



MINUTES for Meeting of St Anthony's School Board of Trustees
Held at 7.00pm on 13 September 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
	Amber Proudfoot (AmP)	Parent Rep
	George Bouras (GB)	Parent Rep
	Helen Revill (HR)	Staff Rep
	Yvonne Small	Board Secretary
APOLOGIES:	Anne Dowden (AD)	Proprietor's Rep
	Kate Riddell (KR)	Parent Rep

1 COMING TOGETHER / ADMINISTRATION

1.1 Welcome, Apologies, Prayer & Reflection

AP welcomed everyone to the meeting.

Apologies were noted.

GB lead the reflection with a prayer entitled "Pause to be Grateful".

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 8 August 2018.

Moved: EB/MM

1.4 Celebrations / Gratefulness

The Spring Mass was a great success, though quite long. Perhaps with refinement it could be shorter next time and the reading more appropriate to children and/or the sermon brought down to childrens' level. It may not necessarily be a mass, perhaps a liturgy, but timing should be around 'child appropriate' readings.

1.5 Health of the School Overview

All good.

2 EFFECTIVE MANAGEMENT AND STRATEGIC DIRECTION

2.1 Principal's Report

Mid-Year Student Achievement Report

The report was discussed at length with various observation being made.

The report was created in response to ERO – whereby the board should only be concerned about priority learners and are they making progress and if not, why not.

This Mid-Year Student Achievement Report held school wide data and this would continue with the Full Year report, due in December.

Reporting (back to parent/caregivers) takes place approximately 8 times a year; written reports 4 times a year, 2 3-Way conference a year, 2 student-led goal setting meetings, via LINC-ED and ePortfolios.

Working really hard with staff to develop robust OTJs (Overall Teacher Judgements) using an outside facilitator; having data conversations often, and finding out what teachers need to ensure that movement is taken place, getting familiar with curriculum levels and working collaboratively. These are all areas of development for the teachers.

It was noted that Year 5 children needed support, particularly with reading and writing. Currently those children below are on STEPS, with other interventions taking place including but limited to Teacher Aide. Eg. thinking of starting a little "Priority Learner's groups.

Further PD around moderation with Julie Beattie is being organized as well as getting an understanding of where a child is at and where they need to go.

The target percentage of 90% was created in our Annual Plan last year and finalized in December when the Board, in relation to the curriculum levels, set the target goal areas as reading, writing and maths.

Again, when meeting in October this year, the areas of development will be looked at using term 4 data and further targeting goal areas will be set; these may differ from reading, writing & maths.

It was agreed that the report include a 3rd colour to show the 'above' students. It would be something to celebrate as teachers and appreciate as Board.

Generally speaking there were great achievements overall.

The Board wished to record its thanks to Sam, Denise, Jen and staff for their work completing the Mid Year Assessment Report.

Action: JI / HR

Update on Bazaar Planning

JI advised that the copies of the Minutes of the 2 meetings held to date and copy letter from FOSA to the Parish, regarding holding the Bazaar on a Sunday, were attached to her Principal's Report. Currently the Bazaar committee were meeting every 3 weeks. There has been advertising in the School and the Parish Newsletters so that people get the whole picture; whose leading and where support would be needed. Angeline Pujji is doing a great job leading the process.

Update on Junior Block Renovations (Project 2)

JI advised that the Junior Block renovations have been put on hold.

She had met with the Architects to discuss Project 2 and very conveniently it was raining at the time, so that the leaking caused by the roof and its affect were very noticeable.

The upgrade of the toilet area was not included in Project 2, but labelled as a further additional project for later.

The funding that has been set aside for Project 2 is not enough to ensure that the building won't leak after it has been refurbished as, fixing the leak in the roof of the corridor will affect the roof line of the toilet area, which is not included in the refurbishment.

The original brief is about renovating the building, utilising the corridor, connecting the spaces, including break out areas, then on top of that is fixing the wall, followed by the roof line.

The allocated funds will not dissipate, but are ring-fenced, and remain until such time extra funds are available to fund the toilet area & roof-line upgrade.

The Architects will go forward with this recommendation and will advise that the school is happy to wait. In time we'll get the next 'allocation' (pool of money), which will probably not happy until next year.

2.2 SchoolDocs Policy Reviews

Agree on Review process moving forward

AP advised that AD, KR, AP & JI met on Thursday 16 August to create a review process. To this end two documents have been created and loaded on the Board Shared drive: "SchoolDocs Policy Review Schedule" and "Review template SchoolDocs Policies".

From the *draft Review template SchoolDocs Policies*, the following timeline was proposed:

- At the end of the year we nominate policies to members to work on with reporting lines as follows:

- *In the term prior to review* the Board Secretary uploads a pre-review copy of each Policy due for review from SchoolDocs to the BoT shared folder/policy review folder.
- Weeks 1-2, community to be advised of required feedback and staff will consult and feedback at weekly staff meeting.
- Week 3 Board meeting – Principal’s report will contain staff input on policies currently under review;
- Week 6 Board meeting – review members to feedback to each other, update policy and put into shared folder for other board members to reflect on.
- Week 8 Board meeting – members to be ready to comment on and confirm policy.

