

Minutes of the meeting of the St. Joseph's School Board of Trustees Committee, held in the Staffroom, St. Joseph's School, Victoria Street, Hawera.

Wednesday 21st August, 2019

Meeting commenced at 7.00pm

Present: Anita Jordan, Anna Hornby, Jemma Johnston, Nathan Gray, Terese Orchard, Renee Anderson, Geraldine Sumner, Ricson Torres, John Wyatt, Mark Hughson, Julie Buitendijk

In Attendance: Raewyn Dombroski (recording minutes) Fr Craig Butler, Phil Waite.

Apologies: Nil

Mission Centre Update: Fr Craig Butler and Phil Waite presented a document entitled the "Memorandum of Understanding between the Parties" which focussed on the sharing of Operational costs and facilities in the Mission Centre. Phil Waite outlined 3 points to be aware of:

- The annual fee \$1200.00 (excl GST) paid to the School as part of the aggregated operational cost for the shared services and office occupancy payable monthly in advance. The annual fee will be the aggregated costs towards electricity, cleaning / rubbish removal and water.
- Display Space – Both the School and Parish require space in the reception area to display different items. An area to be decided for the Parish to display its Retail shop items.
- Car parks – Car parks adjacent to the Mission Centre were for Parishioners. The School car park is behind the caretakers shed, parallel to School Lane. A notice to be put in the School Newsletter to advise the School Community of the car parking.

Fr Craig spoke about various building alterations to the Mission Centre including the shifting of the Office areas etc. This will be discussed further at the next Board Meeting and a report sent to the Parish Council.

7.28pm. Fr Craig Butler and Phil Waite left the meeting.

Minutes of Previous Meeting: July minutes presented as a true and accurate record. Moved: Anita

Seconded: Anna

Correspondence: Incoming: A leaflet entitled "Put Bullying Prevention on the Table Not in the Bin" introducing a bullying intervention programme.

Principal's Report:

- Discussion took place on the Education Amendment Bill (NO.2) which the Ministry of Education has now set the 2020 mid-term dates for cohort entry. It was decided to consult the School Community as there are two (2) options. Geraldine and Jemma will draft a survey to send out to the School Community.
- Geraldine presented a 2019 Mid-year Progress report to the board and explained where students would be at the end of the year. She also outlined the new PACT Tool and how it will make reporting so much easier.
- Maori Achievement: Renee pointed out the improvement in Maori Achievement across the 3 curriculum areas, acknowledging the use of RBL & effective teaching practises, impact coaching and coaching conversations that will change the discourse of learning environments. She would like to strongly suggest that the RBL continues.

Moved: Geraldine

Seconded: Anita

Anita Jordan
27/8/19

Finance Report:

Draft a letter to Auditor replying to Management Letter.

A letter to go to the TSB stating that Anita is Chairperson and Mark is Treasurer, also to change cheque signatories.

Bank Signatories - To remove Renee Anderson and Cath Clough who are current signatories and to replace them with the new signatories Anita Jordan, Geraldine Sumner and Karee Duncan.

A separate bank account is required for the Community of Learning (COLS) Finances.

Moved Mark

Seconded Anita

Propose to move the finance report for June and the accounts for June of \$23,240.68

Moved: Mark

Seconded: Terese

Health & Report:

Terese presented a report.

Need to check for service agreement for Heat pumps in the classrooms, which need to be cleaned.

Carpets in classrooms to be cleaned.

Camps approved – Year 5 & 6 in November to Vertical Horizon.

Year 4 to Presbyterian Camp in Eltham.

Year 1, 2 and 3 – Big Day Out.

RAMS from Vertical Horizon – Jemma and Anita to read through before November.

Moved: Julie

Seconded: Terese

Staff elections; Inge has been asked to be the Returning Officer to appoint a new Staff Representative.

8.02pm

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 currently subject to an obligation of confidence the public be excluded from the meeting from this point in the proceedings (8.02pm). Chairperson advised that the Board is now "in-committee". General subjects to be discussed;

BOT secretarial role, communication, H+S playground incident, personnel update

Moved: Anita - Carried

Board moved into committee for the remainder of the meeting.