



MINUTES for Meeting of St Anthony's School Board of Trustees  
Held at 7.00pm on 27 February 2019, School Staffroom

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

**1 COMING TOGETHER / ADMINISTRATION**

1.1 Welcome, Apologies, Prayer & Reflection

AP welcomed everyone to the meeting. Apologies were noted.  
EB introduced a beautiful reflection prayer, titled Prayer for the Year Ahead.

1.2 Agenda Confirmation

The Agenda was confirmed.

1.3 Action List from Previous Minutes

*Share Student Achievement End of Year results with Community – **completed***  
*Pass Thanks for Sam Cripps for putting Analysis of Variance report together – **completed***  
*Pass Thanks on to DJ for Innovation Award Report – **completed***  
*Pass Thanks on to DJ for Learn About Our Faith & Special Character Board report – **completed***  
*Installation of Bazaar Sound System – **completed***  
*SchoolDocs review: (AD) to follow up whether there was Catholic Character Policy which sat over top of Religious Education Policy – Investigate and clarify - **ongoing***  
*Succession Planning – **completed***  
*Annual Plan – **completed***  
*2019 Draft Budget - **completed***  
*Maori Name for the School – **ongoing***  
*Parent Survey 2018? – **agenda for Term 2 2019 - ongoing***

1.4 Approval of the Minutes from the Previous Meeting

Motion:

That the Minutes are a true and accurate record of the meeting held on 5 December 2018.

**Moved:** AP. Carried

**2 BOARD ROLES**

2.1 Resignation of Chair and Deputy Chair 2018

AP & EB resigned from their respective positions on the Board.

## 2.2 Election of Board Chair and Deputy Board Chair 2019

JI called for nominations or self-nomination for the **position of Board Chair**.

EB nominated Andrew Pink, seconded by JI. Andrew accepted nomination.

No other nominations were received. All in favour.

**Andrew Pink was elected Board Chair.**

JI called for nominations or self-nomination for the **position of Deputy Board Chair**.

JI nominated Emma Blades, seconded by AD. Emma accepted nomination.

No other nominations were received. All in favour.

**Emma Blades was elected Deputy Board Chair.**

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

#### Bazaar

AP noted that there was a fantastic atmosphere at the Bazaar; it was very well set up, presented and ran very well. The general feeling of and at the Bazaar itself was successful, with the outcome having fantastic results. AP wished to express and record massive thanks to everyone involved.

The estimated total to date is \$29,500, with a few expenses still to come through, various remaining items need to sell on TradeMe and further funds to be received from Silent Auction and banked.

JI wanted to publically thank Angeline Harrington for her role as coordinator. She did an outstanding job for the lead up, on the day and of leading the team. It was a smooth process and Angeline was amazing to work with. She possessed loads of enthusiasm and commitment, had lots of new ideas and got everyone onboard.

Flowers were sent as a 'thank you' from BoT / Parents / Community.

Mention was also made of the all people from the church and local community who have been involved in the biennial Bazaar for quite some time, for instance those who participate in with Preserves, knitting, Farmers market, white elephant, etc. JI advised that key people would be sent personal 'thank you cards'.

It was noted for future reference that after the Bazaar particular cleaning should be completed in the Gascoigne Room and Church facilities used for the day.

Thank you posters are being made for sponsors and they will be personally thanked from Angeline Harrington.

JI to discuss with Kirsten Bouras the re-development of the old evaluation form and ensure this gets sent out via Angeline to all concerned for feedback.

**Action: JI**

#### Staffing

Very positive feedback has been received about the two new staff (Francesca von Lanthén & Jeannine Winton) particularly about their commitment, classroom planning, their professionalism and way of teaching and also their relationships with their respective class and parents.

Thank you is also made to Yvonne Small for her work towards the implementation of the uniform changes; stock levels, questions and the ordering, purchasing and selling thereof.

IN COMMITTEE 7.25pm

OUT COMMITTEE 7.55pm

## **4 EFFECTIVE MANAGEMENT AND STRATEGIC DIRECTION**

### **4.1 Principal's Report**

### *The year has started so well*

Jl reported that the year has started very well, with staff being really settled, and happy. The staffroom is a very welcoming place and is abuzz with positive vibes with everyone supporting one another.

Staff have "shout outs" at a weekly staff meeting where they spend 5 mins praising each other, recognising effort and supporting each other. The children are very happy and settled.

