



MINUTES for Meeting of St Anthony's School Board of Trustees
Held at 7.00pm on 1 November 2018, School Staffroom

PRESENT:	Andrew Pink (AP)	Parent Rep (Chair)
	Jennifer Ioannou (JI)	Principal
	Emma Blades (EB)	Parent Rep (Deputy Chair)
	Mark Mulhern (MM)	Proprietor's Rep
	David Sullivan (DS)	Proprietor's Rep
	Anne Dowden (AD)	Proprietor's Rep
	Kate Riddell (KR)	Parent Rep
	Amber Proudfoot (AmP)	Parent Rep
	George Bouras (GB)	Parent Rep
	Helen Revill (HR)	Staff Rep
	Yvonne Small	Board Secretary

APOLOGIES: (for lateness) Mark Mulhern, Kate Riddell

1 COMING TOGETHER / ADMINISTRATION

1.1 Welcome, Apologies, Prayer & Reflection

AP welcomed everyone to the meeting.

Apologies for lateness were noted.

AmP led the reflection with a prayer on serving the community within the education sector.

1.2 Agenda Confirmation

The Agenda was confirmed.

1.3 Approval of the Minutes from the Previous Meeting

Motion:

That the Minutes are a true and accurate record of the meeting held on 13 September 2018.

Moved: EB/AP

1.4 Health of the School Overview

All good.

2 EFFECTIVE MANAGEMENT AND STRATEGIC DIRECTION

2.1 Principal's Report

Quote for new signage at front of school

JI outlined that the current entrance Sign is faded and unattractive, compared with other sign on the East fence.

The Board approved the quote and requested that payment be made prior to year-end 31 Dec 2018 and the sign be installed late January for the start of the new school year.

Query was also made if there was a protective coating that could be applied, or was included in the paint, to protect it from sun damage due to its location?

Action: JI

IN COMMITTEE 7.25PM

OUT COMMITTEE 7.45PM

Technology/Staffing

In other discussions with the MoE, JI has determined that a Teacher Aide can travel with children on the Technology bus, as long as a teacher puts children on the bus and a teacher gets them off at the other end.

JI confirmed that Kirsten Bouras has accepted the TA/Librarian position of 24 hours for next year.

SchoolDocs Review Term 4

There were 3 policies to be reviewed this term; Religious Education, Harassment and Improving Education Outcomes for Maori Students.

Unfortunately, these weren't released by SchoolDocs until late Week 2 and staff have not had a chance to look at them, hence no feedback to date.

DS queried whether or not there was a Catholic Character Policy which sat over the top of the Religious Education Policy. Anne Dowden to investigate and clarify at next meeting.

Action: AD

The following agreed to review the policies, with comments brought back to the next meeting to be signed off the Board: Religious Education (AD), Harassment (EB), Improving Education Outcomes for Maori Students (KR)

Action: AD/EB/KR

3 PRIORITY DISCUSSION

3.1 Annual Plan

EB advised that she had changed the format and used content culminating from the recent Annual Planning Meeting. Also included were actions determined by staff members.

JI advised that the Snr Advisor she had met with recently from the MoE, advised that 2017's ERO Review needs to be included. ERO recommendations had therefore been put into the 'actions' and show that we are working towards next review;

- strengthen and embed the use of student information to evaluate and target learners' needs and report back to Board;
- develop and overarching curriculum document.

1.4 - Correct definition of the word 'Wellbeing' was discussed. Agreed to focus on areas within our Achievement Challenges with a view to consolidation in relation to what the NZSTA talks about in terms of attendance and engagement. The Achievement Challenges documentation which has been endorsed by the MoE has the better explanation of 'wellbeing' which we are exploring and will continue to do so. I.e. This term the children have been introduced to 'Mindfulness' which help build resilience and wellbeing – the learning is linked to the theme "connected to Hauora".

3.1- Agreed to remove "Worser Bay lifesaving" and add local providers.

3.3 - Discussion around Board processes and systems took place and it was agreed to remove the words the 'recently developed', as these now form part of the core practice.

Discussion around the Board Code of Conduct took place. It was determined there was an older version and this would be 'reviewed' and blended with those acquired from other schools, to develop a current St Anthony's Board Code of Conduct.

Action: JI/AD

With above discussion points, culmination of further information re: Board Code of Conduct, adding timelines and responsibilities, it was agreed that the Annual Plan be re-presented at the Week 8 meeting. In the meantime it would be presented to the staff next Thursday 8 November, and then to the parent community via the Week 5 Newsletter.

