

**St Joseph's School Board of Trustees - Minutes of meeting held on Wednesday 23 September 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, Andy Tippett, Sumen Sahani, Anna Hornby, Anita Jordan (recording minutes), Roz Mexted (LSM)

7 pm Board Meeting commenced

Opening prayer: Robbie Bird – Mary MacKillop Prayer

Apologies: Ricson Torres

Moved: Mark Seconded: Robbie Carried

Conflicts of Interest: None declared

Motion: That the minutes of the 26 August 2020 meeting are accepted as a true and accurate record.

Moved: Anita Seconded: Sumen Carried

Acting Principals Report

- Non preference enrolment guidelines from Catholic Education Office – Anna to work with Karee on this and report back to the board
- 13 November – teacher only day – motion below
- Achievement Challenges Kahu Ako – RBL and Wellbeing

- CCTV Policy – motion below
- Teacher Aid pay equity
- Provisional staffing has been received – to be reviewed with Roz.
- PTF – signs on front fence – Karee to work through some options with PTF and come back to the board
- PTF – A & P show – PTF to lead this with support from board
- Karee to work with Fr Craig to draft a letter to children who have been baptised about our school
- ERO mid point visit on Monday 21 Sept. Working on relational trust, charter, achievement data, PLD, internal evaluation, special character 3 year plan with diocese, team building sessions, new trustees, range of PD undertaken, links to Maori community, Health and Safety. Positive feedback on progress made in the last 12 months. Formal report to come.

Motion: To approve to close the school on 13 November for a teacher only day.

Moved: Andrew Seconded: Julie Carried

Motion: To approve the CCTV policy as circulated.

Moved: Karee Seconded: John Carried

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

Moved: Karee Seconded: Robbie Carried

Finance

Income – 79% of budget been received. Ahead of budget

Admin expenses – 61% of spend – overall under budget at the moment. Property Maintenance waiting on insurance payout, cleaning supplies are over budget due to covid expenses.

Learning resources– 66% of budget spent – on track

Expected surplus of 47K versus expected deficit of 39K.

No real changes to balance sheet

Motion: To approve the accounts to pay of \$36,741.11.

Moved: Mark Seconded: Karee Carried

Motion: To pay the arrears to the teacher aides of \$18,772.38 and \$9,345.66.

Moved: Mark Seconded: Robbie Carried

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

Moved: Mark Seconded: Andy Carried

Health and Safety

Motion: That the Health and Safety report is accepted as true and accurate

Moved: Anita Seconded: Robbie Carried

Property

Agreed that Andy Tippett to be chair of property committee. Anita to ask parent what is required re carpark. Shelving in hall – to be quoted and Karee can approve up to 3k.

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

Moved: Robbie Seconded: Andrew Carried

Meeting with Diocese re Property – Board preference is an early evening meeting– Monday or Tuesday evening or during day first week of term. – Anita to liase with Diocese and advise

Correspondence

Incoming:

- Catholic Education Office re re-build
- TAPE email circulated
- Catholic Education Office re theological formation

Outgoing:

Strategic Planning

Form a subcommittee – Andrew Hurley, Anna Hornby, Mark Hughson, Sumen Sahani and Karee Duncan to meet to discuss and feed back to the board on timeframes.

End of year function – to discuss next meeting and Robbie to ask Staff what they would like to do

Policy – Board needs someone to be responsible for Policies and ensure the board is reviewing as per school docs work plan. Sumen volunteered and board agrees that he will liase with the board around policy reviews.

Website – Informal review has been undertaken and we need to make it easier for parents to find the information they need. Robbie to consult with staff on this and look to survey parents as the users around this.

8.30pm 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/IT system request to proceed

Moved: Anna

Seconded: Anita

Carried

9.03pm

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

Moved: Anita

Seconded; Robbie

Carried

Minute secretary – Look to have the new school administrator complete the board secretary work. Advert for new administrator to go in the paper tomorrow with a start in Term 4. Julie, Karee and Andrew to be on the panel around appointment.

Closing Prayer - Robbie

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:

BOT - Wed 28 Oct, 25 Nov, 23 Dec

Health and Safety -TBA (committee to work out meeting time)

Finance – TBA (committee to work out meeting time)

Property – TBA (committee to work out meeting time)

Minutes Approved

Date



28. 9. 2020