



MINUTES for Meeting of St Anthony's School Board of Trustees  
Held at 7.00pm on 22 May 2019, School Staffroom

<b>PRESENT:</b>	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
	Kate Riddell (KR)	Parent Rep
	Amber Proudfoot (AmP)	Parent Rep
	Yvonne Small	Board Secretary
<b>APOLOGIES:</b>	David Sullivan (DS)	Proprietor's Rep
	Helen Revill (HR)	Staff Rep
	Mark Mulhern (MM)	Proprietor's Rep

**1 COMING TOGETHER**

**1.1 Welcome, Apologies, Agenda Changes**

AP welcomed everyone to the meeting.  
Apologies were noted.  
The Agenda was confirmed.

**1.2 Action List from Previous Minutes**

*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 - **ongoing***

*Alcohol and Drug Policy - Discussion took place around 'prescription medication' – it was agreed to include the suggested (and agreed) medication statement to the 'transportation form' - **complete***

*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 - **ongoing***

*Staff Code of Conduct - EB to tidy up document as per above and forward to JI who will send it on to staff for a 3 week consultation period, then offer a meeting if needed before signing off at the end of May for 2 year period - **complete***

*This document is to be reviewed at the end of the 2 year period, April 2021 (Term 1), and a reminder is to be set up in the BOT google calendar - **complete***

*Board Code of Conduct - EB to contact SchoolDocs and enquire what other documents schools link to their Board Code of Conduct - **complete***

*Board Elections / Returning Officer / Next Steps - An appointment letter to be sent to YS outlining the duties and remuneration - **complete***

*EB to draft blurb for this weeks' Newsletter as well as something to send to the Parish which could be announced at weekend Masses - **complete***

*Learn About Faith Report - Particular thanks on the 'next steps' section of the report as well as overall thanks to be passed on to Francesca - **complete***

*Property - AD queried the need for police checks for cleaners. JI to enquire from Crest Clean whether their franchisees are police checked - **complete***

*There is also the need to 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*  
*Board Elections -buddy system for back up/questions. EB to email Board, asking for volunteers. - complete*  
*SchoolDocs review: (AD) to follow up whether there was Catholic Character Policy which sat over top of Religious Education Policy – Investigate and clarify – ongoing*  
*Maori Name for the School – ongoing*  
*Parent Survey - complete*

### 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 3 April 2019.

**Moved:** EB/JI. Carried

### 1.4 Pray, Reflect, Celebrate, be Grateful

In DS absence, JI had produced a beautiful prayer reflection display from which AP read from.

On behalf of the Board, AP formally thanked Kate Riddell for all her hard work and effort, acknowledging that KR had been on the Board since 2013 and had completed considerable work writing policy documentation and reviews.

Also on behalf of the Board AP formally thanked Amber Proudfoot for her amazing effort over the last 3 years particularly her huge effort on Grants work and her great ability to write applications.

Massive thanks were expressed to both members, with the presentation of flowers and cards to both.

## **Health of the School Overview**

KR enquired into progress on the renovations of the Junior Block. JI advised that at present there was no update. It was thought that Tenders have closed, however JI was still waiting to hear back from Possenniskie Consultants.

AmP brought to the Board's attention that there was 'talk' in the community about attendance in future years, particularly Year 6's moving into Years 7/8. AmP understood it was related to the student issues that had taken place last year. AmP also understood, only from personal experience, that current students in Tui class felt that they don't have a 'voice' or 'are not listened to'.

EB advised that there was extremely positive feedback around the school about Jeannine Winton, as well hearing that Mr Kelly is "the best teacher ever".

IN COMMITTEE 7.28PM

OUT COMMITTEE 8.42PM

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

### 2.1 Principal's Report

JI advised that her report is generally a 'read only' however highlighted two specific areas:

ALL funding has come in due to the fact that we are now Kahui Ako with 2 members included. The ALL programme runs with other catholic schools whereby we are given resources to work with other teachers. Julie Beattie comes in to work with Francesca and Ronan as they have an accelerated literacy group they work with. Although JI sometimes relieves the teachers to attend PD and work with their groups, the resourcing also covers other relievers.

Banking Staffing is currently in 'overuse' and with each Pay Period increasing by approximately \$500 per PP, so that by PP 22 Banking Staffing will be approximately \$11k. JI noted that role numbers dictate the entitlement so we do not have enough to cover staffing at the school. This overuse is due to the agreed

unbudgeted release time and Reading Recovery. The Banking Staffing 'overuse' in PP 22 (approx. \$11k) will come out of next July's 2020 Ops Grant, so any affect will not be seen until then.

JI highlighted the above to ensure the Board understood that she was aware of this and utilises Banking Staffing to its maximum benefit.

