

**St Joseph's School Board of Trustees - Minutes of meeting held on Wednesday 16 December 2020
in the administration building, St Joseph's School, Victoria Street Hawera.**

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

Guest: Tracey Drought

7.05pm

Opening Prayer – John

Conflict of Interest – none declared

Moved: Andrew **Seconded:** Julie Carried

Apologies – Sumen Sahani, Andrew Hurley

Moved: Anita **Seconded:** Mark Carried

Conflict of Interest – None declared

Passing of Minutes - 28 October and 25 November

Motion: That the minutes from 28 October meeting are passed as true and correct

Moved: Julie **Seconded:** Robbie Carried

Matters arising from minutes on 25 Nov

School and Parish – Anita attended the Parish AGM. Parish has requested one person attend each meeting (rather than rotation of trustees). Anita to feed back to the Parish that the board cannot commit to this especially with young families 5.30pm does not work.

Motion: That the minutes from 25 November are passed as true and correct

Moved: Anna **Seconded:** Andy Carried

Correspondence

Incoming:

- 1) STDC – Trees are hanging over the footpath on Victoria Street.

Action: Property Team to look into a solution

- 2) Catholic Education Office – email thanking Boards for their work and wishing a Merry Christmas
- 3) Email from PTF re signage on the fence

Action: PTF to bring more details to Jan meeting prior to the Board taking to the Parish.

Outgoing:

Proprietors Report to Catholic Education Office

Action: Anna to circulate the report to the rest of the board

PTF Thank you – Julie to send a card to PTF to thank them for the work this year

Moved: Anita

Seconded: Anna

Carried

Principals Report

Analysis of Variance was presented to the board. In summary, data this year is improving in consistency and is more accurate throughout the School. Work continues to be completed to ensure this process is improving.

Planning for next year is around probing PLD, Local Curriculum and Assessment PLD, continue with E-Astle and PAT maths, Review PACT mid 2021 and continue to use RBL to support leaning and lift learning.

Strategic plan for next year is being worked through in January 2021. Karee has prepared a draft

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

Moved: Karee

Seconded: Julie

Carried

Health and Safety

Motion: That the Health and Safety Report is taken as read.

Moved: Anita

Seconded: Karee

Carried

Additional Notes

- 1) Karee has organised a builder to come in and fix the self sliding doors in the main block – the building frames are no longer square resulting in previous attempts to resolve this issue not being resolved.
- 2) Thanks to Ricson/Julie/Anna who completed a Health and Safety walkaround and actions are with Tony.

Library

Karee tabled a report from Inge Smythe regarding the Library for Trustees to read.

Finance

November Report - circulated just prior to the meeting from Ed Services

- Received 108% budget of income received
- All Operational Grants
- Spent 102% of what we budgeted
- 92% of salaries budget

- Deficient – Actual was 18K but budget was 54K
- Actual funds available – 47K
- 11K over on expenditure and YTD deficient of 18K

Motion: To approve the invoices to pay of \$53, 058.17

Moved: Mark **Seconded:** Robbie Carried

Motion: That the Finance Report is accepted as true and correct

Moved: Mark **Seconded:** Robbie Carried

Motion: To add Tracey Drought as a signatory to the bank account. Confirming the signatories would be Tracey Drought, Karee Duncan, Mark Hughson, and Anna Bayliss/Hornby. Confirming the Board Chair is Andrew Hurley, Treasurer is Mark Hughson and Minutes Secretary is Anita Jordan

Moved: Anita **Seconded:** Mark Carried

Property

Wheelchair access to the building. A contactor has been into school to look at the access and ramp suitability. At the end of Room 1 the gradient would require a 12 m ramp which will not fit.

Anita to talk to a parent requiring wheelchair access about driving into school grounds after school has start and prior to it ending. A TA to meet with an umbrella.

Andy is going to look to look to fix the fence behind the library during the holidays and also the branches hanging onto Victoria Street (council ordered). Anita to talk to the Parish to see if they want the trees backing onto the School Field to be cut at the same time – Heath Jordan to also assist.

Moved: Andy **Seconded:** Julie Carried

7.50pm

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: Anita **Seconded:** Robbie Carried

8.21pm

Resolved: That the meeting move back into "open session".

Moved: Anita **Seconded:** Julie Carried

Closing Prayer – John

8.24pm meeting finished

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 - 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.


Health and Safety -22 January afternoon 4 December, 1.30pm

Finance – TBA (committee to work out meeting time)

Property – TBA (committee to work out meeting time)

Prayer – Andy Tippett

Minutes Approved



Date

27 1 2021