



MINUTES for Meeting of St Anthony's School Board of Trustees
Held at 6.30pm on 5 December 2018, School Staffroom

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

1 COMING TOGETHER / ADMINISTRATION

1.1 Welcome, Apologies, Prayer & Reflection

AP welcomed everyone to the meeting. There were no apologies.

AP led a beautiful reflection prayer, which compared life to 'Glass', strong, light, easy shattered, etc.

1.2 Agenda Confirmation

The Agenda was confirmed.

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 1 November 2018.

Moved: AP. Carried

IN COMMITTEE 6.40PM

OUT COMMITTEE 8.20PM

4 EFFECTIVE MANAGEMENT AND STRATEGIC DIRECTION

4.1 Principal's Report

Student achievement End of Year Report

JI addressed the report by outlining that student achievement was at 90% for reading, which to the best of her knowledge, is the highest percentage ever achieved by the school. The draft Analysis of Variance (submitted to the MoE on 1 March) outlines all actions and strategies that we believe we have done to improve that result from 88 to 90%.

Writing was at 88% of students schoolwide achieving 'at' or 'above' the correct curriculum level with priority learners getting some extra Teacher Aide support during class time and the integration of more ICT tools in planning and teaching.

Maths was 86% of students school-wide are achieving 'at' or 'above' the correct curriculum level. Students who are below are priority learners and have been getting extra support through programmes like Spring into Maths and BANKS. We have also had staff PLD sessions on Mathematics discussing best practice and how we can cater better to the needs of our students.

There was the inclusion of a new 'at' coloured column as agreed after reading the mid-year report.

Also, as indicated at half year mark, we are on track and already have next steps taking place with the quality of learning and teaching practices being implemented. All aspects of reporting are improving; PaCT is changing, which means more effective data about where are students are, PD around the use of PaCT is increasing, and the interface relation between PaCT and LINC-ED is getting better and better, so improvements are and will be seen every 6 months.

Any further feedback or discussion to be made to JI in February for inclusion or adjustment to the Analysis of Variance.

It was agreed to share the great news of the results and the annual report with the community by writing a summation in the end of year newsletter being distributed tomorrow.

Action: JI

Analysis of Variance MOE Report

As tabled.

Outlines all actions and strategies reported for Reading, Writing and Maths.

Next Steps:

For both Reading and Writing, more support for teachers to develop programmes appropriate to the students they teach, as well as focusing on working collaboratively and sharing effective pedagogy. Continue to use the PaCT tool for Reading that would support the OTJ's (Overall Teacher Judgements). Ensure that teachers become more comfortable and competent with using PaCT and developing better moderation processes and better developed OTJs.

The variance of Maths is mainly that the focus has been on reading and writing; therefore, Maths results are lower than desired. Continued PD and support around the implementation of PaCT to support teachers was required, as well as continuing the use of OTJ's and other forms to support teachers in gathering a range of evidence with making observations.

The PLD next year on collaboration practice and eLearning will be beneficial for developing these curriculum areas further.

The Board commented on the content and style of writing of the report and wanted to pass on their sincere thanks for the amount of work done by Sam Cripps in putting the report together.

Action: AP

2018 Annual Report

Tabled as read and accepted.

Innovation Award Report

The Board awarded this last year to DJ, as an Award and to reward best practice, with the requirement of an end of year report. The report outlines what she has worked on this year and what she would have done differently and would like to do differently.

Tabled as read and accepted.

Thanks to be passed on to DJ.

Action: AP

Learn About Our Faith & Special Character Board Report

Tabled as read and accepted.

Thanks to be passed on to DJ.

Action: AP

Mandarin Languages Assistant Programme

Confirmation that the programme in partnership with Confucius and Scots College, will continue next year with Jian Xiaoli (Shirley) teaching Years 5-8 one afternoon a week.

A farewell is being held tomorrow for Jasmin, who was loved by all St Anthony's and who loving being part of our school.

