

**St Joseph's School Board of Trustees - Minutes of meeting held on Wednesday 22<sup>nd</sup> January 2020  
in the administration building, St Joseph's School, Victoria Street Hawera.**

**Present:** Anita Jordan (Chairperson), Karee Duncan (Acting Principal), Ricson Torres, Terese Orchard, Anna Hornby, John Wyatt, Nathan Gray, Julie Buitendijk, Mark Hughson, Jemma Johnston (recording minutes)

**Apologies:** Robbie Bird (staff rep)

Meeting commenced 7.03 pm

Welcome and opening prayer read by Anna Hornby

Election of chairperson

Anita is not seeking re-election. No nominations were received and the vacancy will be discussed at next meeting.

Correspondence

Incoming:

Pauline re. Catholic Character Review

MOE re. Sacred heart's roll

Outgoing:

C Clough - response to email

A Browsers (ERO) – info as requested

**Motion:** that correspondence is accepted.

Moved: Anita

Seconded: Jemma Carried

Acting Principals Report. Topics included:

- a. Classroom teacher update
- b. Analysis of variance
- c. Health consultation

**d. Special Character Review**

**e. General update**

**Motion:** that the Principal's Report is accepted.

Moved: Anita

Seconded: Terese Carried

Finance

December figures from Ed Services need reviewing. The draft budget was presented by the finance committee. The BOT confirmed not being comfortable with a deficit budget. Reserves need to be preserved to ensure we have options for the school build. Aim to increase income through grants. Ideally grant applications should be completed by one or two people. Anita to discuss with Leigh.

Finance committee to work further on budget and return to board with final draft.

**Motion:** that the board accepts the Finance Report

Moved: Anita

Seconded: Julie Carried

Charter and Annual Plan

We need to be able to measure what our targets are.

**Motion:** To form a sub committee comprising of Anna, Terese, Anita and Karee to work on the annual plan

Moved: Anita

Seconded: Terese Carried

### Catholic Education Review

BOT completed online Catholic Education pre review questionnaire together.

The PNCEO review team will meet board on 18<sup>th</sup> Feb 2020 6.30pm at school. Apologies (in advance) from John and Julie who will be away.

PNCEO Review Team to feed back to board at 3.15pm, Thursday 20<sup>th</sup>.

### Policy update – Term 1

Review opens: 27<sup>th</sup> January 2020

Review Closes: 9 April 2020

Review Topics

- Recognition of Cultural Diversity (BOT, staff and parents to review)
- Staff Leave (BOT and staff to review)
- Separated Parents, Day-to-day care and Guardianship (BOT and staff to review)

**Motion:** Staff leave applications exceeding 1 day to be brought to the board for approval.

Moved: Anita

Seconded: Jemma Carried

### **8.35pm**

**Motion:** Under section 48(1) of the Local Government Information and Meeting act 1987, and 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 meeting (8.15 pm). General subjects to be discussed; Personnel update(s), correspondence from former Principal and passing of previous in committee minutes.

Moved: Anita -Carried

### **9.22 pm**

**Resolved:** That meeting move back into 'open session'

Moved: Anita -Carried

### Minutes

**Motion:** That minutes of meeting of 4<sup>th</sup> December 2019 are accepted as a true and accurate record

Moved: Anita

Seconded: John Carried

**Motion:** That minutes of meeting of 18<sup>th</sup> December 2019 are accepted as a true and accurate record

Moved: Anita

Seconded: Julie Carried

### General Business

- St Vincent de Paul  
St Vincent de Paul committee donating proceeds from February to support Miller. They have requested that Year 8 make posters to advertise this for their shop window. They agreed to Year 8 students working in the shop Tues, Wed and Thurs. Erica is organising a plan for this and will liaise with St Vincent's to organise prior to this starting. Karee and Terese are planning to attend the next committee meeting.
- Playground/fort  
No communication from the builder. Nathan will check the fort out to ensure it's ready for start of school.

Closing Prayer – Anna

### Dates for next meetings:

**Finance committee meeting:** TBA

**BOT meeting:** Wednesday 26<sup>th</sup> February 7pm

**Jemma / Anita /Nathan:** to liaise re meeting times

**Health and Safety walk around:** Up to date at present

**CC review team and BOT:** Tuesday 18<sup>th</sup> Feb 6.30pm

**CC review team feedback to BOT:** Thurs 20<sup>th</sup> Feb 3.15pm

**Prayer Schedule:** Feb – Jemma, March – Nathan, April - Terese

Meeting closed at 9.35pm

**Minutes Approved**

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**Date**