

**St Joseph's School Board of Trustees - Minutes of meeting held on Wednesday 26th February 2020
in the administration building, St Joseph's School, Victoria Street Hawera.**

Present: Anna Hornby (Chairperson), Karee Duncan (Acting Principal), Ricson Torres, Terese Orchard, Anita Jordan, John Wyatt, Robbie Bird (staff rep), Julie Buitendijk, Mark Hughson, Jemma Johnston (recording minutes)

Apologies: Nathan Gray, Ricson Torres (apologised will be late)

Visitors in Attendance: Heidi Pascoe, Brent Pascoe, Jo Baylis, Deanne McCrea, Erica Stephens, Janelle Wright, Carol Curtis, Kirsten Midgley, Dianne Meyer

7.00 pm Meeting commenced

Welcome and opening prayer read by Anita

7.03 pm Ricson Torres entered the meeting

School Values

Responsibility, Reconciliation, Respect

Anna passed out copies of these and asked all present to quietly reflect on what these meant to them and our school

Public attending board meetings

Anna advised no policy in our school Docs for visitors attending meeting and suggested board adopt **NZSTA Public attending board meetings** policy. All members read thorough policy.

Motion: that board adopt NZSTA 'Public attending board meetings' policy for this meeting

Moved: Anna

Seconded: Anita Carried

Anna read out Public attending board meetings policy for visitors information. Erica Stephens requested speaking rights to speak about special character of the school. Deanne McCrea requested speaking rights to speak about the latest communication to parents/school community from the BOT.

Motion: that Erica Stephens be granted speaking rights to speak about special character to a maximum of 5 minutes

Moved: Anna

Seconded: Jemma Carried

Motion: that Deanne McCrae be granted speaking rights to speak regarding the latest communication to parents from the board to a maximum of 3 minutes

Moved: Anna

Seconded: Julie Carried

Erica Stephens

Erica requested speaking rights to speak about special character on the back of the recent review. She wished to stress it is important that special character is preserved, acknowledged and supported. She has major concerns that this is not occurring and other concerns included money for pastoral care

Deanne McCrae

Concerned by latest communication from the BOT that Principals' sick leave had been extended. Also concerned about resignations, extension classes being cut and BOT Chair resigning. Changes are unsettling. Deanne asked if the board was sharing these concerns.

Anna thanked Erica and Deanne for raising their points/concerns to the board. She advised the board will discuss the points raised and respond to each speaker directly. Jo Baylis requested a copy of the board's response to Deanne. This was not granted by the Chair as the BOTs response will be to the speakers directly.

Correspondence

Incoming:

- Leave of absence request
- Leave of absence retraction
- Email from gala committee – re EFTPOS
- NZSTA mini conference info (Palmerston Noth)
- Letter from staff member (in comm.)
- Complaint (in comm.)
- NZSTA email re. Finance training
- NZSTA email training re. Employer role
- NZSTA email re. funding announcement re non-teaching staff
- NZSTA email re annual conference costs (Rotorua)

Outgoing:

- Communication with insurer Crombie Lockwood 5th Feb
- Communication with Insurer Crombie Lockwood 12th Feb

Correspondence will be sent out with board pack going forward. If correspondence is received after that date and it is urgent/time bound the Chair will present it at the meeting, otherwise it will be held to next meeting.

- Gala Committee

Gala committee request approval for EFTPOS facility at the school gala. Anna read out email from Leisha More (Gala Committee) outlining how that would work. Will be linked to gala account, no cost to BOT, cost covered by gala comm / PTF

Motion: That the BOT agree for the PTF/gala committee to obtain and run an EFTPOS facility for the school gala on 15th March 2020.

Moved: Anna
Seconded: Terese Carried

- STA mini conference

29th March free to attend. Anna will email details to all BOT members

- Training emails

Finance and employment – all board have received emails regarding these training sessions and can register online

Motion: that correspondence is accepted.