There is a further 2 week period for JI to then get the final policy to SchoolDocs to administer.

The Board Secretary is then to make a copy of the confirmed policy and upload on the Board shared drive.

The overall annual process may be determined on term dates, extra curricular events to allow the timely process.

The distinction between Governance and Operational policies will be determined in the Principal’s Report

There is a “Review template SchoolDocs Policies” available on the shared drive to utilise while doing review.

Motion

To accept and confirm both documents and to use both as the review process of confirming and updating SchoolDocs Review Policies going forward.

Moved: AP/JI

2.3 Schedule of Delegates

Delegations Retained by the Board

As agreed at a previous Board meeting the comment about transferring funds between the Cheque account and Term Deposits has been moved from under “Delegations Retained by the Board” and re-entered under the “Delegations to the Principal” section – see below.

The section referring to the Principal talking to the Press has been updated – see below.

1 b. REMOVED - ~ about transfer of money between cheque account and term deposits

1 g. Interviews with the media and the distribution of media releases on any matter which involves the School (other than promotional/celebratory messages as delegated to the Principal and outlined in 2.h), as further detailed in SchoolDocs and the Staff Code of Conduct;

Board Delegations to the Principal

1 d. Liaises with the Board Treasurer to determine the use of Term Deposits and the amounts to be retained or replaced back in the On Call account, these decisions will be reported to the Board from time to time as further detailed in SchoolDocs;

2 h. Interviews with the media and the distribution of media releases (including on both traditional media and social media platforms) on matters relating to the day-to-day promotion, and celebration of achievements, of the School; and

It was noted that the ‘numbering’ of the document needed to be adjusted.

It was confirmed that both Schedules need to be signed in February each year by the Principal and the Board Chair.

Motion

That the “Schedule of Delegates” and the “Board Delegation to the Principal” documents with above noted changes and additions be approved

Moved: AP/JI

Action: AD

3 SOUND AND STRATEGIC FISCAL MANAGEMENT

3.1 Finance

August 2018 Budget Comparison

GB reported on a new format of reporting from AFS. The Line Graph report shows Income Year to Date (vs Budget) and Expenses Year to Date (vs budget). The result is that to date there is a surplus of \$19k compared to the budgeted surplus of \$6k. Income is as expected, with the “above budget” surplus due to lower expenses (\$13k under budget). This is positive and we are tracking well.

August Management report

Now includes pie charts and colour coded columns (page 7) of the Year to Date Summary of the P & L. This is positive move and makes the summary and reports easier to understand.

The bottom line shows that the Net Surplus is Actual \$19K surplus, the Budgeted surplus is \$6K, which shows a positive surplus variance of \$13K on the budget.

The end column shows how AFS expect the amounts to track until the end of year; it shows that we get to the end of year having a small surplus which shows appropriate spend. The budgeted surplus of \$5K is very conservative.

Salaries refers to Relief Teachers & Teacher Aides – this shows that we are under budget, as well as saying that there is no budget left; again very conservative.

The report also includes negative adjustments at Year End, making a forecast of \$3.5K (eg. This is made by allowing for writing off Parent Donations “bad debts” , allowing for Holiday pay, etc,

Note: that FOSA has hardly made any donations to the school this year. In the past funds from FOSA were needed to balance the school budget. JI has been very aware of finances and has provided fiscal restraint to keep the budget robust & healthy, ie. banking staffing will be at 0 at the end of term and necessitate using ops grant money or teaching herself to ensure staffing is adequate. There is also the possibility that receiving the total grant for the Supernova may not be successful, and the school might also have to fund \$5K. AFS is very cautious and aware of the school’s position.

3.2 Grants

AmP reported that she has almost completed the application to Infinity Foundation for \$8K (excl GST) for the Supernova, as well as “PE Sports equipment” and “Soccer Goals”. The costs of such equipment have been quoted at \$11K for the Supernova and \$4K for the PE sports equipment and soccer goals. The school would need to confirm funds between \$7 and \$7.5K (excl GST).

The Board passed the following Resolution

Following a proposal from Amber Proudfoot based on the school funding between \$7-\$7.5K, AmP to apply to the Infinity Foundation for \$8K to proceed.

Action: AmP

It was also suggested that in the future grants could be applied for to upgrade the side area around school.

4 PRIORITY DISCUSSION

4.1 Uniform Survey

Review feedback

EB advised that she was very pleased with responses, which approximated 100, as well as 6 staff members and feedback from all the children. Responses from the community overall were very positive and constructive. On the whole, people are happy, they just want a few tweaks made to the uniform. EB has broken this information down into tables; to cover viewpoints.

Discussion took place whereby EB outlined proposed suggestions about possible changes/alterations and/or inclusions to the uniform and the benefits, or negatives, of those suggestions.

Approximately 10 people had applied to be on the “Uniform committee”.

It was agreed that a staff member as well as 2 Year 8 students (male/female) should also be included on the committee. It was agreed to approach Denise Johnson as the staff member and for her to suggest 2 students.

