



MINUTES for Meeting of St Anthony's School Board of Trustees  
Held at 5.30pm on 14 August 2019, School Staffroom

<b>PRESENT:</b>	Andrew Pink (AP)	Parent Rep (Chair)
	Emma Blades (EB)	Parent Rep (Deputy Chair)
	Jennifer Ioannou (JI)	Principal
	Anne Dowden (AD)	Proprietor's Rep
	George Bouras (GB)	Parent Rep
	Helen Revill (HR)	Staff Rep
	Miriam Williams	Parent Rep
	Yvonne Small	Board Secretary
<b>APOLOGIES:</b>	Mark Mulhern (MM)	Proprietor's Rep

## 1 **COMING TOGETHER**

### 1.1 Welcome, Pray, Reflect, Celebrate, be Grateful

AP welcomed everyone to the meeting and AD opening the meeting with a prayer on new beginnings, health, wellbeing & hope.

### 1.2 Administration

Apologies were noted and recorded.

With no Agenda changes, the Agenda was confirmed.

#### **Action Points from Previous Minutes**

*SENCos Report taken and tabled and read.*

AP to communicate the Board's thanks Francesca - **complete**

*2019 Camp Approval*

JI will present all the necessary paperwork for Board approval at next meeting – **ongoing**

**Action: JI/AP**

#### *Board/Meeting Reflections*

Now that T3 meeting dates have been confirmed, the Board Secretary will allocate 'Reflections' to Board members for the meeting dates and upload document to the Shared drive – **complete**

#### *Proprietors Representatives*

With DS resigning from the Board, members needed to think about possible new Proprietors representatives. HR suggested she ask the 2 engineers who are currently helping within the Senior Syndicate (one of whom is a parent, the other a member of the Parish community) – **ongoing**

#### *Community Consultation*

Any more points to add to the email that was circulated, to enable AD to formulate questions to be brought back to committee - **complete**

#### *Maori/Pasifika Consultation*

Response to the Maori/Pasifika survey was due beginning of week 10, so there would be time to analyse results and give feedback to AD - **complete**

'Governance Essentials' course at NZSTA to be attended by AP and MW. There are other courses operating in Terms 3 & 4, AP to forward on to members - **complete**

#### *Quotes & Resolution for Playground Resurfacing*

Once the quotes had been formalised, a further Resolution would be emailed to Board members for approval, which would allow AmP to apply to the Lion Foundation for a grant for the senior playground resurfacing – **complete**

### *Alcohol and Drug Policy*

Further discussion took place around alcohol consumed during Holy Communion during Mass, particularly Eucharistic Ministers .....It was agreed that AP should discuss this situation with Jenny Gordon – **ongoing** Māori Name for the School – **ongoing**.

### **Approval of the Minutes from the Previous Meeting**

#### Motion:

That the Minutes are a true and accurate record of the meeting held on 19 June 2019.

**Moved:** JI/EB Carried

JI advised that she had met up with Jenny Gordon who advised contact with the Assistant DRS at St Mary's College in relation to the vacant Proprietor's Representative space on the Board. The person in question was a member of the Holy Trinity Parish and attended St Anthony's Church.

**Action: JI**

## 1.3 **Health of the School Overview**

Board members viewed the Junior Block renovation site, noting the progress and the outline of the new layout & space.

AP brought to the Board's attention that he had received communication from a parent who had concerns around student behaviour. AP advised that he had informed the parent of the correct procedures about the process of complaints (talk to teachers first, then the Principal, before approaching the Board - If Board action was required, this needed to be writing). This confirmed process gives people time to investigate fully and deal with the situation.

MW commented on the Movie Night Fundraiser whereby the general feeling is one of neutrality rather than eagerness. MW noted that in organising the social event, she had garnered opinions and been in a receiving position for neutral/negative comments about the purpose of fundraising. It was noted that generally after the Bi Annual Bazaar, fundraising tended to be a 'go slow' process for obvious reasons. Terms 3 & 4 usually have increased enthusiasm for fundraising. After the Movie Night in T3 it is proposed to have a Quiz Night in T4.

