

ST MARY'S SCHOOL BOARD OF TRUSTEES MEETING

**Meeting held at St Mary's School Meeting Room
6:59pm Thursday 4 April 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 and Antony Vodanovich (arr 7:04pm)

In attendance: Sue Toombs (Minute Secretary)

Apologies: Kelly Parker and Fr Lio

<p>Prior to the meeting: Members of the Board held in the staff room a 'Board of Trustees Information Evening'. This was to explain the board's role to anyone who may be interested in joining the board. Elections will take place in June 2019.</p>	
<p>Anna led everyone in prayer.</p>	
<p>1. ADMINISTRATION</p> <p>1.3 Declarations of interest</p> <ul style="list-style-type: none"> ● Standing declarations from Antony Vodanovich 	<p>ACTION</p>
<p>2. DISCUSSION/DECISIONS</p> <p>2.1 Enrolment data</p> <ul style="list-style-type: none"> ● It is projected that the 2019 end of year roll numbers will look a little higher than 2018. ● As previously advised, the MoE Staffing will be a challenge this year but more enrolments to St Mary's School will help the school's forecast once the roll is higher than the MoE's projected roll. Our NE classes are starting earlier this year than in previous years, which does put pressure on our staffing, but is positive in the longer term. ● The board discussed forming a sub-committee to work on marketing and the promotion of St Mary's School within the community. ● David France asked (returning) board members to put their name forward at the next meeting if interested. <p>ACTION: A sub-committee of three board members to collaborate in the marketing and promoting of St Mary's School will be formed.</p> <p>2.2 Board Elections 2019</p> <ul style="list-style-type: none"> ● Dates for the upcoming elections have been communicated in the school community. 	<p>Board</p>

- The next board meeting will be the last meeting as the existing board.

2.3 Maori / Pasifika consultation presented by Kathryn O'Brien and Michelle Holly

- A powerpoint was shown during the meeting. Student voice was collected about Māori and Pacific learners thoughts about whether they feel their languages, cultures and identities are acknowledged in our school. Student comments were very positive. A plan for further engagement of our Māori and Pacific community was presented to the board.
- Our next goal is around whānau engagement and collaborating with the wider community to improve outcomes for all Māori and Pacific students through hui and fono which are taking place in Term 2.

3. MONITORING

3.1 Principal's Report

- The report shared in Dropbox was taken as read.
- Term 1 has proved to be a very busy term. Learning Without Walls is being implemented in C3 and in the junior school and teachers are already seeing some gains across the curriculum who were previously struggling in areas of their learning.
- A new venue for our Year 6 Camp has been investigated by the senior leadership team and a presentation evening to Year 6 parents and Whanau has been scheduled. The new camp focus aligns with our focus on our bicultural heritage and Te Tiriti o Waitangi, as well as New Zealand geography and history.
- The board will be updated about camp and SAPS and RAMS will be provided as we get closer to departure.
- It is hoped the Year 6 camp will be scheduled earlier in the year during 2020 and camp opportunities organised across the school, so that we have a plan that takes children on an incremental journey over their time at St Mary's.

3.2 Special Character update

- This is currently being monitored through the Principal Report. A report will be provided at the next board meeting.

3.3 Roll Return

- This has been shared in the Principal Report.

3.4 Annual Accounts

- The annual accounts have been submitted to the auditors.

3.5 Financial report & monthly budget

- This continues to be monitored.

MOTION: That the finance report for February 2019 DRAFT as tabled be approved.

David France
All in favour

<p>3.6 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;"><i>David France 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>David France All in favour In committee meeting began 7:55pm</i></p> <p>MOTION: That the meeting be made open to the public.</p> <p style="text-align: right;"><i>David France All in favour In committee meeting finished 8:43pm</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 28 February 2019 be approved as a true and correct record.</p> <p style="text-align: right;"><i>David France All in favour</i></p> <p>4.2 Correspondence</p> <ul style="list-style-type: none"> ● Correspondence was circulated via Dropbox. <p>4.4 Upcoming Dates</p> <ul style="list-style-type: none"> ● Sunday 7 April 2019 – Parish and School mass, 8:30am-9:30am ● Wednesday 10 April 2019 – Year 6 Camp information evening 5pm-6pm ● Friday 12 April 2019 – Station of the Cross, Whole School Liturgy, 10am-11am ● Thursday 16 May 2019 – BoT meeting, 7pm-9pm 	
<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"> ● Anna closed the meeting at 8:53pm with a prayer 	

SUMMARY OF ACTION POINTS:

#	Item	Description	Who
1.	2.1	A sub-committee of three board members to collaborate in the marketing and promoting of St Mary's School	All Board

Chairperson: _____ Date: 16 May 2019
David France