

Wednesday 15th Aug

MINUTES OF BOARD MEETING 1st AUGUST 2018

OPENING PRAYER - Fr Vaughan

PRESENT

Ellen Middendorf (Chair), Trina Eastwood, Fr Vaughan, Nathan McLean, Sam Williams, Heather Breen, Julie Flannery, Barbara Grubb and Margaret Bennie (Minute Secretary).

APOLOGIES Savio Fonseca and Ben Donaldson. Moved/2nd Trina and Sam. Carried.

COI (Conflict of Interest) Nil.

FRIENDS of the SCHOOL

Sam took our ideas to the PTA on the logistics of what may be involved in the process of setting this up and the financial implications that may be incurred as it is important that we link up with them. From the research Sam had carried out it appears we may need to become an Incorporated Society / or possibly a Charity organisation. Ongoing discussions will continue.

BOT TRAINING – If any member is interested in attending Workshops they feel would benefit them let Ellen know. These are listed on the STA website. If interest is shown on a particular topic then we may need to see if other schools are interested in participating with us.

2018 POLICY REVIEWS

- **Enviro Policy** (draft circulated).
Policy on hold awaiting Ollie Yeoman's sabbatical confirmation.
Comment from Board that draft will need to show "that we may need to be more specific in respect of staff".
Action: Trina and Ellen to keep working on this.
- **Wellbeing Policy** (student welfare)
Draft Policy will be available for next meeting.
- **Self Review Survey** – received from NZSTA.

Concerns & Complaints Procedure – Review before September meeting.

Of note: To be put in Enrolment Pack.

IET (Internal Evaluation Tool) survey. This is a review tool for Board and Staff.

SPECIAL CHARACTER (RE)

Staff looking at repeating the use of Catholic Faith diaries and student logs for 2019.

PRINCIPAL'S REPORT (Circulated) Full report on file.

For Discussion – Teachers Strike 15th August.

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Discussed how the school would manage the students as teachers who are members of the NZEI attend the Teachers Strike on 15th August. The cost of relieving teachers was a significant factor to be considered as well as the availability of such teachers. The impracticality of using Support Staff for supervision should families be given the option of sending their children to school was discussed and the responsibility that would put on them. From these discussion points the following motion was passed:

MOTION: Father Vaughan moved Board close the school on Wednesday 15th August 2018. Vote excluded Trina and Julie (COI) All other Board members in favour. Motion carried.

ACTION: Trina will send out notification to all families and Ellen will, on behalf of the Board, advise families.

COL Update

Trina reported activities are now happening around Achievement challenges (Literacy and Maths), with focus group meetings for teachers scheduled. Principals will provide release time (3 afternoons per term). Release time is coming from the 0.5 staffing which we have received from The Ministry for COL.

Data will be collected over the whole area of COL from Early Childhood upwards.

MID-YEAR STUDENT ACHIEVEMENT PROGRESS

Discussion centred on where our students sit in relation to National Standards.

From data presented percentages are shown to be down from last years mid year report (Literacy Review – reading and writing). Review shows we have a benchmark and some accountability with our figures.

Stats are based on OTJ's made using St. Gerard's progressions . These are based on National Standards and Curriculum level.

RECOMMENDATION – We maintain Teacher Aide support and continue with ALIM support (funding is provided for this whilst teacher removes students from class for group teaching.

SABBATICAL – Ollie Yeoman

Resolution passed by email *“That the St. Gerard's School Board of Trustees accepts and supports Ollie's application for Sabbatical Leave for Term 1 2019”*.

PROPERTY

Opus Report – not yet received. No indication from Diocese on when this will be available.

Capital Maintenance – Savio made good progress after meeting with Bill Haydon and Tony Hanning.

FINANCE REPORT

Financial Annual Report will go on the website as per Ministry requirement.

Drains have been completed.

Term Deposit

Motion: That \$15K be re-invested at 3.5% for twelve months. Moved Allen/2nd Trina. Carried.

Banked Staffing as at 23rd July minus \$13,970. All teacher relieving, additional teacher hours and CRT coming out of Bulk Grant to lower this amount.

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- Profit & Loss A/c, Balance Sheet and Budget Variance presented.
- A/cs paid report and Credit card statement presented.

HEALTH & SAFETY

Emergency Management Plan

We need to schedule follow up actions re kits (test plans etc). This will be discussed at Syndicate meeting.

Action: Keep on agenda for next meeting.

Tackle Rugby update –

Revised permission slip to go out to parents.

Mark Eastwood has post covers ready.

Trina to meet with Student Council Monday next week.

CYBERSAFETY

Action plan around Cybersafety presented. Effective Term 1 2019.

Plan for Term 3 of this year will sit under Citizenship Policy.

Action: Julie will share and explain the plan around Cybersafety with parents at a meeting in Term 3.

PTA FINANCIAL REPORT re 2018 Donation (Full itemised schedule on file)

Proposed expenditure items from PTA's operating budget for 2018 totalling \$10K of which the board has already received \$5K was shared. Other payments already received totalling \$4511. Overall forecast \$14,511. Board extends a huge "thank you" to the PTA for their ongoing support.

EOTC Review

Staff Leadership team to put this together.

Ideas chart covering PE, Health & EOTC to be placed in the foyer for parents to add their ideas.

ACTION: Link to this out on Newsletter and email all families.

FINANCE – Risk Transparency

Re Summary items. In order to reduce any financial risks to personnel handling school's finances it was proposed we set up a link into our Financial Report.

Whole Board Budget meeting proposed.

CORRESPONDENCE (outward)

Archgola Quote – Requested only for information as an option for future developments.

Email – re Ollie Yeomans Sabbatical application (circulated prior to meeting)

Email from Bill Haydon reproperty works (circulated prior to meeting).

(Inwards)

Email responses from Board members re Ollie Yeoman's sabbatical application.

MINUTES

May Minutes circulated.

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June Minutes circulated. **Amendment:** Swing only reference - "Julie to accompany students should they approach businesses". Both meetings moved as true and correct record with amendment to June Minutes.

Trina/Nathan. All in favour. Carried.

Moved "In Committee" at 9.15pm.