### *SchoolDocs Review Term 1*

There are two documents to be reviewed shared with staff, however there is no feedback as yet.

Legislation and Administration – EB, AD, AP

Alcohol and Drug policy - EB / AD / AmP

Feedback and comments on both policies to be brought to next meeting.

**Action: EB/AD/AP/AmP**

### *2018 Analysis of Variance Approval & 2019 Annual Plan Approval*

Jl advised that the Analysis of Variance needs to be with the MoE by Friday 1 March, as well as the 2019 Annual & Strategic Plan.

AD commented that in the Charter & Annual Plan 1.5 no mention was made of the Board's work surrounding succession planning and induction. It was agreed that the following words be included:

"continue to manage the ongoing succession planning and induction and PD of new and existing of board members".

**With this inclusion, both documents were approved by the Board.** Jl to upload documents via the portal

**Action: Jl**

### *Smart TV Approval for Takahe & Kea*

Jl sought approval for the purchase of 2x 55inch TVs for Takahe & Kea at approximately \$1k each. These would have wireless connectivity with iPads and the purchase of Apple software, brackets and labour to be included in this amount.

GB advised that if agreed, these TVs would be funded through Bazaar funds; the school would purchase the TVs and the GST exclusive amount would be returned by FOSA. The TVs would be capitalized, which is best for the school and a good way to use FOSA money. It would also benefit the Budget by reducing the Equipment line by \$2k.

**The Board approved the purchase of 2 TVs at approximately \$2k.**

**Action: Jl**

### *Donations*

Jl advised that at the end of 2018, 94% of Parent Donations were received. This is the most the school has ever received. Jl believed it was due to the fact that parents/caregivers were happy and responding to the changes and new improvements and equipment around the school.

It was agreed to put the info in the Newsletter to acknowledge this and say 'thank you'. It would also acclaim the fact that most families are paying and encourage others to do the same.

It was noted that this year's Bazaar profit would be spent on increasing technology and playground refurbishment.

### Motion:

That \$2,521.42 be written off against 2018 Parent Donations.

**Moved:** Jl / EB. Carried

### *Property*

Jl advised that our cleaners, who hold a Crest Clean franchise, have sold their franchise and will no longer be on site. New franchise cleaners will be starting on Thursday 28 February.

Agreed to check the contract with Crest Clean with a view to changing cleaners if new cleaners are not 'up to speed'.

AD queries the need for police checks for cleaners. Jl to enquire from Crest Clean whether their franchisees are police checked.

**Action: Jl**

The 3<sup>rd</sup> tree outside the Junior Block died over the summer break. As a H & S issue this tree and its roots have just been removed by (Mikey) Monkey off Your Back for a total cost of \$2646 incl GST (including the laying of new asphalt). Unfortunately, this large R & M (Repairs & Maintenance) cost was not factored into the Budget. Under 'finance' there will be a need to increase the R & M expense line to allow for paying the invoice and continued maintenance throughout the year; this to be carefully monitored.

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.

Agreed to agenda for a future meeting.

**Action: JI/AP**

JI wished to record her thanks to the Board for granting the time to travel and visit her Grandma for her 90<sup>th</sup> Birthday Celebration in Canada.

Principal's Report tabled as read and accepted.

## **5 SOUND AND STRATEGIC FISCAL MANAGEMENT**

### **5.1 Budget 2019**

GB outlined the proposed changes to the Budget, as earlier discussed. These include:

- increasing the R & M Expense line from \$4k to \$6k (to cover tree removal)
- reducing the Equipment line to \$500 (due to 2x TV's which were going to come out of school budget, now will be paid for using FOSA funds)

*Motion:*

With the above mentioned changes, the 2019 Budget be approved.

**Moved:** GB/EB. Carried.

### **5.2 Finance**

#### *December 2018*

GB outlined that in December 2018 we had a \$12k surplus, but had budgeted for \$1k deficit. AFS advised that any further changes would be minor.

The timeline for finalising last year is to get the accounts to auditors by 31 March and finalised by 31 May. GB gave the following details for the last 4 financial years, concerning the Budgets, which gave lead in to the 2019 budget being a deficit.

2015 \$10k surplus

2016 \$1k deficit

2017 \$26 surplus

2018 \$12 surplus

Included with the surplus of 2018, there is a \$49k balance in the Cyclical Maintenance account, which has been built up over the last 4 years.

