

**St Joseph's School Board of Trustees - Minutes of meeting held on Wednesday 29 September 2021  
in St Josephs School Administrator Building**

**Present:** Roz Mexted (LSM), Julie Buijtendijk, Tracey Drought (Principal), Robbie Bird (staff rep), Andrew Hurley (Presiding Member), Mark Hughson, Ricson Torres, John Wyatt, Andy Tippet, Sumen Sahani, Anna Hornby, Anita Jordan (recording minutes)

**Meeting Opened** – 7.00pm

**Apologies** – none

**Guest** – Rachel Kowalewski

**Opening Prayer** – Andrew Tippet

Rachel Kowalewski presented to the board an update on Religious Education in our School.

7.15pm – Rachel left the meeting

**Conflict of Interest** – none declared.

Moved: Andrew H      Seconded: Robbie      Carried

**Minutes – 1 September**

Matters Arising – correction that Anna Hornby was an apology and Sumen Sahani was an attendee.

Meeting with Diocese re Property is scheduled for 13 October with Susan and Heemi.

Property - Anita/Robbie/Tracey to come up with a critical list to send to Susan.

**Motion:** That the minutes from the meeting on 1 September are accepted as true and correct once Sumen is noted as an attendee and Anna as an apology.

Moved: Andrew H      Seconded: Mark      Carried

**Principals Report**

Matters arising:

- Website – approx. 6 weeks development
- Early childhood visits – delayed and on hold due to covid levels
- Code of collaboration – look to do another survey with the staff
- Staff PD – look to include expected outcomes from PD

**Motion:** That the principals report is accepted.

Moved: Tracey      Seconded: Julie      Carried

**Finance Report**

Sent letter back to Silks Auditors reappointing for the next 3 years

Accepted Silks Auditors nine points are accepted and are being worked on by the Finance committee.

Finances to 31 August 2021

- Available funds forecast was circulated and will be sent automatically to the board now.
- Our budget was forecasting a 68K loss – forecast now forecasting a 13K loss – term deposit to be released for this if required.

- 85% of income budgeted, 78% of Government Grants
- At August - 67% of way through year and 78% of budget spent.
- Income for August was 55,700 and YTD received 85% of budget.
- Admin – spent 6K and YTD 88K - under spent
- Maintenance – on track
- Learning Resources – 21.5K and spent 75% of budget
- Surplus for August of 14K
- Working capital of 53K
- Mark to check around the 11,900 of unbudgeted classroom expenses.

**Motion:** To approve the invoices to pay of \$13, 508.65.

Moved: Mark                      Seconded: Andy T                      Carried

**Motion:** That the finance report is accepted.

Moved: Mark                      Seconded: Robbie                      Carried

**Health and Safety**

**Motion:** That the Health and Safety report is accepted.

Moved: Anita                      Seconded: Anna                      Carried

**Correspondence**

**In**

Catholic Education Office - Proprietor Report

**Out**

Silks Audits Letter

Catholic Education Office – formation plan

South Bus – Term 4

**Motion:** That the correspondence is accepted as true and correct.

Moved: Andrew H                      Seconded: Tracey                      Carried

**General Business**

**Annual Report**

Tracey to publish on the website.

**Voice Collection**

Kahui Ako collect this voice information for the School. Disengaged children, caregivers of these children or caregivers who have been in with queries, teachers and school leaders. Around 6 per group.

Staff have worked in groups in staff meeting around this and action plan is being developed.

Request the Kahui Ako moves these vice collections back to Term 3 so the school can use this feedback for the new year – Tracey.

**8.29pm**

**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. General subjects to be discussed; Passing of Minutes and personnel

Moved: Tracey                      Seconded: Anna      Carried

**9.10 pm**

**Resolved:** That the meeting move back into "open session".

Moved: Tracey                      Seconded: Anita      Carried

**Resignation**

Anna Hornby announced that she is resigning off the board due to work commitments.

**Closing Prayer – Andrew T**

9.15pm Meeting finished

Committees

*Finance:* Mark, Anna, Tracey, Andrew

*Health and safety:* Anita, Tracey, Ricson, Sumen

*Property:* Robbie, Tracey, John, Andy

*Communications:* Roz, Julie

Future meeting dates:

BOT - 27 October, 24 November and 15 December.

Health and Safety – Friday prior to board meeting

Finance – TBA (committee to work out meeting time)

Property – TBA (committee to work out meeting time)

Prayer – Robbie

**Minutes Approved**



**Date**

29.11.21

**Prayer Roster**

27 October - Robbie, 24 November– Anita , December TBA– Ricson, January 22 – Tracey, February 22 – Julie