

**St Joseph's School Board of Trustees - Minutes of meeting held on Wednesday 25 November 2020  
in the administration building, St Joseph's School, Victoria Street Hawera.**

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

**Guests** – Lisa Wills, Rachel Kowalewski, Katie Stables, Dianne Meyer

**6.30pm**

**Opening Prayer** – Anita

**Apologies** – Mark Hughson, John Wyatt

**Moved:** Andrew

**Seconded:** Julie

Carried

**Conflict of Interest** – none declared

**Lisa Wills – Reading Recovery Update**

Lisa presented her annual report to the board around the reading recovery programme and showed the Board two videos showing a phonic lesson and presented a report on student achievement. The board Thanked Lisa for attending and presenting her report.

Lisa left the meeting

**Leadership Team – Rachel, Katie, Karee and Dianne**

Team presented to the board around the work completed with Jenny Gray. First session – Culture and Climate survey. Second session– worked through what we wanted to see and hear in our school. Third Session – looked at DISC profiles and insight into the profiles. Fourth Session – code of collaboration.

Senior leadership team worked with Jenny and Roz to compile a document and remove double ups from the fourth session. This was then presented to the staff by the leadership team and feedback sought. From this a one-page document was created and presented at syndicate meetings and feedback sought as to whether to reduce the number of points per section further. Staff feedback due by Friday 27 Nov. Looking to present the code of collaboration at next year's teacher only day.

7.10pm – Dianne and Katie left the meeting

**DRS End of Year Report – Rachel**

Rachel handed out the Catholic Special Character Strategic Plan – 2020 – 2023. This has been developed between the school and Palmerston North Education team.

Enrolment process has been worked through with Fr Craig, School and Palmerston North Diocesan office to streamline.

Continue to break open the human sexuality document, induction programme for planning/planning templates, Gospel Values, PB4L programme and tagged teachers.

AM

7.29pm – Rachel left the meeting

### Acting Principals Report

Students return to school on 1 Feb 2021 and teacher only days are 4<sup>th</sup> and 5<sup>th</sup> February 2021.

**Motion:** Teacher only days for 4<sup>th</sup> and 5<sup>th</sup> of February 2021 are approved

Moved: Karee                      Seconded: Anna                      Carried

PB4L – contract will come to the next board meeting for review.

Furniture – need to equip senior classes with appropriate furniture. Karee to bring options back to the next board meeting.

ERO Report – to be shared with staff and a highlight document to be sent home to parents

PTF signage – Board to receive the information from the PFT and then take to the Parish council

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

Moved: Karee                      Seconded: Anna                      Carried

### Finance

As at 31 October

- Finance report circulated 25 November late pm
- Bank Staffing is under used by 13K
- Auditors are coming in December to start the process for end of financial year (31 Dec)
- Bank Signatories – still working this through with TSB

**Motion:** To approve the accounts to pay of \$77,519.18 (includes transfer of COL funds)

Moved: Karee                      Seconded: Julie                      Carried

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

Moved: Karee                      Seconded: Andrew                      Carried

### Health and Safety

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

Moved: Anita                      Seconded: Robbie                      Carried

**Motion:** That the board updates the delegation re RAMs from Anita, Jemma and Terese to be the Health and Safety Committee. The Health and Safety committee to then recommend to the chair that EOTC documents are signed.

Moved: Anita                      Seconded: Robbie                      Carried

Health and Safety Committee request the Board assistance with Health and Safety walkarounds so fresh eyes will pick up hazards. Anna to do a walk around with Julie on 4 Dec from 12.30pm

## Property

10 Year Property Plan – Anita and Mark to assist with historical information on this

Update on wheelchair parking given to the board. Andy Tippett to talk to council about what is possible on school lane and work this through

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

Moved: Andy      Seconded: Andrew      Carried

## Correspondence

Incoming

- Cornerstone Schools Accounting Services
- Palmerston North Diocese – Attendance Dues to increase 455 per year (\$8 increase)
- Ministry of Education – Relationships and Sexuality Education
- Palmerston North Diocese – Reminder re proprietor reports
- NZSTA News – 2 lots
- ERO Mid Point Review Letter

Moved: Anita      Seconded: Karee      Carried

## General Business

**Motion:** Agree to meetings dates for next year – 27 January, 24 February, 31 March, 5 May (April Financials), 2 June (May Financials), 30 June, 28 July, 1 September (August Financials), 29 September, 27 October, 24 November and December TBA.

Moved: Andrew      Seconded: Robbie      Carried

One board member to attend a Parish Council meeting – Anita to do a roster

The board acknowledges and Thanks Karee Duncan who has been acting up for 12 months other than a short period when Geraldine returned in April 2020.

## Policy Update

Sumen has circulated policies to review prior to next board meeting. Roz has confirmed that she will review the Privacy changes and the Finance Committee to review the theft policy.

**Motion:** To accept the verbal Policy report

Moved: Sumen      Seconded: Andrew      Carried

## 8.35pm 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 matter/s

Moved: Andrew      Seconded: Anita      Carried

9.10pm

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

Moved: Anita

Seconded; Robbie

Carried

Closing Prayer – Anita

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 – 26 November

BOT - 16 December, 27 January, 24 February

Health and Safety -4 December, 1.30pm

Finance – TBA (committee to work out meeting time)

Property – TBA (committee to work out meeting time)

Prayer – John Wyatt

**Minutes Approved**



**Date**

17 12 2020