

**St Joseph's School Board of Trustees - Minutes of meeting held on Wednesday 28 October 2020 in the administration building, St Joseph's School, Victoria Street Hawera.**

**Present:** Karee Duncan (Acting Principal), John Wyatt, Robbie Bird (staff rep), Julie Buitendijk, Mark Hughson, Andrew Hurley, Ricson Torres, Andy Tippett, Sumen Sahani, Anna Hornby, Anita Jordan (recording minutes), Roz Mexted (LSM)

**7 pm** Board Meeting commenced

**Opening prayer:** Ricson Torres

**Apologies:** None

**Conflicts of Interest:** None declared

**Visitor - Jenny Gray from Team Builders**

Jenny updated the Board regarding team building sessions and work that has been undertaken. There is a presentation to staff tomorrow around next steps for moving forward. Roz to circulate report to the board. Leadership team to come to the next board meeting and present way forward once finalised by the staff.

7.08pm – Jenny left the meeting

Acting Principals Report

- Roll is 279 currently
- Enrolment guidelines and procedure – Teresa Edwards has confirmed she is happy with the procedure
- St Joseph's School Patea Recapitation – Response to be sent by Karee confirming that our roll is not full and this could affect our existing students bus entitlement
- Curriculum – 2 days are funded by the COL for Bex Langdon to assist with this.
- Puberty – now in week 6 (not 5)
- Roll – continues to be top heavy, Junior Roll – work to be done to improve our numbers of incoming students – staff driven and will form part of our strategic plan. Rachel has been working with Fr Craig around some strategies.
- Appointed a new office administrator who will start transitioning into the role
- Student teacher – Karee would like to support this and have the teacher in her classroom next year
- Minor vandalism over the holidays and people continuously on school grounds – quote received for \$1,400 for 2 more cameras.

**Motion:** To put two more cameras up at a cost of \$1,400 and additional signage regarding the cameras.

Moved: Karee

Seconded: Anita

Carried

**Motion:** That the principal's report is passed as true and correct

Moved: Karee

Seconded: Julie Carried

**Motion:** That the Enrolment Guidelines and Procedures is passed into Policy

Moved: Karee

Seconded: Ricson Carried

**Motion:** That the minutes of the 23 September 2020 meeting are accepted as a true and accurate record.

Moved: Anita

Seconded: John Carried

### Finance

As at 30 September 2020

- 3 of 4 Operation Grants – final one due in October
- At 30 Sept – 87% of income budgeted
- Expenditure – 77% of what we budgeted
- 72% of salaries budget – 75% through calendar year
- Available funds is at 87K and budget was 47K.
- Staff banking is under budget
- Surplus of 30K and at end of September had budgeted to be deficit of 39K
- COL funds have been moved to Tawhiti School and therefore removed from accounts
- Banking Receipts have been checked and countersigned for the year by Anna
- Signatories – information been sent to TSB

**Motion:** To approve the accounts to pay of \$30,665.05

Moved: Mark

Seconded: Julie Carried

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

Moved: Mark

Seconded: Andrew

Carried

### Health and Safety

**Motion:** That the Health and Safety Report is accepted as read

Moved: Anita

Seconded: Robbie

Carried

### Property

Andy advises the following re Room 9:

- o Roof has been inspected and the roof is not flat
- o Gutters were full so these have been cleaned out
- o Tree has been trimmed
- o Andy to discuss with Fire brigade re a drill and at the same time cleaning the gutters  
– Safety plan to be signed off prior

Little Regent Street Fence – look to pull out the fence but ensuring the school is still secure.

**Motion:** That the verbal property report is accepted as true and accurate.

Moved: Andy

Seconded: Mark

Carried

### General Business

**Policies** – Some to be reviewed – Sumen to circulate a list of policies to be reviewed – submit feedback direct to school docs.

**Christmas Function** – Robbie sought staff feedback – Ohangi for Dinner, Bus to NP to do an activity, Murder/Mystery Night or Scavenger Hunt. Suggest book Ohangi on one of the following nights Friday 27 November/Saturday 28 November/Friday 4 December. Robbie to check availability of Ohangi and budget is up to \$50 for each staff member/board member. Partners to pay. Staff gift a bottle of Wine and Chocolates (total of \$15) per staff member – Anna to organise staff gift

### **8.27pm into committee**

**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 employment matters

Moved: Anita                      Seconded: Julie                      Carried

### **9.06pm**

**Resolved:** That the meeting back into 'open session'.

Moved: Anita                      Seconded; Robbie                      Carried

**Hawera A & P Show** (20 and 21<sup>st</sup> of November) – Board agrees in principal that we should attend and promote St Josephs Hawera. Anna to find out more information and circulate.

### **Correspondence**

Incoming:

- St Josephs School Patea Recapitation
- Email from Teresa Edwards re Proprietor report due by end of Nov (change from previous years)

Outgoing:

-None

**December Board Meeting** – Agreed to move this forward from 23 December to 16 December.

Closing Prayer – Ricson

Meeting closed 9.12pm

### Committee's

*Finance:* Mark, Anna, Karee, Andrew

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

*Property:* Robbie, John, Andy

*Communications:* Roz, Julie

Future meeting dates:

Proprietors Meeting with Principal and DRS – Anna to schedule a time

BOT - 25 November, 16 December, 27 January, 24 February

Health and Safety -17 November 4pm

Finance – TBA (committee to work out meeting time)

Property – TBA (committee to work out meeting time)

Prayer – John Wyatt

**Minutes Approved**

A handwritten signature in black ink, appearing to be 'A. Wyatt', written over a horizontal line.

**Date**

17 12 2020