consultation</b></p> <ul style="list-style-type: none"> <li>● The survey will be included in next week's school bulletin for feedback and a confirmed Health Education statement will be tabled at the next board meeting.</li> </ul> <p><b>2.3 Marketing and PR</b></p> <ul style="list-style-type: none"> <li>● The marketing of the school within our community was discussed with many positive ideas put forward such as; an open morning, website upgrade, connections made with local kindergartens/day cares and promotion at our local parishes. There was also a suggestion to work with the parish and newcomers to the community and for a proprietors rep to attend the parish meetings. Other suggestions were to optimise Google searches, boost Facebook posts and for key staff to have an increased presence online e.g. Twitter.</li> </ul>	
<i>Michelle Holly</i>	

<p><b>ACTION:</b> To examine the school roll numbers over the past years to ascertain the exact number of enrollments, where and when the peaks occurred.</p> <p><b>2.4 Community Relationships/Parent meeting</b></p> <ul style="list-style-type: none"> <li>● Positive feedback was received from the recent Maori Hui with interest for further meetings. It was suggested that feedback to be communicated to those parents who were unable to attend.</li> <li>● Tongan and Samoan fono have been scheduled for the coming weeks.</li> </ul>	
<p><b>3. <u>MONITORING</u></b></p> <p><b>3.1 Principal's Report</b></p> <ul style="list-style-type: none"> <li>● The report shared in Dropbox was taken as read.</li> <li>● The start to term 2 has been productive with the rollout of the Spotlight Parent Portal. It is reminded, we are a pilot school and issues in these early stages are being continually addressed.</li> <li>● Student work will be uploaded to the portal showing learning intentions achieved as the year progresses. This will also align with reporting to parents.</li> <li>● The recent approval of 120hrs funding to provide teachers with professional learning related to the new digital technology area of the NZ curriculum is very welcome. Our current digital fluency facilitator will conduct this piece of work for us, ensuring consistency and coherence of approaches.</li> <li>● School Docs – appraisals for teachers have been completed for 2018-2019 and the summary reports signed. The new cycle has started with teachers identifying their goals with their appraisers. Support staff appraisals will be started in the coming weeks with appraisers supporting staff to identify their goals.</li> <li>● The upcoming teacher's strike, Wednesday 29 May 2019, will mean that school is closed for instruction due to the inability to ensure the safety and supervision of students with a much reduced staff. Further information will be communicated in the coming week.</li> </ul> <p><b>MOTION:</b> that the St Mary's School, Northcote Board of Trustees has agreed to make funding application to the Constellation Trust for the purchase of equipment needed to implement the Perceptual Motor Programme at a cost of \$4,699.67 ex gst.</p> <p style="text-align: right;"><b>Michelle Holly</b> <i>All in favour</i></p> <p><b>MOTION:</b> Our Kapa Haka group continues to grow in size and perform more frequently under the guidance of the group's teacher. The group does not have a uniform and with a large number of performances planned this year, I have asked our fundraising coordinator to apply to the The North and South Trust for 50 new Kapa Haka uniforms (30 girls and 20 boys), at a cost of \$5,280.00 ex gst.</p> <p style="text-align: right;"><b>Michelle Holly</b> <i>All in favour</i></p> <p><b>3.2 Annual Report</b></p> <ul style="list-style-type: none"> <li>● The 2018 Annual Report will be uploaded to the Ministry of Education by 31 May 2019. This will also be made available on the school website.</li> </ul>	<p><b>Michelle Holly</b></p>

<p><b>3.3 PPMA</b></p> <ul style="list-style-type: none"> <li>● This will be discussed in-committee later in the meeting.</li> </ul> <p><b>3.4 Teacher Registration</b></p> <ul style="list-style-type: none"> <li>● The Principal reminded members of the current procedures for ensuring that teacher registration are compliant with Education Council requirements. The opportunity was taken to assure the board that other employment processes are also compliant.</li> </ul> <p><b>3.5 Financial report &amp; monthly budget</b></p> <ul style="list-style-type: none"> <li>● The accounts continue to be monitored.</li> <li>● Shading for the quad area is being investigated with quotations obtained.</li> <li>● Sunday mass parking guidelines on the school quad will be communicated with the Parish office as it has been noted that people are parking on the older tarmac areas which are not designed to support the weight of cars.</li> </ul> <p><b>ACTION:</b> A reminder to the Parish that parking is to be on the new tarmac area only</p> <p><b>MOTION:</b> That the finance report for March and April 2019 DRAFT as tabled be approved. <i>David France</i> <i>All in favour</i></p> <p><b>3.6 Policy review for term 2</b></p> <ul style="list-style-type: none"> <li>● Policy review was discussed earlier in the meeting.</li> </ul> <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. <i>David France</i> <i>All in favour</i></p> <p><b>MOTION:</b> That the minute secretary remain to minute the in-committee meeting. <i>David France</i> <i>All in favour</i> <i>In committee meeting began 8:44pm</i></p> <p><b>MOTION:</b> That the meeting be made open to the public. <i>David France</i> <i>All in favour</i> <i>In committee meeting finished 9:06pm</i></p>	<b>Michelle Holly</b>
<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 4 April 2019 be approved as a true and correct record. <i>David France</i> <i>All in favour</i></p>	

<p><b>4.2 Correspondence</b></p> <ul style="list-style-type: none"> <li>● No correspondence received.</li> </ul> <p><b>4.4 Upcoming Dates</b></p> <ul style="list-style-type: none"> <li>● Tuesday 28 May 2019 – Catholic Schools Day</li> <li>● Tuesday 28 May 2019 – Tongan Fono, 5pm-6pm</li> <li>● Tuesday 4 June 2019 – Samoan Fono, 5pm-6pm</li> <li>● Friday 7 June 2019 – Board of Trustees Elections, close noon</li> <li>● Thursday 20 June 2019 – BoT meeting with new board members, 7pm-9pm</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> This was Michael Chinnery, Kelly Parker and Antony Vodanovich’s final meeting. They were thanked for their contribution to the Board.</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>● Kelly closed the meeting at 9:25pm with a prayer</li> </ul>	

**SUMMARY OF ACTION POINTS:**

#	Item	Description	Who
1.	2.3	To examine the school roll numbers over the past years to ascertain optimum numbers	Michelle Holly
2.	3.5	A reminder to the Parish that parking is to be on the new tarmac area only	Michelle Holly

Chairperson: \_\_\_\_\_ Date: 20 June 2019  
David France