

**St Joseph's School Board of Trustees - Minutes of meeting held on Wednesday 23<sup>rd</sup> October 2019  
in the Administration Building, St Joseph's School, Victoria Street Hawera.**

**Present:** Geraldine Sumner (Principal), Anita Jordan (Chairperson), Terese Orchard, John Wyatt, Anna Hornby, Julie Buitendijk, Mark Hughson, Ricson Torres, Jemma Johnston (recording minutes)

**Apologies:** Nathan Gray

**In Attendance:** Lisa Wills

Meeting commenced 7.03pm

Welcome and opening prayer read by Anna

Reading Recovery update

Lisa Wills updated BOT on reading recovery and dyslexia support program at our school.

Reading Recovery - Six year olds, one on one, 12-20 week program of accelerated progress. Child is reading level 17-19 by the end of program. Has tried small groups versus one on one but can't get the same improvement this way. Four schools in Taranaki have left reading recovery to move to small group programs but have all come back to reading recovery.

Also showed us book she has written to help teach dyslexic children.

Lisa really enjoyed the conference she attended and appreciated being able to go.

Anita thanked Lisa for her update.

7.13pm Lisa left the meeting

Correspondence

Incoming:

ERO

School Trustees email

Support pack – resignation of Bishop Charles

Dr Johns Edwards – schools that deliver

School Docs Advisory – New dashboard

Education Services – updated budget template for 2020

Katrina Casey – School donations letter

Geraldine – forwarded emails from student re extension classes  
The New Zealand Anti-Vivisection Society (NZAVS) – OIA request

Outgoing:

ERO  
Letter to support staff  
Letter to teaching staff – Stage 3 needs analysis  
NZEI - Stage 3 needs analysis

Principals Report

Progress and consistency tool (PaCT) – teachers have completed training for this tool. Used for assessment of reading, writing and maths for each child. Initially will take 20min per child per subject (twice each year) but will get faster as teachers become more familiar with the tool. ERO are expecting to see this.

Eight teacher only days in next three years can be taken in term time. Four next year;

March 2<sup>nd</sup> and 3<sup>rd</sup> - Schools that deliver

Feb 7<sup>th</sup> - first aid training

UBRS Training and 'nuts and bolts' day

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

Moved:	Geraldine	
Seconded:	Anita	Carried

Finance

Anita advised separate account has been set up for the COL money

Finance report presented by Terese.

Terese advised wider BOT of concern from finance committee at ongoing difficulty in obtaining up to date financial data. Access to internet banking would help (note this is view only for schools)

**Motion:** That internet banking access is set up for the school account.

Moved:	Anita	
Seconded:	Terese	Carried

Discrepancy in July payroll was an issue with dates entered into NovaPay and a credit will balance out this.

Mark has received much awaited budget template from Ed services - Finance committee to complete updated budget ASAP.

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

Moved: Terese

Seconded: Geraldine Carried

#### Property Update

- Air con – Serviced by Mark Frost Electrical in holidays. Took 2 guys 2 full days, very dirty and evident cleaning had not been occurring. Tony now aware of how to clean and how often.
- Carpets – professionally cleaned in holidays
- Building changes – Water damage to wall in Katie’s Room – Nathan assessed there was no structural damage and Tony has done a fantastic job of repairing.
- No response from Diocese to messages enquiring re timing of proposed school build

#### Mission Centre MOU

Geraldine to invoice for rent – monthly basis

**Motion:** In conjunction with Fr Craig BOT writes a letter to request the changes to mission centre (as discussed with Fr Craig and Phil Waite)

Moved: Anita

Seconded: Anna Carried

Agreed we should give the parish a display area / wall to use in interim

Terese will write letters with Fr Craig re mission centre and also to parents of baptised children re enrolment

#### Health Consultation Survey

Copy sent out in Board Pack email. If no changes suggested by Wednesday 30<sup>th</sup> then Geraldine will send survey out to parents

#### OIA request re Animals in Schools

Discussion re OIA request received from the New Zealand Anti-Vivisection Society (NZAVS) for information regarding use of animals (including invertebrates and insects) in our school. Anita will complete the response, Jemma will look over it also.

### Pandemic Plan

Pandemic plan, Geraldine has updated, Jemma has read through. BOT and staff contact lists need updating to reflect recent changes.

**Motion:** That with inclusion of updated contact lists pandemic plan is approved

Moved: Geraldine  
Seconded: Jemma Carried

### Donations

Government's donation scheme. Geraldine clarified still able to ask for contributions to school camps if opt in. These will be voluntary but this is already the case now.

**Motion:** that the school opt in to the Governments new donations scheme for 2020

Moved: Geraldine  
Seconded: Anita Carried

We are very grateful that the Lions are donating \$300 to our school for the purpose of purchasing playground equipment. Due to St Josephs having the largest team in the walk for kids.

**Motion:** That we apply for a Pelorus Trust grant for funding the schools that deliver program

Moved: Anita  
Seconded: Jemma Carried

### Formalise delegations

Motions have been carried and minuted for all Delegations (committees and roles). These also require formalising in writing. Anita to organise these for signing at next meeting.

**Motion:** That the finance committee can unanimously approve invoices over \$3000 for payment.

Moved: Anita  
Seconded: Anna Carried

**Motion:** That Anita liaise with the media at all times should this occur

Moved: Anita  
Seconded: Anna Carried

**Motion:** That authority to sign off upcoming camp and Big day Out RAMs is delegated to Anita, Terese and Jemma

Moved: Anita

Seconded: Geraldine Carried

8.45 pm

**Motion:** That under section 48(1) of the Local Government Information and Meeting act 1987, to protect information that is currently subject to an obligation of confidence and protect privacy of individual(s) the public be excluded from the meeting from this point in the proceedings (8.45 pm). General subjects to be discussed; Staffing allocation, personnel update, vision feedback, communication from student re extension classes

Moved: Anita - Carried

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

Moved: Anita - Carried

#### EOTC

Proposal from Mrs Bird for a Big Day Out activity day at Tippett's farm for years 2+3 (Monday 18<sup>th</sup> November) and year 0+1 (Tuesday 19<sup>th</sup> November).

**Motion:** that BOT approve Marie's proposal for year 0, 1, 2 and 3 big day out to Tippett's farm

Moved: Geraldine

Seconded: Mark Carried

Final sign off subject to RAMs being submitted and authorised

#### ERO

BOT will meet with the teachers on Friday morning to discuss final ERO report.

Communication to school community has been drafted and will go out on Friday afternoon.

#### Minutes

**Motion:** That the minutes of meeting of 25<sup>th</sup> September are accepted as a true and accurate record

Moved: Anita

Seconded: Mark Carried

General Business

- End of year function (Staff BOT and Fr Craig)  
Discussion re going out for dinner versus activity / BBQ. Anna to organise with Fr Craig
- Policy Review – to be discussed at November meeting

Closing Prayer read by Anita

Dates for next meetings:

**Finance committee meeting:** Thursday 21<sup>st</sup> November 2pm

**BOT meeting:** Wednesday 27<sup>th</sup> November 2019 7pm

**SS Sub Committee:** Tuesday 29<sup>th</sup> October 2pm

**Personnel committee:** Geraldine to liaise with John and Terese

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

Meeting closed at 9.45 pm

**Minutes Approved**

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**Date**

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