JI advised that she would be taking one week's leave in February 2019 to attend a family celebration in Canada. Unfortunately, she would be not in NZ at the time of the Bazaar.

Principal's Report tabled as read and accepted.

Principal's Appraisal

IN COMMITTEE 8.50pm

OUT COMMITTEE 8.52pm

5 SOUND AND STRATEGIC FISCAL MANAGEMENT

5.1 Finance

October & November 2018 Management Report

GB outlined that, tracking between two months, October had a surplus of \$18K but this had dropped to \$12.4k in November. This was as expected as there was a 2 weeks' holiday period where expenses were lighter. With only 1 month to go, we are tracking well and will meet surplus budget.

Updated Cyclical Maintenance Provision

GB presented the updated Annual Provision of Cyclical Maintenance Calculation spreadsheet report. This starts by taking the one from last year and used for budget. Taking into account the "Men in White" painting plan, this pushes the plan out; adjusting figures and including a few areas that were missed like interior painting). The 2017 December end of year provision of \$43k is now recalculated for this year as an expense.

This means that 2018 will not have a cyclical maintenance expense. \$3k will be written back, which is another gain for us for 2018. Going forward, if nothing changes, the Annual Cost column of \$6.5k should be expensing \$6.5 each year.

Motion:

That the 2018 cyclical maintenance provision be accepted.

Moved: GB/EB

JI thanked GB for his help with getting to this stage of having a really robust cyclical maintenance plan and also noted that the Auditor was happy with it when he visited for the Interim Audit.

2019 School Budget

There has been one change (the cyclical maintenance item), increased from \$3.5k to \$6.5k.

Budget is now looking at a \$12K deficit rather than \$9k deficit. The Budget will be approved next year and advice of confirmed Budget will be given to AFS.

6 BUILDING

Bazaar – Sound System

Discuss proposal for permanent speaker mount screws put onto Tue classroom & the Library

AP advised that Glen Kingston (parishioner) queried the permanent installation of 4 brackets on the Library and Tui's external walls.

It was agreed that MM & AP meet with Glen to determine the exact positioning and quality of brackets and the impact this would have on integrity of the building. If all suitable, it was agreed this proposition go ahead.

Action: AP/MM

7 BOARD ADMIN & FUTURE PLANNING

7.1 Policy Review Policy

SchoolDocs policy review nominated Board member schedule

The confirmed SchoolDocs Policy Review Schedule is now in place with a solid base being established. AP has now created a spreadsheet for this schedule, which is to be updated as per reviews.

Upcoming reviews:

EB / AD / AP – Alcohol and Drug policy

AP - Curriculum and Student Achievement policy

KR (& BH) – Emergency planning and procedures policy.

AP to finalise (and edit) the spreadsheet and put on google drive

Action: AP

Term 3 Policies Feedback

EB – Harassment – fine, no changes.

KR – Improving Education Outcomes for Maori - fine, suggest talking more in the policy about how this is implemented in our Charter and Annual Plan.

AD – Religious Instruction – confirm, but bring back to next meeting.

Action: AD

7.2 Uniform Update

Final Outcome

After a brief discussion, it was confirmed that the non-striped version by the school's (optional) track suit pant. Thanks and congratulations to Emma for all her hard work.

7.2 Succession Planning

There was discussion about the publicity and marketing by the Board, of the Board, and how this would take place, particularly in light of the BoT Election next year. It was agreed to identify members to lead the team to promote the Election, keeping in mind the skill set of those members who are leaving and building in any required handover timeframes for those who might possibly fill these positions.

Members of the team confirmed as EB, AP and DS.

It was agreed to prepare documents to determine the new "Induction pack" (to also include GB's 'financial' aspects particular to our school), as well as any aspects that determine being a BoT member of a Catholic school. It was suggested that Frank Wafer (Leadership promoter) be approached to run a session for the new Board members.

Action: EB, AP and DS

It was further agreed to speak about the upcoming next years' BoT Election at the 'Thank you Celebration'.

