

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

Wednesday 17 July 2019

Meeting commenced at 7.00pm

**Present:** Geraldine Sumner, Anita Jordan, Mark Hughson, Terese Orchard, Julie Buijtendijk, Nathan Gray, Jemma Johnston, Anna Hornby

**Apologies** Renee Anderson

Welcome and Opening Prayer read by Mark

**Minutes of Previous Meetings**

May minutes presented as true and accurate record

Moved: Anita  
Seconded: Mark

June minutes presented as true and accurate record

Moved: Anita  
Seconded: Terese

**Correspondence**

Incoming:

Renee Anderson letter of resignation from the Board of Trustees and Role at St Josephs School Hawera

**Principals Report**

Role is at 259

Teachers have undergone classroom observations

Digital Fluency Workshop has been held

Preparation for ERO

PTF Report

School Docs is live and staff are looking at policies etc

Katie Stables appointed as Senior Syndicate leader and classroom teach for Room 11

Moved: Julie  
Seconded: Anita

**Finance Report**

Propose to move the finance report for May

Moved: Mark  
Seconded: Jemma

Move to pay the bills for May of \$27,516.70

Moved: Geraldine  
Seconded: Julie

Move to pay the bills for April of \$40,440.24

Moved: Anita  
Seconded: Mark

Bank Signatories - Propose we remove Renee Anderson and add Anita Jordan and Karee Duncan.

Moved: Anita  
Seconded: Terese

Anita  
21/8.

Board to form a Finance sub committee – all agreed. Finance committee to be made up of Geraldine Sumner, Jemma Johnstone, Mark Hughson, Terese Orchard and Anita Jordan

Audit Report - Report received from Silks. Key recommendations include to ensure we minute all asset purchases, budgets are physically signed, gifts formally minuted, annual report is on our website. Propose we accept their 2018 accounts and audit report.

Moved: Mark  
Seconded: Julie

### H & S Report

Anna and Nathan completed the Health and Safety walk around and propose a number of actions to work through with Tony/Geraldine.

Working bee on Sat 27 July from 1pm. Nathan to co-ordinate.

Geraldine to ask teachers to remove boxes from the tops of cupboards

Moved: Julie  
Seconded: Anita

### Policy

Move to form a committee of Anita, Jemma and Julie to work through school docs initial review

Moved: Anita  
Seconded: Anna

Policies to confirm with minor changes as circulated:

- a. Board document and 3 year summary (Policy Doc 1)
- b. Curriculum and Student Achievement Policy (Policy Doc 2)
  - i. Improving Educational Outcomes for Maori
  - ii. Recognition of Cultural Diversity
  - iii. Te Tiriti O Waitangi
- c. Religious Education (Policy Doc 3)
  - i. Pastoral Care
  - ii. Catholic Special Character
- d. Bullying (Policy Doc 4)
  - i. Harassment Complaints Procedure
  - ii. Behaviour Management
  - iii. Behaviour Management Plan
- e. Enrolment (Policy Doc 5)
  - i. Enrol a Student (Geraldine to change policy to ensure she meets parents first and then they visit the Parish Priest for preference card)
- f. Appointment Procedure (Policy Doc 6)
  - i. Appointment Committee
- g. Complaints and Concerns (Policy Doc 7)
  - i. Guidelines for Raising concerns
  - ii. Formal Complaints
  - iii. Investigate a Formal Complaint or Serious Allegations

### Professional Development

A number of PD sessions coming up including:

- a. Palmerston North Catholic Diocese – 3 August

- b. Governance Essentials – Mon 5 Aug Hawera – in other locations as well
- c. Finance – NP – 5 August
- d. State Integrated Schools – NP 13 August

### General Business

Uniform suggestion re school jacket – look at uniform policy once reviewed. Parents can then make suggestions

Staff Rep – will need to hold a by-election – Anita to email an e-resolution once she has spoken to school trustees re returning officer.

Went into Committee

Out of Committee

### Dates for next meetings

BOT – Wed 21 August

Health and Safety Walk Around- Julie and Terese

Finance –13 August at 2pm

*Prayer and Reflection next meeting is Ricson*

*Closing Prayer was read by Mark*

**Meeting Closed: 9.20pm**

### BoT Meeting Prayer Schedule for 2019/2020

August – Ricson

Sept – Anita

October – Anna

November – Julie

Feb – Jemma

March – Nathan

April – Terese