Presented to the school community would be a 'clean' version of the Annual Plan, however the working copy for the Board would still retain the specific recommendation links for easy reference.

Action: JI/EB

4 SOUND AND STRATEGIC FISCAL MANAGEMENT

4.1 Finance

September 2018 Management Report

GB reported that we were still tracking very well, with income fairly level and expenses slightly lower than, against Budget.

FOSA Finances

Started the year with approximately \$50k, then fundraised \$11k, spent \$45k on the back field Astroturf and have \$36k left. Balance to be noted when discussing 2019 Budget.

Draft 2019 Budget

GB outlined the 2019 Draft Budget in terms of columns being:

1st 2017 Actuals column (surplus of \$26K, most of that from Grants)

2nd 2018 Current budget (used to base 2019 budget on)

3rd 2018 Actuals

4th 2019 Proposed Budget

Income

Income is based on Government Grants (basis of which is known as the Operations Grant) received annually in quarterly payments. The Ops Grant is driven by the school's roll; with it drops the budget figure drops. Next year's 2019 Budget sees a drop of approx \$13k in Ops grant due to not having roll-growth for 2019.

Expenses

Activity Expenses – generally match Activity Income.

Computer & IT - \$1.5k down in Budget, as expense line very well controlled over years.

Priority Learners - down, due to membership to MindPlus ceasing.

Staff PD – down. Overall PD is up due to the remaining eLearning PD grant for 2019 (which is recorded separately).

Action: GB

Communication/couriers – down; sign of the times and electronic communications.

BoT Honorariums – always budgeted.

Photocopying – down, should be decreasing on a yearly basis.

Administration Salaries – up, allowed for increase in hours and small increase in wage.

Subscriptions/Publications – down.

General – up, slight increase.

Principal's Discretionary – Status Quo.

Painting Contract – when new contract was signed for 3 years, made an accrual on each year.

Caretaker Contract (cleaning) – Status Quo, though new cleaning quotes to be obtained.

Cyclical Maintenance – Status Quo.

Driven by the 10 year property plan – really important the Board sees and approves the 10 year plan.

GB & JI to meet and finalise report to present back to Week 8 meeting.

Action: GB/JI/YS

Overall draft 2019 budget has a deficit of \$9k before any contributions from FOSA.

Agreed to include a further Income line for 'FOSA contribution'.

Action: GB

It was noted that the Budget should try to break even or achieve a minor surplus every year, however the MoE would (generally) allow a year with a low deficit.

The 2018 Surplus of \$24k is mostly grants, so theoretically the Ops Grant Income monies have been zeroed off.

GB outlined a Proposal from AFS for continued support as the school's accountants. There were 3 variable financial levels of support, and these were discussed. GB advised it was beneficial to keep in mind AFSs'

knowledge of auditing process and our relationship with the accounting firm who audits our Annual Accounts.

Motion

Agreed to accept the higher level of accountancy costs proposed by AFS for the upcoming year, the annual agreement to be reviewed at the end of 2019.

Moved: GB/AP

Inform AFS of Board's decision.

Action: JI

5 BOARD ADMIN & FUTURE PLANNING

5.1 Uniform Review

EB talked to her report, located in the Shared Board folder and discussion took place.

Uniform items were discussed individually with new pieces being presented and either accepted or discounted. It was further agreed that the new non-gendered specific uniform would have to be implemented over an agreed period of time AND staff must take responsibility to uphold the standard of uniform being worn.

EB to speak to suppliers, seeking further clarification and availability of further uniform requirements.

Drawings/photos of proposed uniforms to be available round the school, followed by an afternoon to gain feedback and also to advise proposed changes and view proposed uniform changes.

EB to summarise the above and bring back to the week 8 meeting.

Action: EB/YS

5.2 Succession Planning

NZSTA provided the dates for the 2019 BoT Elections and the Succession Planning document is in the Shared Board folder.

Document tabled as read, however further discussion to ensue at the Week 8 meeting.

Action: YS

5.3 Action List from Previous Minutes

Schedule of Delegates – completed

Grants – completed

Mid Year Student Achievement Report – completed

Uniform Consultation – completed

Board Annual Planning Meeting – completed

Auditors' Proposal for next 3 years / Draft 2017 Report - a rationale for the signatory of the SUE report was sought from Matthew Able – ongoing

Annual Plan Review – GB was to work towards implementing a Capital Development Plan and consolidate with the 10 year Property Plan - ongoing

SchoolDocs Policy Review - completed

Maori Name - ongoing

Parent Survey - Agenda for Term 1 2019

5.4 Key Messages for Staff

Policies Review – schedule for week 4 staff meeting;

Uniform consultation - once the non-gendered specific uniform is confirmed, it will be implemented over a period of time and staff MUST ensure uniform standard is upheld.