It was agreed that comms be sent out via the Newsletter/Schoolzine reiterating all the positive work the staff, school and Board are doing around wellbeing, using PB4L program, the current position and timeline for the Supernova, further fundraising and where this might be placed and the current timeline around the renovations. We need to engage people (parents/community) to get involved in the school and to share talents to help and promote inclusiveness and ownership and to keep giving out a positive message.

**Action: EB/JI**

## **2 EFFECTIVE MANAGEMENT AND STRATEGIC DIRECTION**

### **2.1 Principal's Report**

#### *Mid-Year Student Achievement Report*

This report was tabled and any comments, suggestions, questions were called for.

MW queried whether parents/caregivers were aware if their child was a target student. JI confirmed that parents/caregivers were made aware and were consistently updated about outcomes, programme details, progress etc. Once a student reached their appropriate level they were no longer referred to as being in the target area.

It was noted that the numbers for 'Priority Learners - Pasifika' whilst making progress, are still high and should remain a concern. JI advised that 4 of these students came to the school with hardly any or little English language knowledge and after 6 months are doing very well. Two students are engaging with Reading Recovery and RTLB funding has been received for one student.

Page 2 – change 'NEGATED' comment to either "does not apply" or "this is 2 students".

MW queried our assessment of targets students and were these related or compared to other school assessments. JI advised that schools assess differently using different measures, so comparisons were not done. Assessments were based on individual needs, results, learning styles with a focus on wellbeing and Hauora, etc., and the move away from National Standards allowed schools to determine the level and style of learning for each student. We take 'needs' from the 2018 curriculum data and work with them, with particular emphasis on reading, writing and maths. There is also an expected curriculum level which is the gauge we use to ensure our students tracking along.

From the report it was noted that the targets are lower than expected, however teachers are all very aware of and have plans to change that for the remainder of the year. They are focused on boosting achievement and have recommendations from the Innovative Learning Practice course where they have been exploring engagement, agency, student voice, and focusing on student wellbeing.

It was noted there was a difference between male & female Maths results. It was noted that this should be a recommendation for Maths as a target group.

The Board wanted to record their thanks to all staff who contributed to the report, as well as DJ for collating and preparing the report.

**Action: AP**

Cathie Johnson and fellow colleague from NZCER (Council of Educational Research) engaged with a Year 8 focus group to gain feedback on the Wellbeing @ School survey. The visitors were pleased with the feedback, the thinking and maturity of the participating Year 8 students.

#### *Electric Bell System*

JI advised that included in the specifications for the current renovations were a Lockdown Alarm and PA system using the existing sounders. The bell system is a separate unit which can be programme for the daily school bells, parent/teacher timed meetings, and Lockdown and Emergency Bells. Funds would be provided by FOSA and as the Electric Bell System was over \$2k would be classed as a Fixed Asset.

#### Motion:

That the Alliance quote of \$2,819.00 (excl. GST) be accepted and approved.

**Moved:** JI/GB Carried

#### *Term Dates 2020*

JI presented the proposed 2020 Term dates for Board consideration:

Term 1	Tuesday 4 February – Thursday 9 April	(Waitangi Day Thurs 6/2 & Good Friday 10/4)
Term 2	Tuesday 28 April – Thursday 2 July	(ANZAC Day observed 27/4 & KA PD Day Friday 3/7)
Term 3	20 July – 25 September	
Term 4	12 October – 16 December	(Labour Day Mon 26/10)

JI proposed that Tuesday 4 and Wednesday 5 February are 3Way Conference days with interviews of 30 minutes each. These interviews will enhance whānau/teacher/student communication, unpack student/teacher knowledge including goals and strengths, etc. It is an ERO recommendation that we personalise individual student learning plans and this is something that we want to set out to achieve; to target connection and ensure partnership. By November, we will have determined what this connection is going to look like and will be able to publish the information to be prepared and enable these interviews to be successful.