Moved: Anita
Seconded: Anna Carried

Thank you cards

Carol – for stepping into Robbie’s classroom

Erica – preparing and for and during the Catholic Character review

Marie, Sheree and Janelle – Swimming sports

Acting Principals Report

Roll at 14 Feb 270

Special Catholic Character

- Special character review held last week. Awaiting draft report
- Special character goal in our annual plan came directly from review feedback

N.A.G 1 Curriculum

- Implementing PaCT across school for maths only this year
- Meeting with Leanne from Assembly SMS regarding changes to their system. This may be a time to look at other SMS systems. We will be using this to collect and collate all literacy data this year.
- Assessment is major focus this year
- Impact coaching – Karee to look at getting outside accredited coaches to conduct impact coaching until we have more coaches in our school. Currently Karee only accredited Impact coach in our school
- We are continuing our RBL PLD with cognition

Kāhui Ako Report

- Lead principal for Hawera currently advertised. Sent to leadership team as per Kahui Ako request
- Teacher only day for RBL 3rd April
- We were asked to provide 8-10 senior kapahaka members to perform powhiri for RBL hui

N.A.G 4 Finance / Buildings

- Draft budget to be approved
- Ultrafast fibre update – appears authentic, have applied for grant

N.A.G 5 Health and Safety

- First aid certificates renewed
- Peoplesafe – App/website – one stop shop for health and safety recording. Alerts when police vet checks due, record accidents and incidents, sign in and sign out – can access from phones. \$629 for 3 jumpstart sessions then \$129 per month after that
- Quote (Nick Prestidge Builder) to replace swing on playground \$3823.75 – Nathan has already repaired this
- Ongoing vandalism – obtain quotes for cameras and signage. Karee to lodge each incident with 105 so police are aware and can then determine if there is any pattern

Motion: Acting Principal's Report be accepted.

Moved: Karee
 Seconded: Julie Carried

7.43pm

Motion: That under section 48(1) of the Local Government Information and Meeting act 1987, to protect privacy of individual(s) and information that is subject to an obligation of confidence the public be excluded from the meeting from this point in the proceedings (7.43 pm). General subjects; zoom meeting with Mary Wilson – schools that deliver, committee delegations, pass previous in comm. minutes

Moved: Anna - Carried

8.34 pm

Resolved: That meeting move back into 'open session'

Moved: Anna - Carried

8.35pm

Heidi Pascoe, Brent Pascoe, Deanne McCrea, Erica Stephens, Janelle Wright, Carol Curtis and Kirsten Midgley rejoined the meeting

Charter and Annual plan sign off

Documents familiar to BOT, final draft was circulated prior to meeting.

Second teaching goal removed on advice from Teresa Edwards and Karl Zimmermann to avoid overloading teachers

Motion: That the Annual Plan and Charter 2020 be accepted

Moved: Karee
Seconded: Anna Carried

NZSTA annual Conference

Alternates between North and South Island each year, this year is in Rotorua. Dates 17th to 19th July. Robbie has attended previously and found it very valuable. Stressed that more value would be gained if at least 3 BOT members attended together. Those interested at this point – Robbie, Julie and Anna. Timing coinciding with calving season would rule out Anita, John and Jemma.

Early bird price \$615 per delegate, registrations haven't opened yet. Schedule of workshops isn't out yet but workshops have limited spaces so keep eye on website. Will need to ensure can be fitted into budget.

8.50pm Robbie left the meeting.

Health and Safety Committee

This committee was formed last meeting when John was absent. Anna asked if he is happy to be on this committee. John agreed to do so, mentioned is stretched for time during calving season.

BOT are aware this is technically management task however is also urgent and thus are prepared to help develop this to reduce pressure on staff. Will hand back once it is up and running.

Minutes

Motion: That minutes of meeting of 22nd January 2020 are accepted as a true and accurate record

Moved: Anna
Seconded: Terese Carried

8.53pm

Motion: That under section 48(1) of the Local Government Information and Meeting act 1987, to protect privacy of individual(s) and information that is subject to an obligation of confidence the public be excluded from the meeting from this point in the proceedings (8.53 pm). General subjects to be discussed; Personnel updates

Moved: Anna - Carried

10.15 pm

Resolved: That meeting move back into 'open session'

Moved: Anna - Carried

Closing Prayer – Anita

Dates for next meetings:

Finance committee meeting: TBA

BOT meeting: Wednesday 25th March 7pm

Health and Safety walk around: Anita and Anna

Prayer Schedule: March – TBC, April - Terese

Meeting closed at 10.20pm

Minutes Approved

Date