Banking Staffing 2018 'underuse' of approximately \$800 will be returned to the school in July (2019) Ops Grants.

Principal's Report tabled as read and accepted.

## 2.2 Student Achievement Reporting

### *Annual Plan Targets – Beginning of the Year 2019*

The report was favorably received.

Due to some statements being unclear as to their meaning (target students vs 'at risk' in the Maori / Pasifika bracket) it was agreed an inclusion of a header would be beneficial and ensure further clarity.

In terms of terminology, it was agreed that in future the word Pasifika is now to read "Pacific Peoples".

After discussion it was agreed that the 2019 Annual Targets of 90% would be changed to 88%.

JI to change this in the in the Annual Plan and upload again. EB to write appropriate blurb for the Newsletter.

**Action: JI / EB**

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

**Action: AP**

## 2.3 School Docs Policies

### *Curriculum and Student Achievement*

There was no feedback on this Policy by the Board, so is supported, however is now awaiting feedback from staff. Await finalisation until week 9.

### *Emergency Planning & Procedures*

EB advised this this policy was extremely long with 17 sub-policies underlying. There were a number of issues with some of the sub-policies, for example Extreme Weather, Volcanic Eruption and Ashfall, etc., so unfortunately cannot assume that all other policies supporting this one are going to be correct either.

KR advised that for Fire, Earthquakes and Tsunamis, it was necessary to ensure that the school knows what to do and practices. There needed to be different bells for different drills.

For Reverse Evacuations a hard copy of the policy was needed in each classroom (anything with confidentiality associated with it would remain in the office). Policy dates needed to be checked, so that the latest version is always printed out.

In terms of Reverse Evacuation the Principal would take direction from the Police.

All classrooms need to be lockable from the inside.

JI advised that the MoE is currently undertaking an extensive review of lockdown procedures after the events in Christchurch. Advice on whether blinds are to remain open or be closed needs to be confirmed. (The current advice is to close blinds, lock doors, and move away from windows).

JI advised that drills are practiced once a term; earthquake (in house), tsunami (evacuate up the hill – with buddy).

Assembly points need to be appropriate to situation, ie. – "meet at xx and await further instruction and/or move to a named place, e.g. Bowling Club". Add a list of deputies when the Principal is not in attendance.

It was agreed that the onus be placed back with SchoolDocs to review the entire 'package' (Emergency Planning & Procedures).

**Action: EB**

### *Child Protection Policy*

This Policy is now confirmed.

### **3 SOUND AND STRATEGIC FISCAL MANAGEMENT**

#### **3.1 Finance**

##### *March and April 2019 Management Reports*

GB reported (just on April financials) that the accounts are healthy with income higher than expected and expenses lower, tracking was approximated at \$10k but is currently on \$18k.

Large income is mainly due to MoE public grants received; the ALL grant and a couple of ESOL funding grants, etc.

In terms of the two minor variances that are being followed, they are:

Teaching Resources –flows on from resources that were purchased after Staff PD.

Repairs & Maintenance (R & M) – painting of the meeting room, broken glass, minor electrical work.

#### **3.2 FOSA Funds**

FOSA Accounts currently sit at over \$50k with all monies to be used on education.

Tabled as read and accepted.

### **4 PRIORITY DISCUSSION**

#### **4.1 Codes of Conduct**

##### *Feedback from Staff re Staff Code of Conduct*

AP advised feedback closed at 5pm and comments were received from 3 staff members.

- comment one advised happy with draft and proposed changes.
- comment two advised happy with majority, however sought clarification on whether could use ½ hour lunch break for personal emails; Board confirmed that “contact hours means classroom hours”, with lunch breaks not being deemed as contact hours/time.
- comment three queried the 8-4pm timeframe; Board confirmed that the expected timeframe of 8-4pm was clarified in the explanations.

AP to write to reply to all staff who submitted feedback.

**Action: AP**

Jl to update with dates (May 2019 – April 2021) and finalise Code of Conduct, upload to website and send copies to staff.

**Action: Jl**

##### *Board Code of Conduct feedback, proposed changes*

It was agreed that members be prepared, come knowing and being familiar with Policies.

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).

Board members to add any additions or make changes to document by 30 May 2019.

Document to be available to new Board members.

**Action: All**

### **5 STRATEGIC PLANNING & REPORTING**

#### **5.1 Community Consultation**

*As per NZSTA 15 May Comms, we are required to conduct Community consultation in Term 3.*

AP advised that it would take some time to decide what the consultation would be on.

Jl provided an example from Waihi Central School (similar size to St Anthony’s, uses LINC-ED, has Graduate Profile), in the shared drive.