#### Motion:

That the Proposed 2020 Term Dates be approved.

**Moved:** JI/EB Carried

### *EPro8 Technology Resources Request*

DJ, HR & FvL have written the application for funding for EPro8 Technology Challenge for 2020 and seek approval from the Board for the purchase of equipment for activities that suit the EPro8 Challenge. Subsidy of \$1,100 per school has already been sourced, however, there is still a cost of \$690.00 for our school. This will enable purchasing equipment (e.g. 20 kg of quality resources, over 450 parts - electronics, technology & engineering parts) to be used in the school prior to the challenge. The offer is available until the end of September and the invoice would be accounted for in the 2020 financial year.

#### Motion:

That the EPro8 Technology Resources Request of \$690.00 be accepted and approved.

**Moved:** JI/AD Carried

## 2.2 Finance

### *July 2019 Management Report*

GB informed members that income was higher than expected, however so were expenses. It is a timely difference resulting in increased repairs & maintenance (netball hoops, plumbing repairs) and the way in which Relievers are treated. JI manages Relievers through the Bulk Grant and not through Banking Staffing. It was highlighted at the last meeting, and continues through as our BS is progressively getting more negative. Using this as a continuum and forecasting the rest of this year, we are looking at our BS to be approx -\$14k by the end of this year.

GB mentioned that as well as figure reporting, AFS provide commentary and they mention that BS should be considered when looking at the P & L position. If there is BS overuse, then we have no way of recouping it and forward planning is needed. Currently we have 2 years of this issue, due to low numbers in Years 7 & 8, and are able to take it into account for the budgets of 2020 & 2021.

In terms of increasing student roll numbers, AP mentioned about requesting an increase in the non-preference roll. He would put information and figures together to bring to the next meeting.

**Action: AP**

### *Audit Management Letter*

The Audit Management Letter provides their summary & recommendations for the school and any audit adjustments which might need to be made; most recommendations are at the lower end of priority.

- Highlighted that we budgeted for the deficit;
- Mentions the operation of FOSA in terms of their reporting being incorporated in the school accounts (they suggest we consolidate all accounts/monies -possibly MoE directed – which would allow all accounts/monies to be monitored.)

### *FOSA Mid-Year Financial Reports*

Tabled and taken as read. It was noted that the Board are very lucky to have the services of Kirsten Bouras. The Board wanted to record and express their gratitude to FOSA, particularly Kirsten, for providing such detailed and valuable reports for the mid-year financials and wanted to thank her for all her work for the school.

**Action: AP email Kirsten**

## 2.3 School Docs Policies

Our SchoolDocs Policy review procedures allows for teachers/JI to look at the policies under review in the first instance and to bring back recommendations to the Board. JI advised there was no feedback to date.

Board Policy review volunteers are:

Performance Management – EB

Health Safety & Wellbeing – MM, AP, MW

AP advised he would send an email requesting volunteers for Term 4 policy reviews.

**Action: AP**

### 3. PRIORITY DISCUSSIONS

#### 3.1 Whanau Consultation Survey

AD advised that the survey would be online with paper copies available for those families who did not have internet access. She had met with DJ and JI and had incorporated all information and details presented to her. AD believed consistency and ease of access has been determined and she has incorporated ideas around wellbeing and Hauora and accounted for the 5 differing aspects of context (physical, mental, social, emotional and spiritual), whilst allowing empty blocks for entering personal concerns or suggestions. Being a Catholic Character school, AD has also tried to incorporate our use of R.E.A.L (PB4L).

(As an aside, AD suggested that more information on PB4L should be incorporated on our Webpage.)