Action: AP

Any other requests, ideas or suggestions to be sent to EB via email.

Action: ALL

5.3 Action List from Previous Minutes

Quote for new signage at front of school – completed

SchoolDocs review Term 4: Religious Education (AD) – ongoing, Harassment (EB) – completed, Improving Education Outcomes for Maori Students (KR) – completed

Annual Plan, Board Code of Conduct – completed, agenda for Term 1 2019

2019 Draft Budget, Agreed to include a further income line for FOSA contribution – completed, agenda for Term 1 2019

Uniform Review – completed

Auditors' Proposal for next 3 years / draft 2017 report – completed

Annual Plan Review, implementing a Capital Development Plan (Cyclical Maintenance)- completed

Maori Name for the School – ongoing

Parent Survey 2018? – agenda for Term 1 2019

5.5 Correspondence In

ADW – Office of the Vicar for Education, supporting and endorse the changes to the school uniform.

NZEI – Notice of Strike, 16 November 2018.

ADW – Archbishop of Wellington, advising Staff Changes within the Archdiocese.
NZSTA News – November 2018 edition
Education Gazettes

Correspondence Out
Nil

5.6 Next Meeting

Week 4 Term 1, Thursday 28 February 2019, 7.00pm, Staffroom (Reflection: MM)

Week 9 Term 1, Wednesday 3 April 2019, 7.00pm, Staffroom

5.7 Meeting Closed

Meeting closed at 9.50pm

Chair
Andrew Pink

Principal
Jennifer Ioannou

Date:

Date

<i>Student Achievement End of Year Report</i> It was agreed to share the great news of the results and the annual report with the community by writing a summation in the end of year newsletter being distributed tomorrow.	JI	Completed
<i>Analysis of Variance MOE Report</i> The committee commented on the content and style of writing of the report and wanted to pass on their sincere thanks for the amount of work done by Sam Cripps in putting the report together.	AP	Completed
<i>Innovation Award Report</i> Thanks to be passed on to DJ.	AP	Completed
<i>Learn About Our Faith & Special Character Board Report</i> Thanks to be passed on to DJ.	AP	Completed
<i>Bazaar Sound System</i> It was agreed that MM & AP meet with Glen to determine the exact positioning and quality of brackets and the impact this would have on integrity of the building. If all suitable, it was agreed this proposition go ahead.	MM/AP	Completed
<i>SchoolDocs policy review nominated Board member schedule</i> AP to finalise (and edit) the spreadsheet and put on google 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.	AP AD	Completed Ongoing
<i>Succession Planning</i> It was agreed to prepare documents to determine the new “Induction pack” (to also include GB’s ‘financial’ aspects particular to our school), as well as any aspects that determine being a BoT member of a Catholic school. It was suggested that Frank Wafer (Leadership promoter) be approached to run a session for the new Board members. It was further agreed to speak about the upcoming next years’ BoT Election at the ‘Thank you Liturgy’. Any other requests, ideas or suggestions to be sent to EB via email.	EB, AP, DS AP ALL	Ongoing Completed Completed
Action Points: 1 November Meeting	By whom	Action
<i>SchoolDocs Review Term 4</i> DS queried whether or not there was a Catholic Character Policy which sat over the top of the Religious Education Policy. Anne Dowden to investigate and clarify at next meeting.	AD	Ongoing
<i>Annual Plan</i> Discussion around the Board Code of Conduct took place. It was determined there was an older version and this would be ‘reviewed’ and blended with those acquired from other schools, to develop a current St Anthony’s Board Code of Conduct.		Agenda – T1 2019
<i>2019 Draft Budget</i> Overall draft 2019 budget has a deficit of \$9k before any contributions from FOSA. Agreed to include a further Income line for ‘FOSA contribution’.	GB	Agenda – T1 2019
Action Points: 16 May Meeting	By whom	Action
<i>Maori Name for the School Update</i>	JI/HR/KR	Ongoing
Action Points: 28 February Meeting		
<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 – T1 2019