Considerations for consultation should include: What are our strengths? Next steps? Teaching and Learning, Curriculum, Communication, etc – the information will inform our 2020 Annual Plan. Consultation is similar to a 'health check' and should include our Year 8 students having their voice. If we want to do consultation, we may think differently about surveying, given our ethnic diversity in the junior classes.  
Agreed to spend the next couple of weeks getting information together and to put on the agenda for next board meeting.

**Action: AP**

## **6 BOARD ADMIN & FUTURE PLANNING**

### **6.1 Next Meeting**

Wednesday 19 June (first meeting of the New Board)

### **6.2 Correspondence In**

NZSTA News – March and April 2019 editions

NZSTA 30<sup>th</sup> Annual Conference 2019 Registration Brochure – AP will send out email to members about info on the changes and vote.

**Action: AP**

NZSTA Annual Report 2018

Education Gazette

NZEI Te Rui Roa 'Notice of Strike' – Primary Principals Collective Agreement

NZEI Te Rui Roa 'Notice of Strike' – Primary Teachers Collective Agreement

### **Correspondence Out**

Nil

### **6.3 Meeting ended in prayer and closed at 10.00pm**

Chair  
Andrew Pink

Principal  
Jennifer Ioannou

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Date:

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Date:

<b>Action Points: 22 May 2019 Meeting</b>	<b>By whom</b>	<b>Action</b>
<p><i>Annual Plan Targets – Beginning of the Year 2019</i></p> <p>Due to some statements being unclear as to their meaning (target students vs 'at risk' in the Maori / Pasifika bracket) it was agreed an inclusion of a header would be beneficial and ensure further clarity. In terms of terminology, it was agreed that in future the word Pasifika is now to read "Pacific Peoples".</p> <p>After discussion it was agreed that the 2018 Annual Targets of 90% would be changed to 88%. JI to change this in the in the Annual Plan and upload again.</p> <p>EB to write appropriate blurb for the Newsletter.</p>	<b>JI / EB</b>	<b>Complete</b>
<p>AP to write to DJ and 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 .</p>	<b>AP</b>	<b>Complete</b>
<p><u>School Docs Policies</u></p> <p><i>Emergency Planning &amp; Procedures</i></p> <p>It was agreed that the onus be placed back with SchoolDocs to review the entire 'package' (Emergency Planning &amp; Procedures).</p>	<b>EB</b>	<b>Complete</b>
<p><i>Staff Code of Conduct</i></p> <p>AP to write to reply to all staff who submitted feedback.</p> <p>JI to update with dates (May 2019 – April 2021) and finalise Code of Conduct, upload to website and send copies to staff.</p> <p><i>Board Code of Conduct feedback, proposed changes</i></p> <p>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).</p> <p>Board members to add any additions or make changes to document by 30 May.</p>	<p><b>AP</b></p> <p><b>JI</b></p> <p><b>ALL</b></p>	<p><b>Complete</b></p> <p><b>Complete</b></p> <p><b>Complete</b></p>
<p><u>Community Consultation</u></p> <p>Agreed to spend the next couple of weeks getting information together and to put on the agenda for next board meeting.</p>	<b>AP</b>	<b>Complete</b>
<p><i>NZSTA 30<sup>th</sup> Annual Conference 2019 Registration Brochure</i></p> <p>AP will send out email to members about info on the changes and vote.</p>	<b>AP</b>	<b>Complete</b>
<b>Action Points: 3 April 2019 Meeting</b>	<b>By whom</b>	<b>Action</b>
<p><i>Quotes &amp; Resolution for Playground Resurfacing</i></p> <p>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.</p>	<b>AmP/JI</b>	<b>Ongoing</b>
<p><i>Catholic Special Character Policy</i></p> <p>AD to compile reviewed Policy and forward to JI.</p>	<b>AD/JI</b>	<b>Complete</b>
<p><i>Alcohol and Drug Policy</i></p> <p>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.</p>	<b>DS</b>	<b>AP to follow up</b>
<b>Action Points: 27 February 2019 Meeting</b>	<b>By whom</b>	<b>Action</b>
<p><b>Property</b></p> <p>There is also the need to thing 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.</p>	<b>JI/AP</b>	<b>Week 9 Agenda – T2 2019</b>

<b>Action Points: 5 December 2018 Meeting</b>	<b>By whom</b>	<b>Action</b>
<i>SchoolDocs Policy Review</i> AD to follow up on whether or not there was a Catholic Character Policy which sat over the top of the Religious Education Policy. Investigate and clarify.	<b>AD</b>	<b>Complete</b>
<b>Action Points: 16 May 2018 Meeting</b>	<b>By whom</b>	<b>Action</b>
<i>Maori Name for the School Update</i>	<b>Jl/HR/KR</b>	<b>Ongoing</b>