

St Joseph's School Board of Trustees - Minutes of meeting held on Wednesday 26 January 2022 in St Joseph's School Administration Building

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

Meeting Opened – 7pm

Opening Reflection – Tracey Drought

The Board Election of Presiding Member

Andrew Hurley indicated in our December meeting that he would be standing down as Presiding Member in January.

Roz Mexted facilitated the call for election of a Presiding Member – one nomination received, Sumen Sahani. Sumen Sahani was confirmed as the presiding member.

The board thanked Andrew Hurley for his service.

Motion: That Sumen Sahani is appointed to the Finance Committee and resigns from the Health & Safety Committee and Andrew Hurley resigns from Finance Committee and joins the Health and Safety Committee.

Moved: Tracey Seconded: Robbie Carried

Motion: That the staff election date is set as 31 March 2022 and a returning officer will be appointed following NZSTA timeframes. .

Moved: Robbie Seconded: John Carried

Motion: That the code of conduct circulated prior to meeting is adopted and signed by the board.

Moved: Julie Seconded: Anita Carried

Apologies – None

Conflict of Interest – none declared.

Moved: Andrew H Seconded: Julie Carried

Correspondence – none declared

Minutes

Motion: That the minutes from the meeting on 15 December 2021 are accepted as true and correct

Moved: Anita Seconded: Mark Carried

Principals Report

1) Analysis of Variance

Circulated in the board pack and Tracey highlighted the progress made during the last year to ensure consistent school wide data.

Structured Literacy and Reading Recovery has accelerated progress for students in reading.

Teacher Aids have worked with students on writing – along side their classroom teacher.

Teacher Aids have worked with students on Maths along with in class support.

Continuing to evaluate the effectiveness of resource.

Analysis of Variance to be submitted to the Ministry of Education by 1 March 2022.

Motion: That the Analysis of Variance report is approved to be submitted to Ministry of Education

Moved: Tracey

Seconded: Andrew H

Carried

2) Curriculum Leadership Team for 2022

Katie Stables – Maths and Local Curriculum

Dianne Meyer– Leading Structured Literacy and Literacy

Janelle Wright – Leading Health and Physical Education and PB4L

Sharlene Clark – Va-‘aelua – Leading the arts and social sciences

Andrew Bartlett – Leading Science and Technology for 2022 year.

3) Personalised Professional Principal Growth Cycle

Motion: To approve the appointment of Edlead/Nadia Ballantine for 2022 Principal Professional Growth and Evaluation. Presiding Member and Principal to continue to work through

Moved: Anita

Seconded: Julie

Carried

4) Charter

Board to take a physical copy of the charter home to review, feedback to Tracey by COB 9 February and confirm at the February meeting to submit by 1 March to Ministry of Education.

Finance Report

Provisional Report for December 2021

- Income – 119% of budgeted income which was budgeted – addition 104K had come in (grants etc).
- Spent – 104% of budget and 115% of salaries budgeted
- Deficit at December was 21,811 against budget of deficit 97,926.
- Actual funds at end of Dec were 7,003 versus budget 2021 of deficit 68,790.
- Items of significance were discussed

- Admin expenses – over budget by 50K due to additional covid expenses and incorrect coding of learning resources which is under budget by 66K.
- Property Maintenance – overspent by 9K
- Depreciation was 3.5K over budget'
- Learning Resources was 66K under budget due to personnel costs
- Working capital was 11K versus a negative 11K last year.
- Budget was circulated last year and again in Jan 2022.

Motion: That the draft budget circulated is approved for 2022.

Moved: Mark Seconded: Andy T Carried

Motion: To approve the invoices to pay of \$45,074,16.

Moved: Mark Seconded: Andrew H Carried

Motion: That the December 2021 Draft finance report is accepted.

Moved: Mark Seconded: Tracey Carried

Health and Safety

Tracey and Rick will complete the walk around prior to school starting.

Once the old playground has been removed, establish if there are any Health and Safety concerns to be addressed.

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

Moved: Anita Seconded: Robbie Carried

Playground

Julie updated the board around the playground for removal. Andy to organise to removal of the slide (worth approx. 10K +gst) and fireman's pole and organise storage and highest bid to be accepted. Look to use the slide when the playground is re-built.

General Business

Motion: The board agrees to apply to The Pelorus Trust for swimming lessons and transport to the lessons for School for 2022.

Moved: Tracey Seconded: Mark Carried

8.35pm

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; minutes, personnel

Moved: Sumen

Seconded: Tracey

Carried

9.10pm Meeting moved back into open session.

Reviewed and updated the BOT action list.

Closing Prayer – Tracey

9.15 Meeting Concluded

Committees

Finance: Mark, Tracey, Sumen

Health and safety: Anita, Tracey, Ricson, Andrew H

Property: Tracey, John, Andy

Communications: Roz, Julie

Future meeting dates:

BOT – 23 Feb, 30 March, 25 May, 29 June, 17 August, 21 September, 9 November, 14 December

Health and Safety – Friday prior to board meeting

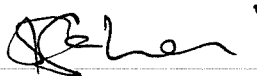
Finance – TBA (committee to work out meeting time)

Property – TBA (committee to work out meeting time)

Prayer – see roster

Minutes Approved

Date



4/2/22.

Prayer Roster

23 February – Anita

30 March –

25 May -

29 June

17 August

21 September

9 November

14 December