



MINUTES for Meeting of St Anthony's School Board of Trustees
Held at 7.00pm on 19 June 2019, School Staffroom

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

APOLOGIES:

1 COMING TOGETHER

1.1 Pray, Reflect, Celebrate, be Grateful and Welcome

AP welcomed everyone to the meeting, with a particular warm welcome for Miriama Williams who has joined the Board.

MM led the meeting with a prayer on "love ... in the modern tech world".

AP advised that David Sullivan has resigned as a Proprietor's Representative, as he has been appointed as Principal at John Paul II High School in Greymouth.

1.2 Administration

There were no apologies.

With no Agenda changes, the Agenda was confirmed.

Action Points from Previous Minutes

Annual Plan Targets – Beginning of the Year 2019

...agreed an inclusion of a header would be beneficial agreed that in future the word Pasifika is now to read "Pacific Peoples" Agreed that the 2018 Annual Targets of 90% would be changed to 88%.... changed and uploaded again (JI) and EB to write appropriate blurb for Newsletter – **complete**

AP to write to DJ asking her to accept the recommendation, include a clarifying header between target students vs 'at risk' and to thank for her work on the report – **complete**

School Docs Policy - Emergency Planning & Procedures

It was agreed that the onus be placed back with SchoolDocs to review the entire 'package' - complete
Staff Code of Conduct

AP to write to reply to all staff who submitted feedback - **complete**

JI to update with dates (May 2019 – April 2021) and finalise Code of Conduct, upload to website and send copies to staff - **complete**

Board Code of Conduct feedback, proposed changes

It was agreed to add a sentence for the purpose of being there (a member of the Board) possibly the sentence from the School Charter "children excelling through Faith, Opportunity and Self-belief" or "with their achievements being at the centre of their needs" (link to Charter) and Board members to add any additions or make changes to document by 30 May – **complete**

Community Consultation

Agreed to spend the next couple of weeks getting information together and to put on the agenda for next board meeting - **complete**

NZSTA 30th Annual Conference 2019 Registration Brochure

AP will send out email to members about info on the changes and vote - **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 - **ongoing**

Catholic Special Character Policy - AD to compile reviewed Policy and forward to JI who will send to staff - **complete**

Alcohol and Drug Policy

.... alcohol consumed during Holy Communion during Mass, particularly Eucharistic Ministers ... It was agreed that DS should discuss this situation with Jenny Gordon.

Change ownership from "DS to AP" - **ongoing**

Property

... think long term about the entire area where the remaining trees are, including the current asphalt where the existing tree roots are breaking through, shade protection (whether natural or via covers) and the future of the other 2 trees and any other potential hazards – Agenda Wk 9, T2 - **complete**

SchoolDocs review

(AD) to follow up whether there was Catholic Character Policy which sat over top of Religious Education Policy – Investigate and clarify – **complete**

Māori Name for the School – **ongoing**

Approval of the Minutes from the Previous Meeting

Action Point – 3 April Meeting - Catholic Special Character Review

Remove the words "and send to staff"

Action Point – 3 April Meeting - Alcohol & Drug Policy

.... alcohol consumed during Holy Communion during Mass, particularly Eucharistic Ministers ... It was agreed that DS should discuss this situation with Jenny Gordon.

Change ownership from "DS to AP"

Motion:

That with the above corrections the Minutes are a true and accurate record of the meeting held on 22 May 2019.

Moved: AP Carried

1.3 2019 Meeting Dates

After discussion it was agreed to trial Term 3 meeting dates as follows:

Wednesday 14 August, 5.30pm

Wednesday 18 September, 5.30pm (dependent on success of timing of previous meeting).

1.4 Health of the School Overview

AD commented that the Seatoun U17's football team is made up of all old boys from St Anthony's (currently all at SPC), and they make a wonderful team with pride in their community.

Whilst awaiting for the Supernova and after major discussion as well as response to 'senior voice', JI advised that lunch times had been changed to help with determining safe playing areas for all children.

Old time - eat, play, play

New time – play, eat, play

The new lunch times resulted in the split up of the playground/Astroturf usage between juniors & seniors as issues were happening around the 1pm (ish) hour after children who had (supposedly or not at all) eaten lunch and were running out of steam, becoming tired.

The new timetable and playground usage has resulted in students feeling like they have been heard, as well as a healthier and safer environment around the lunch hour as children's wellbeing and nutrition needs are being met. New P.E. equipment (badminton rackets, new balls, new floorball/soccer goals) have also been purchased. The lunch hour timing, etc. will be reviewed at the end of Term 2 to make decisions for next term.

