



MINUTES for Meeting of St Anthony's School Board of Trustees  
Held at 7.00pm on 16 May 2018, School Staffroom

<b>PRESENT:</b>	Annette Bridgman (AB)	Proprietor's Rep (Deputy Chair)
	Amber Proudfoot (AmP)	Parent Rep
	Jennifer Ioannou (JI)	Principal
	Emma Blades (EB)	Parent Rep
	Kate Riddell (KR)	Parent Rep
	Anne Dowden (AD)	Proprietor's Rep
	Mark Mulhern	Proprietor's Rep
	George Bouras (GB)	Parent Rep
	David Sullivan (DS)	Proprietor's Rep
	Yvonne Small	Board Secretary
	Helen Revill	

<b>APOLOGIES:</b>	Andrew Pink (AP)	Parent Rep (Chair)
-------------------	------------------	--------------------

## **1 COMING TOGETHER / ADMINISTRATION**

### **1.1 Welcome, Apologies, Prayer & Reflection**

AB welcomed everyone to the meeting, including HR. In this section of the agenda is the "concept of coming together and the follow through", ie. The realism of what's going on. AB advised the celebration of the new staff and start of term, as well as completion of a successful CCR.

AD appreciated all the current positive changes and felt a prayer of thankfulness was appropriate.

### **1.2 Confirm Agenda**

Additions to agenda:

- Principal Delegations
- Approval of Minutes and Action Point discussion

AB advised that as well as including the two items above and the obligatory agenda items, highlighted 'yellow' topics were included as a concept of continual progress and improvement, developing thoughts and ideas 'outside the square'.

The Agenda was confirmed.

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

EB offered her observations - very welcoming, loving new teachers, very positive parents (being part of solution). DS advised that Chris de Jong mentioned that the staff at a recent Professional Development were a positive group and there was a very nice atmosphere.

## **2 PRIORITY DISCUSSION**

### **2.1 Principal Wellbeing**

Papers outlining discussion between AP, AB & JI concerning JI's health & wellbeing vs operation of the school were circulated and available on the Board shared drive.

Left hand boxes are the issues that need to be addressed with the right hand boxes possible suggestions, recommendations and alternatives to these issues.

Some issues are specific to this year, some for 2019, and some are overall management areas that need to be addressed.

JI outlined that she now has more time to unpack issues for the school direction in terms of strategic planning and long term direction and building. AB suggested contacting Mark Sweeney to help with aspects of school review including the training staff on their areas of leadership and what this might look like in a high performing school environment. The Board agreed that JI should contact Mark Sweeney.

The Board agreed with the concept of continually looking for improvement. How much change takes place (defined as critical improvement for the good of the programme) would be determined by the 'whole package'. Input should be sought from different providers (aspects and perceptions from students, teachers, parents, etc) and the changes made over time. No one debated the concept of change, however ensure the concept is the best it can be.

## 2.1 Staff / Board Relations

### *Staff Trustee Update*

AB updated the Board that there was no staff representative as a result of the election. No nominations were received at the end of the nomination date. The approach/agreement of HR was 48 hours too late. NZSTA have informed us we have a legal obligation to re-run a full election. AB wants to investigate further, as she believes the Board have done due diligence and wanted confirmation of what legal requirement are we not complying with; ie. What piece of legislation says this. AB believed it was the situation of not having a staff rep was worse than missing the nomination date by 48 hours.

**Action: AB**

Dependent on the outcome of AB's investigation, it was agreed that if there needed to be another Election, Yvonne Small would be appointed as RO and that the Election Date be confirmed as Friday 13 July 2018.

**Action: (In absentia AP)**

### Motion

Write and confirm the appointment of Yvonne Small as the Returning Officer with the Election date confirmed as Friday 13 July 2018.

**Moved: JI/EB**

### *Ideas for improved Staff-Board Relations*

It was suggested that AD and GB might come to morning tea in the staffroom and introduce themselves. Continue with social functions, which build relationships between board and staff. Ensure 'open door policy' so that communication goes both ways.

### *Agree Concept of Key Messages for Staff*

It was agreed to be more clear and concise about what is reported back to staff and to have this item permanently on the agenda. Inclusion of staff rep reporting to staff.

### **Food for Thought**

"The Power of the Mind" - article in MindFood

"Become a more reasoned decision maker". How do we do this? Don't say No. What other suggestions are out there? Perhaps roster on the agenda an education article, a gardening article, anything that makes you think.... anything pertinent to becoming a more reasoned decision maker....