AD has also tried to include questions regarding Communication & Information, Reporting Times, ICT & Digital Communication, as well as a Demographics questions as there needs to be evidence that we have feedback from a diverse range of ethnicities – Treaty of Waitangi, protection & partnership and participation.

Suggestion was made to enlarge Question 7 to incorporate it as a tool to engage with community (offer a talent, share their knowledge to become involved in the curriculum).

Suggestion was made to expand on Question 1, or add a new question, on Teaching and Learning satisfaction in relation to the curriculum.

AD to include changes and suggestions and to send survey to JI to 'test' for wording and use, prior to distribution.

**Action: AD/JI**

### 4. BOARD ADMIN & FUTURE PLANNING

#### 4.1 Next Meeting

Wednesday 18 September, 5.30pm, Staffroom (Reflection: Miriama Williams)

#### 4.2 Correspondence In

ADW Letter advising Proprietors Rep for Board; Mark Mulhern & Anne Dowden

ADW Letter advising appointment of Kelly Ross as Secondary RE Consultant, TCI Lecturer

Caritas Aotearoa NZ enclosing 2018 Annual Report & 2019 Winter Update Newsletter

NZSTA News – June & July 2019 editions

Education Gazette

#### Correspondence Out

Nil

#### 4.3 Meeting ended in prayer and closed at

8.10pm

Chair  
Andrew Pink

Principal  
Jennifer Ioannou

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

<b>Action Points: 14 August 2019 Meeting</b>	<b>By whom</b>	<b>Action</b>
<i>2019 Camp Approval</i> JI will present RAM forms for Camp to the Board before camp starts	JI/AP	Complete
<i>Proprietors Representatives</i> Ji advised that she had met up with Jenny Gordon who advised contact with the Assistant DRS at St Mary's College in relation to the vacant Proprietors Representative space on the Board. The person in question was a member of the Holy Trinity Parish and attended St Anthony's Church.	JI	Complete
<i>Health of the School Overview</i> It was agreed that comms be sent ... reiterating all the positive work the staff, school and Board are doing around wellbeing, the current position and timeline for the Supernova, further fundraising and where this might be placed and the current timeline around the renovations. We need to engage people (parents/community) to get involved in the school and to share talents to help and promote inclusiveness and ownership and to keep giving out a positive message.	EB	Complete
<i>Mid Year Student Achievement Report</i> The Board wanted to record their thanks to all staff who contributed to the report, as well as DJ for collating and preparing the report.	AP	Complete
<i>Finances vs Student Roll Number</i> In terms of increasing student roll numbers, AP mentioned about requesting an increase in the non-preference roll. He would put information and figures together to bring to the next meeting.	AP	Complete
<i>FOSA Mid Year Financial Reports</i> The Board wanted to record and express their gratitude to FOSA, particularly Kirsten, for providing such detailed and valuable reports for the mid-year financials and wanted to thank her for all her work for the school.	AP	Complete
<i>School Docs Policies</i> AP advised he would send an email requesting volunteers for Term 4 policy reviews.	AP	Complete
<i>Whanau Consultation Survey</i> AD to include changes and suggestions and to send survey to JI to 'test' for wording and use, prior to distribution.	AD/JI	Complete
<b>Action Points: 19 June 2019 Meeting</b>	<b>By whom</b>	<b>Action</b>
<i>Proprietors Representatives</i> HR suggested she ask the 2 engineers who are currently helping within the Senior Syndicate (one of whom is a parent, the other a member of the Parish community).	All/HR	Void
<b>Action Points: 3 April 2019 Meeting</b>	<b>By whom</b>	<b>Action</b>
<i>Alcohol and Drug Policy</i> Further discussion took place around alcohol consumed during Holy Communion during Mass, particularly Eucharistic Ministers. AP to now discuss with Jenny Gordon.	AP	Ongoing
<b>Action Points: 16 May 2018 Meeting</b>	<b>By whom</b>	<b>Action</b>
<i>Maori Name for the School Update</i>	JI/HR	Ongoing