Lunch timing will be further discussed with staff to address any needs, or support around personal issues or appointments, etc.

IN COMMITTEE 7.38PM

OUT COMMITTEE 7.45PM

2 EFFECTIVE MANAGEMENT AND STRATEGIC DIRECTION

2.1 Principal's Report

SENCo Report (Special Education Needs Coordinator) written by Francesca von Lanthén (SENCo).

AD commented on the Pasifika and Maori students meeting their ILP* needs and whether teachers might need more PD as they need to be constantly reviewing their practice. It might be “working now”, however as groups change, or things develop, teachers might need more training. It might also be a way to connect, with parents/caregivers, community or further field about how we approach the upcoming consultation, parent surveys, etc.

JI advised that there is a monitoring document for students and staff meet regularly to discuss. In terms of ILPs, we are looking at a culturally responsive practice, which is similar to what AD was talking about above. SENCo Report taken and tabled and read.

AP to communicate the Board's thanks Francesca for a very clear and concise report.

Action: AP

* Individual Learning Plan or ILP is a student specific program or strategy of education or learning that takes into consideration the student's strengths and weaknesses.

* ‘Spring into Maths’ is a programme developed to boost students to ensure that they make progress within the years’ acceleration of the Maths Programme. This small intervention programme enables Teacher Aides to deliver the programme within the class to aid students who require encouragement.

Property – Junior Block Upgrade

JI distributed colour copies of the proposed plan layout for the junior block renovations. The building will retain the same windows, however, walls were being moved with most being relined in composition board. There were 4 vibrant composition board colours (autex) proposed which the junior teachers have approved. The renovation plans and timetable were announced to the community yesterday. Using the same footprint, the renovations include inbuilt benches with sinks, breakout spaces, a ‘learning street’ and wet areas. Takahe classroom is almost closed in using half walls and a glass slider.

The brief from the Archdiocese was to have better connection between classes and make better use of the wide corridor, hence the design from the architects. School bags will go in the learning street, and various spaces in classes 3 & 5. There will be a new entrance way with new doors leading in learning street.

After the renovation meeting, Natasha updated JI that the refurbishment of the toilets is now included in the 10 year property plan and it is hoped that it will be undertaken in 1-2 years; a refurbishment (strip everything out and replace with new) rather than a complete new build.

After the renovations, two of TV's will be affixed to the appropriate walls, with the third being fixed on a trolley and getting a flexible screen which can be moved about.

Discussion took place about power outlets and plugs in the floor to assist with the moveable TV, as well as the proposed stove; as there were currently no cooking facilities within the school. Heating was discussed; currently the junior classrooms have gas heaters for winter, however rely on fans for cooling in the summer. Depending on finances within the project, there might be a possibility to install heat pumps which can also work as air conditioners.

Junior Playground

There is no update regarding the junior playground, however Amber Proudfoot had circulated an email dated Monday 10 June outlining the situation, providing a breakdown and requesting feedback and/or approval to apply to funders. Board members were asked to reply direct to Amber via email so that resolutions could be passed.

2019 Camp Approval

Jl advised that two years ago, the Year 7/8 camp was coded as a 'donation', however still allowed for school and class-wide fundraising. This year Jl has also asked SVdP to contribute towards those who might struggle to fundraise enough or have trouble paying the remaining balance. In depth discussion took place about 'senior camp'; length of (no. of days), where, activities, travel, etc. For future proofing, Teapot Valley Camp might need to be looked at in the future due to the costs involved with travelling to Nelson and there being several successful North Island camps on offer currently. Last month, a Signmee was sent advising camp, seeking approval and asking to get in touch if there was going to be an issue; there has got to be a 'buy in' with parents/caregivers to enable camp to happen. Jl suggested that an interim 5/6 camp for 2 nights could be a good step for the students to experience before going on the week-long camp in Year 7/8 as some students may never have been away from home before without their parents.

With only 16 students for the senior camp, one bonus was that (99% confirmed) Holy Cross would be going at the same time. They would bring with them 3 male teachers, with Celeste and Jen flying down together for a day. Jl will present all the necessary paperwork for Board approval at the next meeting.

Action: Jl

Jl had written a letter to the Board seeking approval for the 2019 Year 7/8 Camp to Teapot Valley. This was approved unanimously.

