

St Joseph's School Board of Trustees - Minutes of meeting held on Wednesday 25th September in the Administration Building, St Joseph's School, Victoria Street Hawera.

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

Apologies: John Wyatt

Meeting commenced 7.04pm

Welcome and opening prayer read by Anita

Minutes

Meeting of 21st August

Amendments Julie Buitendijk and Raewyn Dombroski (recording minutes) were both present

Fr Craig and Phil Waite left the meeting after discussion re Mission Centre

Big day out includes years 1, 2 and 3

Motion: that after inclusion of amendments (above), minutes of meeting of 21st August are accepted as a true and accurate record Moved: Anita Seconded: Geraldine

Motion: that minutes of meeting of 29th August are accepted as a true and accurate record Moved: Anita Seconded: Julie

Motion: that minutes of meeting of 11th September are accepted as a true and accurate record Moved: Anita Seconded: Mark

Correspondence

Incoming:

Catholic Special Character review (18th – 20th February 2020)

Neryda Sullivan -Signed agreement for Principals appraisal

NZCEO – quick guide to governance

Communication from NZSTA – re. recommended 4-5 minute modules

Pelorus Trust – Grant for yr 5 + 6 camp

Outgoing:

ERO – 14th September

Inge - Appointment letter returning officer for staff by election

NZEI

Letters to teachers re. Surplus staffing

Ministry re. Surplus staffing

Ministry re. Roll review

Ministry re. Resourcing

Crombie Lockwood re. Surplus staffing

Mary Wilson (Schools that deliver)

Anna asked if any objections to BOT pack being electronic in future. No objections.

Principals Report

Discussion around opting into Governments donation scheme – Geraldine to clarify for next meeting - are we still able to ask for contributions to school camps if we choose to opt in?

Pandemic plan, Geraldine has updated – Jemma to read through it before next meeting

Majority of parents that responded to the survey re cohort entry selected the twice termly option (ie. at beginning and middle of each term)

Motion: That BOT goes with the majority of respondents and adopts for cohort entry at the beginning and midpoint of each term from 2020

Moved:	Geraldine	
Seconded:	Jemma	Carried

Motion: that the Principal's report is accepted.

Moved:	Geraldine	
Seconded:	Jemma	Carried

Finance

Finance report presented by Mark.

Concern still no clarity on the discrepancy (noted at finance committee meeting) in July payroll. Mark will go to back to Ed Services again regarding this and investigate further.

Several members expressed interest in a Finance workshop with NZSTA - Anita will organise

Significant income budgeted from grants is yet to come in - Geraldine confirmed grant applications are under control. She also pointed out that income from grants is not guaranteed. Also, if we are awarded money from Pelorus Trust or TSB Community Trust, it has to be spent on the specific item / purpose it was applied and granted for. Therefore for budgeting purposes it should not be included in general funds.

Finance committee to complete updated budget ASAP. Mark to chase up budget template requested from Sandra.

Jemma and Terese to touch base with Leigh regarding if she wants any help with Pelorus trust applications

Anita to check with TSB if new bank account has been opened so COL money is separate.

Bank account - signatories have been updated.

Motion: that the board accepts the Finance Report

Moved:	Mark	
Seconded:	Terese	Carried

Motion: that the board authorises the payment of the bills totalling \$12,939.18 for the month of July 2019.

Moved:	Mark	
Seconded:	Jemma	Carried

Suggestion to move BOT meetings in order to enable Education Services time to complete financial reports. This will ensure the board is addressing the most up to date financial information at its monthly meetings.

Motion: that the BOT meetings are changed to the 4th Wednesday of every month

Moved:	Anita	
Seconded:	Mark	Carried

Health and Safety Report

Anna and Nathan have completed this.

To be emailed out. Anna advised some points do need to be discussed.

Camps

Year 3+4 – Overnight adventure Eltham – 14th and 15th November

Year 5+6 - Two nights 5th to 7th November – Have received grant from Pelorus Trust for \$10,993.70 toward camp and bus. Letter to go out to parents tomorrow

Motion: that BOT approve proposal for year 5 and 6 camp

Moved: Geraldine

Seconded: Nathan Carried

Mission Centre

This information will be emailed out by Anita

8.50 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 (8.50 pm). General subjects to be discussed; ERO draft report, staffing allocation, personnel update.

Moved: Anita - Carried

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

Moved: Anita - Carried

Discussion had that in order to be more efficient with time everyone will have read all background reports / material prior to meeting. Questions arising from reports will be addressed and then reports taken as read (as opposed to reading through reports in meeting).

Closing Prayer read by Anita

Dates for next meetings:

Finance committee meeting: 17th October 2019 2pm

BOT meeting: 23rd October 2019 7pm

SS Sub Committee: Date to be advised

Meeting closed at 9.58 pm

Minutes Approved

Date
