

MINUTES for Meeting of St Anthony’s School Board of Trustees

Held at 7.30pm on 8 February 2018, 3 Fettes Cres Seatoun

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**PRESENT:** Annette Bridgman (AB) Proprietor’s Rep (outgoing Chair)

 Jennifer Ioannou (JI) Principal

 Andrew Pink (AP) Parent Rep (outgoing Dep Chair)

 George Bouras (GB) Parent Rep

 Emma Blades (EB) Parent Rep

 Kate Riddell (KR) Parent Rep

 Anne Dowden (AD) Parent Rep

 Amber Proudfoot (AP) Parent Rep

 Yvonne Small Board Secretary

**APOLOGIES:** David Sullivan (DS) Proprietor’s Rep

**1 COMING TOGETHER / ADMINISTRATION**

1.1 Welcome, Apologies,

 AB welcomed everyone and opened the meeting with a reflection & prayer.

 Apologies were noted.

1.2 Confirm Agenda

 The Agenda was confirmed.

**2** **PRIORITY DISCUSSIONS**

2.1 Board Self-Assessment and Positions

Board members were asked to give their reflections on the 2017 year - what worked well, what didn’t, areas requiring attention, etc.

- The committee were ‘fleet footed’ and reacted when needed to as a board and as individuals

- created Board cohesiveness and achieved a lot, e.g. Staff Code of Conduct

- had great leadership, which helped members coalesce and ‘step up’.

 - perhaps too much emphasis (work) was put on the Chair and should have been more dispersed

 (however, it was an unusual year with lots to deal with)

 - delegations were done on a historic basis and perhaps there should be a change in how we think about

 delegations going forward. Suggest we stand back and re-assess what is needed. (E.g. delegations could be derived based on the Plan/Goals.) Agreed delegations should be set up for a full year (not part thereof)

- there was a suggestion of a rotating chair at meetings

- there is a need to focus on succession, particularly planned succession during the next 18 months

- continue with current Chair/Deputy Chair/Principal meetings and regular transparency reports; this is supported by all staff being accountable via the Staff Code of Conduct

- seek more feedback from the school community

- fine tune the SchoolDocs to include more Catholicism, and state Principal delegations (eg.. expenses and duties)

- the financial reports are now being prepared by AFS and much earlier attention to setting budget at Board level has resulted in better preparedness and understanding of the Budget

- we need to ensure the lessons learned by this Board are not lost and that the hard work that has gone into improving processes, systems and positive ways of operating is future-proofed to the greatest extent possible. Suggest finalise a new Constitution based on our learning and new processes which are being continued; this will also aid succession planning (get an example Constitution to use as a base). **Action: JI**

- confirm AD is now a designated Proprietors Rep by sending an email to Jenny Gordon.

**Action: AB**

2.2 Election of Board Chair and Deputy Board Chair

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

AB nominated Andrew Pink, seconded by AD. Andrew accepted nomination.

No other nominations were received. All in favour.

**Andrew Pink was elected Board Chair**.

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

EB nominated Annette Bridgman, seconded by KR. Annette accepted nomination.

No other nominations were received. All in favour.

**Annette Bridgman was elected Deputy Board Chair**.

**3 EFFECTIVE MANAGEMENT / STRATEGIC DIRECTION**

3.1 Principals Report

 *Assessment and Achievement*

 JI outlined that with the government’s removal of National Standards they were now looking to schools to report on student progress. Schools are now allowed to decide what they want to do and most schools have decided not to report against National Standards.

 Following discussion with the Teaching Management Team, JI recommends:

* reporting to parents about achievements within timeframes of their children’s learning, by reporting on progress their child has made within Curriculum levels by using the LPF (Learning Progression Frameworks).
* LINC-ED is an excellent reporting tool and will enable digital reporting on children’s progress each term to all Years 1-8 parents. It will be school wide progress reporting based on our school’s expectations to meet curriculum levels. There is an obligation to report on student progress at least twice a year. By using LINC-ED current electronic ‘in time’ progress reporting alongside Curriculum levels and LPF, as well as our school expectations, this obligation will be met.

 We will need to be mindful that most parents have only known National Standards and it is now a matter of changing mindsets. Staff have had professional development with Julie Beattie and have focused on the LPF and have been using it previously alongside National Standards.

 Reporting to the Board will also need to continue to demonstrate how well we are doing for our students and overall as a school.

 *Proposal for Annual Targets*

 Based on 2017 areas of National Standards where we had gaps in cohorts of gender and curriculum levels, we are setting our Annual Targets for 2018 at 90% of students being at or above the New Zealand Curriculum expectations, (ie. our school expectation is that a Year 6 student is at a year 6 curriculum level expectation). 90% was chosen for the ‘global’ expectation to meet the curriculum levels in the overview of the school, across all curriculum levels. We will be able to share with parents how progress is going, as we know where the progress needs to be for those students at that curriculum level.