## **3 EFFECTIVE MANAGEMENT / STRATEGIC DIRECTION**

### 2.1 Principal's Report

#### *Catholic Character Review*

The CCR team had a successful 3 days and reaffirmed our journey. They found lots of strengths in the school and were very much in line with what ERO found last year. Board practices and the Code of Conduct set a bench mark in terms of expectations and the benchmark has been achieved because of that. Zita noted that staff need to take ownership of that document agreeing to our expectations, etc. Policies – mentioned H & S policy and 2 other of our policies were strong in terms of Catholic Character, and the need to review all policies to include Catholic Character at the time of review. There are 3 policies to review this term.

Bernadette Murfitt also advised that she would send through some school docs policies and AD has started to form an appendix as a policy review doc template.

JI acknowledged and thanked AB, EB and MM for their support.

#### *Infrastructure Team Established/Junior Block Refurb*

The Catholic Education Office has allocated funding and is to start planning the refurbishment of the Junior Block in August with the same architects used for the refurbishment of the Senior block. The Junior Block has already been earthquake strengthened.

A sub-group interested in working with JI on the development is to be formed and will include Brent Hudson, Amber Proudfoot and Mark Mulhern (depending on aspects at a given planning stage ie. logistical management, announcements and communication with community).

#### *2019 Term Dates*

JI presented the following term dates for 2019 and advised that a number of schools in our area are going with those dates.

Term 1 - Monday 4 February – Friday 12 April 2019

Term 2 - Monday 29 April – Friday 5 July 2019

Term 3 - Monday 22 July – Friday 27 September 2019

Term 4 - Monday 14 October – Wednesday 18 December 2019

#### Motion:

That the above mentioned dates be approved

**Moved:** JI/ GB Carried

#### *Additional furniture for Kea and Tui Request*

The Board agreed that the request to purchase 10 further lilypads for the senior classrooms was linked to student voice and had an awareness of the student learning environment. AmP suggested that a grant might be sought from First Sovereign to provide funding for furniture for the Junior Block, though 50% of the total funds have to be made available from the school. It was agreed to raise half the funds via another movie night to start the funding for the Junior Block furniture.

#### Moved:

The additional furniture for Kea & Tui classrooms be purchased.

**Moved:** JI/EM

## 2.2 SchoolDocs Policy Reviews

There are 3 Policies to review this term: Protected Disclosure; Reporting to Parents and Visitors.

As previously discussed and agreed, policies were to be allocated at the Week 3 meeting, shared amongst Board members for reviewing using the templates now available in the Shared BoT drive. These templates give guidelines on the reviewing process and at the time of reviewing thought should also be given to providing a catholic ethos which overlays each policy.

Protected Disclosure – EB & AmP

Reporting to Parents, - MM & AD

Visitors – KR & DS

After reviewing policies, all suggested changes and alterations (if any) should be brought back to the Week 8 meeting for any further input and/or confirmation.

It was noted that some policies make reference to others policies and any changes/alterations must have consistency throughout.

All Board members should be aware of all policies, so it is useful for all members to read every policy.

Further discussion took place regarding the review of 'our' policies. Clarification was to be sought (from SchoolDocs) about the ownership of the Policies, and once reviewed by the Board, how these Policies were updated, individualized and itemized as and within St Anthony's review system. What happens if the Policies were not reviewed?

**Action: AD**

**Improvement Zone**

AB thought this concept should be addressed at meetings at an agreed time (once a term, once a year). It was that members bring to the meeting an or any ideas of something that the Board could do better, eg. Improvements to the agenda, roster something on, how we can work better to ensure that we've always got some idea on the go. Meeting should not be just about ticking boxes and going through the motions. One suggestion for 'improvement' was Uniform, considering the school's appetite for change. There needed to be in-depth community consultation. However before community consultation, the platform for the consultation needed to be thought about in advance and agreed (eg. What issues might be raised, the Board's responses to any/all issues, gender preference, etc.

It was agreed that EB and AD brainstorm to create a framework for the consultation, including all parameters to bring back to the Board for consideration.

**Action: EB/AD**

## **4 SOUND AND STRATEGIC FISCAL MANAGEMENT**

### **4.1 Finances – April Management Report**

GB advised that the Accounts for April were very good, considering we were already one third through the year. If members don't get a chance to go through the P & L or the Balance Sheet, the commentary in the AFS monthly report is very good; this month talking about the progress of the Audit, In one part of the commentary, the focus is on results for the first 4 months (of the year) which is above the budgeted surplus for \$7K

The P & L Income and Expenditure summary compares the full year to the 'to date' budget, but does not show the budget for the first 4 months; for example the 4 month surplus of \$19k vs the \$7k - what is the difference?

Our finances are income based. We invoice parents early in the year - parent donations -and this total amount goes into receivables until it is paid. AFS has budgeted for just less than \$19k and we are at \$7k (this is the difference between the budgeted amount and what money we have actually received).

The amounts sitting in Receivables - \$12k we are at, \$19k is great, our expenses are down by \$7k overall which means it is well controlled and very positive.