Action: JI / HR

Next steps EB will consolidate the feedback and send through to the committee.

Action: EB

It was also agreed that Uniform consultation needed be included as “cyclical” to ensure that the focus of current positive equality in uniform was adhered to.

Thanks and applause to both EB and AD for their amazing work and time spent on this project.

5 BOARD ADMIN & FUTURE PLANNING

5.1 Board Annual Planning Meeting *2019 Annual Planning Meeting*

The suggested date of Sunday 14 October, 1-4pm, in the school Library was confirmed. Confirmed to attend were AP, JI, EB, HR, GB and MM. (The Board Secretary was not required to attend.)

JI would like to invite the staff to come along and also work on feedback to re-designing the Charter and the Annual Plan. ERO had suggested that we could make it “less, rather than more”. It was noted that these documents were due to the Ministry on 1 March, however were traditionally completed by the end of the previous year.

Action: JI

5.2 Correspondence In

Letter from Mt Cook School (re: Technology 2019)
NZSTA News – August 2018 edition
Education Gazettes

Correspondence Out

Reply to Mt Cook School (re: Technology 2019)

5.3 Next Meeting

Changed to Thursday 1 November, 7.00pm, Staffroom (Week 3, Term 4, Reflection: AmP)
Agenda Item to include 2019 Budget

5.4 Action List from Previous Minutes

Uniform Community Consultation

- communication & questionnaire including photographs be available for the survey to start – **complete**
- “unisex” trousers and “any other comments” to be included in questionnaire – **complete**

Auditors’ Proposal for next 3 years / draft 2017 report

- a rationale for the signatory of the SUE report was to sought from Matthew Able – **ongoing**

SchoolDocs Policy Reviews

- AD, KR, AP & JI to meet on 16 August to start process & share back at week 8 meeting – **complete**

Annual Plan Review

- EB to consolidate a mid-year report and work on Board Succession Plan – **complete**
- GB to work towards Capital Development Plan as well as consolidating the 10 year plan (with the Archdiocese) re maintaining the property (e.g. roof, refurbishment, heating, drainage, etc) – **ongoing**

Note: Capital Development Plan to be renamed “ Asset Management Plan’.

- Annual review needed to be included in every Agenda - **complete**

FOSA Review – complete

Maori Name - ongoing

Parent Survey - Agenda for Term 1 2019

5.5 Key Staff Messages

- The Board would like to thank Sam, Jen & Denise, and the staff for all the work that went into the Mid Year Assessment Report
- The Spring Mass was a success - could it be shorter next time, the readings more appropriate to children and not necessarily a full mass. Check the reading of the next proposed Mass.
- School Policies - Discuss the reviews at Week 1 & 2 Staff meetings in readiness for Week 3's Board Meeting sharing any staff feedback.
- Uniform Consultation – ask Denise if she would like to join the select committee (as we believe that a staff member should be included in the group as well as a male & female Year 8 student.
- Staff are invited to the 2019 Annual Planning Session - Sunday 14 October 1-4pm with the Board in the Library.
- End of Year Staff and Board Social Function - Friday 16 November - Asiana Cooking School, Tennyson Street

5.6 Board & Staff End of Year Social Function

Confirmed for Friday 16 November at the Asiana Cooking School.

5.7 Meeting closed

Meeting closed at 9.15pm

Chair
Andrew Pink

Principal
Jennifer Ioannou

Date:

Date:

Action Points: 13 September Meeting	By whom	Action
<i>Schedule of Delegates</i> That the "Schedule of Delegates" and the "Board Delegation to the Principal" documents <u>with noted changes</u> and additions be approved.	AD	Complete
<i>Grants</i> AmP to apply to the Infinity Foundation for \$8K.	AmP	Complete
<i>Mid Year Student Achievement Report</i> Pass on Board thanks to Sam, JI, Denise and staff for their work on the report.	JI / HR	Complete
<i>Uniform Consultation</i> It was agreed that a staff member as well as 2 Year 8 students (male/female) should also be included on the committee. It was agreed to approach Denise Johnson as the staff member and for her to suggest 2 students. Next steps EB will consolidate the feedback and send through to the committee.	JI / HR EB	Complete Complete
<i>Board Annual Planning Meeting</i> Sunday 14 October, 1-4pm, in the school Library. JI would like to invite the staff to come along and also work on feedback to re-designing the Charter and the Annual Plan.	JI	Complete
Action Points: 8 August Meeting	By whom	Action
<i>Auditors' Proposal for next 3 years / draft 2017 report</i> 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.	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>SchoolDocs Policy Review</i> Further discussion took place regarding the SchoolDocs review system. It was agreed to form a sub-committee to determine the review structure, type of policies (differentiate between operational & governance), guidance around making decisions of topic (e.g. Principal delegations), linking policies, etc. There was a need to 'future proof' the system for the Board, in terms of continuity and understanding. Sub-committee to comprise: AD, AP, KR, and JI, and to meet and feedback to Wk 3 meeting in Term 3.	SDocs Sub Committee	Complete
<i>Maori Name for the School Update</i>	JI/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