

**St Joseph's School Board of Trustees - Minutes of meeting held on Wednesday 18th December 2019
administration building, St Joseph's School, Victoria Street Hawera.**

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

Apologies: John Wyatt, Ricson Torres

Meeting commenced 7.00 pm

Welcome and opening prayer read by Terese

Correspondence

Incoming:

- Erica Stephens email
- Kirsten Midgley – resignation
- Cath Clough email

Outgoing:

- Corrine –Diocese
- Hemi – rebuild project manager
- Erica - Response to previous correspondence

Principals Report

Update from Karee Duncan - Acting principal

Jackie (MOE) advised we cannot close the Year 7 + 8 roll as schools can't close part of the roll. Only option is zoning but this would impact the intake at all year levels. This reflects advice from Teresa at PNCEO and NZSTA.

A child was stood down for 5 days for physically injuring another child. Behaviour plan and safety plan in place.

Acting Principal completing analysis of variance (AOV). AOV, budget and finance info due 1st March. Anita advised that the Charter will be on January Agenda.

Query from BOT as to where induction plan for incoming kids and families is at? Acting Principal to follow up with relevant staff to ensure this is organised prior to start of school year.

There was a request that staff absentee data reported to BOT monthly.

Finance

We have had up to date financial data to work with. Terese provided update on income and expenses to November versus budget for 2019. Invoices for December payment have been checked and signed off by Jemma. Raewyn has sent these to Ed Services for payment.

Finance committee will continue working on the draft budget and plan to have a final draft ready to present at the January meeting. Asset Register is not yet completed.

Motion: That we engage a university student for 20-25hours (at \$20 per hour) to update the asset register over the holidays

Moved: Anita Seconded: Jemma - carried

Application submitted for TSB grant (\$84,000) for Science, Tech and Literacy.

The TSB Accountability report is overdue. BOT understood this had been completed. Thank you to Acting Principal for negotiating an extension. It is now due next year.

Health and Safety

Playground fort is closed and has been sectioned off. A builder will inspect and report back on repairs required. Once repaired, builder's invoice should state "is safe and cleared for use".

Room 4 door is a hazard – loose top hinge, faulty gas strut and handle not good. Nathan to inspect.

Anna did a walk around to check tasks given to the Caretaker in September. Approx. 75% of tasks completed but need signing off as having been done. Remaining 25% of tasks to complete.

7.26pm

Motion: That under section 48(1) of the Local Government Information and Meeting act 1987, to protect privacy of individual(s) the public be excluded from the meeting from this point in the proceedings (7.26pm). General subjects for discussion - personnel matter(s), ERO update.

Moved: Anita - Carried

Resolved: That meeting move back into 'open session' at 9.40pm

Moved: Anita - Carried

General Business

Discussion re NZSTA coming to January meeting. Anita will push this out to Feb as Principal will not be at January meeting.

Closing prayer read by Terese

Meeting closed at 9.41pm

Prayer Schedule

Feb – Jemma, March – Nathan, April - Terese

Dates for next meetings:

BOT meeting: 22nd January 2020

Finance: TBA

Jemma, Anita, Nathan: TBA

Minutes Approved

Date