It was recommended to get the AFS reporting format changed slightly to include percentages (arrows up or down), but still leave the groupings in the report.

**Action: YS**

### *Invoicing/GST - Astroturf*

The best way to accommodate the invoicing and the ability to claim the GST component of the Astroturf needed to be ascertained. Who engages the contractors and who pays the deposit? The process and amounts for invoicing needed to be worked out. AmP and JI to meet with Astroturf contact to do second measure and sign contract. Project would start 3-4 weeks after contract signing. JI to contact MoE to ascertain invoicing structure.

**Action: AmP/JI**

## **5 BOARD ADMIN & FUTURE PLANNING**

### **5.1 Succession Planning: Election of Deputy Chair**

With the resignation of AB the role of Deputy Chair would become available effective June 2018.

AB called for nominations or self-nominations for the position of Deputy Board Chair

Via proxy Andrew Pink nominated Emma Blades, seconded by JI. Emma Blades accepted nomination.

**Emma Blades was elected Deputy Board Chair effective 21 June 2018 meeting.**

### **5.2 Correspondence In**

Resignation email from Annette Bridgman, effective June 2018 (1 May 2018)

Archdiocese letter advising MM's appointment as a Proprietor's representative (24 April 2018).

NZEI Notification: Paid Union Meetings for Primary Teachers & Principals (27 April 2018)

Archdiocese letter thanking submission of Proprietors Report (11 April 2018)

NZSTA News – Mar/Apr 2018 edition

### **5.3 Minutes of the Previous Meeting**

**Motion:**

That the minutes of Board of Trustees meeting held on the 5 April 2018 are a true and accurate record.

**Moved:**

AB/AmP

**5.4 Action List from Previous Meeting**

All Action points discussed, noted and agreed. Those necessary were to be made ongoing or to be scheduled onto the Agenda of the next meeting.

**5.8 Next Meeting**

Thursday 21 June, 7.00pm, Staffroom (Week 8, Term 2, Reflection: DS)

Paul Roche to attend from 7.30pm on Principal's appraisal.

**5.9 Meeting ended in prayer and closed at**

9.10pm

Chair  
Andrew Pink

Principal  
Jennifer Ioannou

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

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

<b>Action Points: 16 May Meeting</b>	<b>By whom</b>	<b>Action</b>
<i>Staff Trustee Update</i> AB wants to investigate further, as she believes the Board have done due diligence and wanted confirmation of what legal requirement are we not complying with ie. What piece of legislation says this? AB believed it was the situation of not having a staff rep was worse than missing the nomination date by 48 hours.  Dependent on the outcome of AB's investigation, it was agreed that if there needed to be another Election, Yvonne Small would be appointed as RO and that the Election Date be confirmed as Friday 13 July 2018.	AB  (in absentia) AP	Now N/A  Agenda
<i>SchoolDoc Policy Reviews</i> Clarification was to be sought (from SchoolDocs) about the ownership of the Policies, and once reviewed by the Board, how these Policies were updated, individualized and itemized as and within St Anthony's review system. What happens if the Policies were not reviewed ?	AD	Completed
<i>Improvement Zone – Uniform</i> It was agreed that EB and AD brainstorm to create a framework for the consultation, including all parameters to bring back to the Board for consideration.	EB/AD	Completed
<i>Finances</i> It was recommended to get the AFS reporting format changed slightly to include percentages (arrows up or down), but still leave the groupings in the report.	YS	Completed
<i>Invoicing/GST – AstroTurf</i> AmP and JI to meet with AstroTurf contact to do second measure and sign contract. Project would start 3-4 weeks after contract signing. JI to contact MoE to ascertain invoicing structure.	AmP/JI	Completed
<b>Action Points: 5 April Meeting</b>	<b>By whom</b>	<b>Action</b>

<i>International Students</i> JI to talk to other principals about their experiences of the process and present an overview 'fit for purpose' in terms of giving an outline of as many critical factors as possible in order to allow a more detailed discussion at the next Board meeting.	JI	Agenda
<i>Board Responsibilities &amp; Schedule of Delegations</i> JI to talk to GB - think about what's being done, discuss to GB /JI to ask SchoolDocs for guidance; Media releases & interviews. AD to re-write a new version on Board responsibility.	JI AD	Completed Completed
<b>Action Points: 28 February Meeting</b>		
<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	Ongoing
<b>Action Points: 1 November Meeting</b>	<b>By whom</b>	<b>Action</b>
<i>Action from previous meetings – Maori Name for School</i> KR advised that there had been a change in options, both relate to the use of the word Kapi (which is the end of Seatoun Beach around to Breaker Bay) Oruaiti Reserve. (Need for more information. Jen to ask Jamie Tuuta or (Maori) families in school. KR would approach Port Nicholson Block to further identify the appropriateness of the wording.	JI KR	Agenda