

MINUTES BOARD OF TRUSTEES MEETING
WEDNESDAY 12th SEPTEMBER 2018

OPENING PRAYER

Ellen Middendorf.

PRESENT

Ellen Middendorf (Chair), Trina Eastwood, Sam Williams, Barbara Grubb, Savio Fonseca, Julie Flannery and Margaret Bennie (Minute Secretary).

APOLOGIES

Fr Vaughan, Nathan McLean, Ben Donaldson and Heather Breen.
Moved Trina/2nd Barbara. Carried.

STRATEGIC PLANNING

Website Development – ongoing.

ACTION: Ellen to approach Fr Vaughan to see if he will design the front page.

Annual Plan continues to be looked at and actioned accordingly.

- Special Character Goal for 2019 (1 only). Sacrament of Reconciliation/First Holy Communion/Confirmation scheduled every 2 years.
- Mercy Day Celebrations – St Johns Ranfurly being hosted for the day 24th September. Maori welcome and farewell.

PRINCIPAL'S REPORT circulated (Full report on file)

Comment – Reading for Pleasure

Trina spoke on how the programmes set in place (see report) are showing the vast improvement in students reading progress, a skill which is a life long habit.

Literacy Intervention

Julie gave a brief report on the Strengthening Literacy Course she had attended.

Our Reading Recovery programme results show that students are still not reaching their full potential after they come off the programme. The results show they sit below the National Standards for 2/3 years and it is not until 4 years later they are at the above level. From the information she gained at the Course she can now see that there are other interventions that can be implemented to benefit students at an earlier year level. We need to assess what our needs are /where money is best spent.

ACTION: Julie and Trina will analyse the data received around the intervention strategy in relation to Reading Recovery and STEPS programmes in order to ascertain that the results from these programmes are seen as value for money/or do we look to the future with another strategy. Julie will give the Board a more detailed report at October meeting.

Principal's Appraisal

Trina reported she had met with John McKenzie (appraiser) in Dunedin. Report to come. Trina commented she came away from that appraisal feel very valued.

Motion: Trina moved her Principal's Report be accepted. 2nd Sam. Carried.

EOTC Review underway with an estimated 25% of responses received. An overall response.

Action: Julie to summarise the responses and have these back to Board for October meeting.

FINANCIAL REPORT (all circulated)

- Banked Staffing updated – sits at minus \$7618. All relievers and extra part-time staff coming out of Operational Grant.
- Profit & Loss A/c /Balance Sheet/Budget Variance
- A/cs paid summary
- Credit Card summary
- Forecast cash flow – predicted \$18K at end of year + Term Deposits.

MOTION: Ellen moved Financial Reports as circulated be approved. 2nd Trina. Carried.

HEALTH & SAFETY

Fire Alarm – Discussed the implications of what could occur as our alarm system is not directly connected to the Fire Station. Currently we are reliant on our alarm that when triggered Trina or other staff/board members take action to raise the alarm with a 111 call. Discussed the time factor and it was deemed that a direct link to the Fire Station would see an immediate response.

Managing the resetting of the alarm system also discussed.

ACTION: Trina to contact Bill Haydon/Tony Hanning (Catholic Property Services) regarding the resetting of the fire alarm (seen as a property issue). Monitoring of the system also needs to be looked into– Tansley Electrical!

Board training for new members – Pre-election promotion day. Maybe worthwhile looking into this.

MINUTES

Minutes of August meeting (circulated) moved as true and correct record. Trina/Barbara. Carried.

Board moved In Committee at 8.15pm.