We are also building up funds in FOSA; that is part of what the school has access to and this will fund development and 'rainy day' expenses.

#### *January 2019*

GB further explained that the accounts obviously only show one month, where the result is \$1k more deficit than expected. January is an 'odd' month as there is a lot of expense going out and no funds coming in. Further update will be known later when the financial trends set themselves.

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

### **6.1 Board Elections**

EB, AP & DS had met to brainstorm how do we create interest, how do we get people to put their hand up, how do we give them an understanding about what is involved with being on the Board and what do we do for an induction when they get on the Board?

They had really good discussions and with notes that EB took they came up with the following ideas:

- identifying gaps that we might lose or don't have on the Board (policy, Maori knowledge, parent of juniors rather than seniors, strategy)
- shoulder tapping (Board members to start thinking about people who might be approached)
- have a specific information evening (what information are we going to supply to those who might be interested?) at the very beginning of term 2
- advertise on Signmee/Newsletter inviting people to the next Board meeting
- build a 'profile' which can be used/distributed to interested parties. (Profile to be created using a questionnaire - completed by current members – to give people a feel of what it is like to be on Board and what a Board does, why did you joint, what is the time commitment, what skills did you gain, etc.)

EB to put together questionnaire and distribute. Members to complete.

**Action: EB/All**

The team are looking for volunteers to help (information needed would be ascertaining any training/preparatory information for when people are elected, collating a 'training pack' with relevant documents (eDocs) from NZSTA (ones relevant for first year), key (main) policies, and creating a proposed buddy system for back up/questions.

EB to email Board, asking for volunteers.

**Action: EB/All**

## 6.2 Funding Application

### **The Board passed the following Resolution**

Following a proposal from Amber Proudfoot, AmP to apply to the Lion Foundation for between \$10-\$15k to cover the cost of putting the new surface down under the proposed Supernova.

**Action: AmP**

## 6.3 Next Meetings

Wednesday 3<sup>rd</sup> April – GB

Term 2

Wednesday 15 May and Wednesday 19 June (first meeting of the New Board)

## 6.4 Correspondence In

ADW – Archdiocese of Wellington letter to JI & AP thanking for the submission of the Annual Special Catholic Character Attestation for St Anthony's

ADW – Archbishop of Wellington, letter to AD, DS & MM thanking them for the submission of the Proprietors Report.

NZSTA News – December 2018 edition

NZSTA – Notice of AGM 14 July, Dunedin  
Education Gazettes

### Correspondence Out

Nil

## 6.5 Meeting ended in prayer and closed at

9.05pm

Chair  
Andrew Pink

Principal  
Jennifer Ioannou

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

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

<b>Action Points: 27 February 2019 Meeting</b>	<b>Who</b>	<b>Action</b>
<i>Bazaar</i> EB & JI to re-develop the old evaluation forms and send these out to all concerned for feedback.	EB/JI	Complete
<i>SchoolDocs Policy Review Term 1</i> Legislation and Administration – EB, AD, AP Alcohol and Drug policy - EB / AD / AmP Feedback and comments on both policies to be brought to next meeting.	EB/AD/AP/ AmP	Ongoing
<i>2018 Analysis of Variance Approval &amp; 2019 Annual Plan Approval</i> <b>With this inclusion, both documents were approved by the Board.</b> JI to upload documents via the portal	JI	Complete
<b>The Board approved the purchase of 2 TVs at approximately \$2k.</b>	JI	Complete
<b>Property</b> AD queries the need for police checks for cleaners. JI to enquire from Crest Clean whether their franchisees are police checked.  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. <b>Agreed to agenda for a future meeting.</b>	JI       JI/AP	Ongoing       Ongoing
<b>Board Elections</b> EB to put together questionnaire and distribute. Members to complete.  The team are looking for volunteers to help (information needed would be ascertaining any training/preparatory information for when people are elected, collating a 'training pack' with relevant documents (eDocs) from NZSTA (ones relevant for first year), key (main) policies, and creating a proposed buddy system for back up/questions. EB to email Board, asking for volunteers.	EB/all      EB/all	Complete      Ongoing
AmP to apply to the Lion Foundation for something between \$10-\$15 to cover the cost of putting the new surface down under the proposed Supernova.	AmP	Ongoing
<b>Action Points: 5 December 2018 Meeting</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.	AD	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/KR	Ongoing
<b>Action Points: 28 February 2018 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	Agenda – T2 2019