Non-gendered Toilets – require the new sign non-gendered specific (staff) toilet.

5.5 Correspondence In

NZSTA News – October 2018 edition

Education Gazettes

Correspondence Out

Nil

5.6 Next Meeting

Changed to Wednesday 5 December, 7.00pm, Staffroom (Week 8, Term 4, Reflection: AP)

5.7 Meeting Closed

Meeting closed at 9.30pm

Chair
Andrew Pink

Principal
Jennifer Ioannou

Date:

Date:

Action Points: 1 November Meeting	By whom	Action
<p><i>Quote for new signage at front of school</i></p> <p>The Board approved quote, requested payment be made prior to year-end 31 Dec 2018 and the sign be installed late January for the start of the new school year. Query protective coating.</p>	JI	
<p><i>2019 DP release update from NZSTA</i></p> <p>A meeting between the Principal and the DP is scheduled to take place on Tuesday 6 November, where the Board agreed proposals regarding the DP's / DRS role are to be discussed.</p>	JI	
<p><i>SchoolDocs Review Term 4</i></p> <p>DS queried whether or not there was a Catholic Character Policy which sat over the top of the Religious Education Policy. Anne Dowden to investigate and clarify at next meeting.</p> <p>The following agreed to review the policies, with comments brought back to the next meeting to be signed off the Board: Religious Education (AD), Harassment (EB), Improving Education Outcomes for Maori Students (KR)</p>	AD EB KR	
<p><i>Annual Plan</i></p> <p>Discussion around the Board Code of Conduct took place. It was determined there was an older version and this would be 'reviewed' and blended with those acquired from other schools, to develop a current St Anthony's Board Code of Conduct.</p> <p>...It would be presented to the staff next Thursday 8 November, and then to the parent community via the Week 5 Newsletter.</p> <p>Presented to the school community would be a 'clean' version of the Annual Plan, however the working copy for the Board would still retain the specific recommendation links for easy reference.</p>	AD EB/JI	
<p><i>2019 Draft Budget</i></p> <ul style="list-style-type: none"> Staff PD – down. Overall PD is up due to the remaining eLearning PD grant for 2019 (which is recorded separately). Cyclical Maintenance – Status Quo. <i>Driven by the 10 year property plan</i> – really important the Board sees and approves the 10 year plan. GB & JI to meet and finalise report to present back to week 8 meeting. Overall draft 2019 budget has a deficit of \$9k before any contributions from FOSA. Agreed to include a further Income line for 'FOSA contribution'. Agreed to accept the higher level of accountancy costs proposed by AFS for the upcoming year, the annual agreement to be reviewed at the end of 2019. Inform AFS of Board's decision. 	GB GB/JI GB JI	
<p><i>Uniform Review</i></p> <p>EB to speak to suppliers, seeking further clarification and availability of further uniform requirements. Drawings/photos of proposed uniforms to be available round the school, followed by an afternoon to gain feedback and also to advise proposed changes and view proposed uniform changes.</p> <p>EB to summarise the above and bring back to the week 8 meeting.</p>	EB	
Action Points: 8 August Meeting	By whom	Action
<p><i>Auditors' Proposal for next 3 years / draft 2017 report</i></p> <p>All 4 "Lows" have or will be addressed, however a rationale for the "signatory of the SUE Report" was to be sought from Matthew Abel (Moore Stephens) on his next visit.</p>	JI	Ongoing

<i>Annual Plan Review</i> GB was to work towards implementing a Capital Development Plan including, but not limited to, going forward with future purchasing of furniture and technology, and also to consolidate the 10 year plan (with the Archdiocese). The Capital Development plan is for the Board to run alongside the Archdiocese 10 year property plan which is the school's requirements to maintain the property (e.g. Roof, refurbishment, heating, drainage, etc).	GB/JI	Ongoing
Action Points: 16 May Meeting	By whom	Action
<i>Maori Name for the School Update</i>	Jl/HR/KR	Ongoing
Action Points: 28 February Meeting		
<i>Parent Survey 2018?</i> Think about the strategic intent behind the Survey and what possible future goals or focus might be. All thoughts and ideas to be brought to next meeting.	All	Agenda – T1 2019