3 SOUND AND STRATEGIC FISCAL MANAGEMENT

3.1 Finance

May 2019 Management Report

GB informed members that the May report gave a 'snapshot' of where we are at 5 months into the year and that the budget is travelling well. Last month the ALL funding helped our income, so that income was \$9.3k above budget. In terms of expenses we were \$4.1k above budget; this was not just one account but a couple of budget lines that have just gone over. One budget line was Relievers, as one p/t teacher has gone onto BG funding to help with the Banking Staffing overuse. BOT election expenses is another, however this was also a one-off timing expense. Subscriptions is another budget line that generally is only seen at the beginning of the year.

Equipment; if over \$1k goes to P & L, otherwise goes to expense, e.g.2 cheap TVs.

Query was raised about the figures of Income & Expenses and whether this was a timing issue which GB confirmed it was.

In terms of the Financial Statements for 2018 year, the Certified Audited Financial statements for 2018 were completed and Jl uploaded to the MOE. We are awaiting a draft report from Auditors, which will go through recommendations for the school and audit adjustments which might need to be made.

4 BOARD FUTURE PLANNING

4.1 Planning

Reflections for Remainder of the Year

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.

Action: YS

Proprietors Representatives

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

Action: All/HR

5 SCHOOL CHARTER

5.1 Community Consultation Term 3

One requirement of Community Consultation, as well as great planning for the year ahead, is to get feedback about how we are doing as a school and what parents/caregivers want to see for the future. The last consultation was a survey completed in 2012-2013 which is available on the shared drive. Discussion took place about the best method to determine the future focus; how do we collect this information? Online survey (works as proven by the uniform consultation), a specific consultation meeting night, a BBQ afternoon/evening tea on a Sunday afternoon with a sheet to fill in, 'meet the Principal/Teachers' morning tea/afternoon tea/nights, etc. It was determined the best method was via survey and morning and afternoon tea discussions.

AD volunteered to create questions for the survey, however questions need to be tested before sending the survey out. Board members were asked to send suggestions about subject matter to AD for her to formulate questions. AD would bring questions to the next meeting.

Questions should be about what direction the Board wanted to take, i.e. What are our strengths? What are our Next Steps in terms of Teaching and Learning, where does this fit in curriculum development and communication and how does that formulate our priorities for the 3 year plan?

There was an email that was sent around, however more thoughts and comments need to be added to this, as this is where AD will draw from to create questions and themes.

Any more points to add to the email that was circulated, to enable AD to formulate questions are to be brought back to committee.

Action: All/AD

Jl advised that the Māori/ Pasifika consultation was due to be completed. This would be in the form of a 10 question survey on Survey Monkey. It was simple and as well as being online, would be sent home via paper was well. In this survey it was suggested that mention be made of a 'broader survey' to be going out later in the year. Jl will send out the Survey in Week 1 of Term 3.

Action: Jl

Next Monday is the '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.

Action: AP

6 BOARD ADMIN & FUTURE PLANNING

6.1 Next Meeting

Wednesday 14 August, 5.30pm, Staffroom (Reflection: Anne Dowden)

6.2 Correspondence In

NZSTA News – March and April 2019 editions
Education Gazette

Correspondence Out

Nil

6.3 Meeting ended in prayer and closed at

9.10pm

Chair
Andrew Pink

Principal
Jennifer Ioannou

Action Points: 19 June 2019 Meeting	By whom	Action
<i>SEnCo Report</i> taken and tabled and read. AP to communicate the Board's thanks Francesca.	AP	Complete
<i>2019 Camp Approval</i> JI will present all the necessary paperwork for Board approval at next meeting.	JI	Complete
<i>Board/Meeting Reflections</i> 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.	YS	Complete
<i>Proprietors Representatives</i> 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).	All/HR	Ongoing
<i>Community Consultation</i> Any more points to add to the email that was circulated, to enable AD to formulate questions to be brought back to committee	All/AD	Complete
<i>Maori/Pasifika Consultation</i> 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.	JI	Complete
Next Monday is the '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.	AP	Complete
Action Points: 3 April 2019 Meeting	By whom	Action
<i>Quotes & Resolution for Playground Resurfacing</i> 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.	All/AmP /JI	Complete
<i>Alcohol and Drug Policy</i> Further discussion took place around alcohol consumed during Holy Communion during Mass, particularly Eucharistic Ministers It was agreed that DS should discuss this situation with Jenny Gordon.	AP to follow up	Ongoing
Action Points: 16 May 2018 Meeting	By whom	Action
<i>Maori Name for the School Update</i>	JI/HR/KR	Ongoing

Date: _____

Date: _____