 The Board will still be reported to on the progress as well as the cohorts of Reading, Writing and Mathematics. We will be able to improve goal setting on students portfolios, which will be available online. All Years 1-8 will be coming together for reporting purposes and we will be using a range of formative assessment tools including the Learning Progression Frameworks in Reading, Writing and Mathematics, and teaching techniques will be used to enhance reporting.

 In terms of keeping the parents advised of new developments, Jen has prepared and will be sending out a communication introducing parents to LINC-ED and the parent portal, with a further following communication about the new reporting and how this will look at the end of the term/year.

 *Staff Development*

 JI believed that with the new staffing changes there was no further need to recall Mark Sweeney in relation to culture change. It was noted that MS also does team building and effective management coaching/mentoring and that his services might be beneficial later on in this regard. In the meantime, it was agreed to let the new staff settle in before determining what the needs of the group might be and where possible team building should go. The budget line should stay unchanged and the Board expects Jen to report to the Board in due course on what is needed to help develop the team and how best to use this funding to do so.

 All new staff had links to all staff information including the CoC, which forms part of their employment.

 *Staffing*

 JI tabled a one page update to her Principal’s Report.

 At the end of 2017, 3 tagged teachers had left the school – Davinia Penman, Nick Small & Sarah Macintosh.

 JI had been in communication with Jenny Gordon, the Vicar for Education regarding the number of tagged positions required as it was currently difficult to recruit tagged teachers. Jenny Gordon agreed that we were allowed to have another non-tagged fixed-term position for the year.

 JI confirmed with the Board that two new staff have been appointed to the two vacant roles. All of the decisions are what fits best for the children, teachers and school, and utilises everyone’s individual experience and needs.

 It was agreed that advertising for a second tagged position would be done in October 2018. It was also agreed that a staffing update would be sent to the community.

 **Action: JI**

*Finance General*

 Motion:

 To write off $3,149.00 of the 2017 Parent Donations be written off.

 **Moved**: JI / AB Carried

 *ICT/Assets*

 Motion:

 To replace Hoiho’s interactive whiteboard with a new Smart TV (as in Tui’s breakout space and in the Meeting Room) at an approximately cost of $1000.00 for the TV, cable, bracket and labour.

 **Moved**: JI / EB

 Auditory communications systems within the school consist of:

 Hoiho – fixed system (purchased with help of Jewetts) ‘Front Row to Go’.

 Tui - Juno system (used by both Denise & Helen)

 Kea - has acoustic panelling

 Kiwi – none, albeit it is a small classroom with only 11 children.

 Takahe – fixed wall speakers.

 It would be desirable to have a sound system in Kea as this is standard best practice. The Board agreed to discuss and agree a prioritized list of infrastructure and other necessary investments, including identifying priority Grant applications for 2018.

 *School Roll*

 It was discussed and agreed that the impact of lowered roll would not affect the school in terms of finances. The Operations Grants is secured on pre-enrolments and staffing predictions that were provided by the school in late 2017 and we therefore still have the resources for the 6th teacher.

 In October 2018 it will be necessary to provide predictions to the MoE for following year based on roll numbers in July and October.

3.3 Charter, Strategic and Annual Plan

 The Charter needs to be signed off by 1st March; it was agreed to confirm the Charter at the next meeting.

 Changes to the Annual Plan should also reflect the move towards staff culture changes and Team Building as well as the change from National Standards to the new progress reporting system and the change in Targets.

 AB would make the revisions to the Annual Plan and the draft would be circulated via email, to be confirmed at the next meeting.

**Action: AB**

**4 SOUND AND STRATEGIC FISCAL MANAGEMENT**

4.1 2018 Draft Budget

 - Staff culture budget $12k – if this is spent on Fixed Assets it will not appear on P & L, but will show on

 the Balance Sheet as a recorded asset and will be depreciated over time. Leave as is.

 - Retained earnings (all profit over the years) to spend as/when necessary or carry over depending on

 priority needs.

 - Class Trips & Activity codes to be adjusted to show Income and Expenses; both lines should be equal

 and cancel each other out.

 - Reconcile the budget mid-year, to keep on track.

 - BoT honorariums– the expense is the whole fee (what could be expected to outlay), what gets donated

 back is classed a donation, however, this is a Journal entry.

 - Increase Subscriptions to $7k.

 - Resubmit Budget changes at 28 February meeting for approval, and for submission to MoE on 1 March.

**5 BOARD EFFECTIVENESS – ADMIN & FUTURE PLANNING**

5.1 Staff / Board Function

 It was vehemently agreed as a great idea with the Staff/Board beginning of year event to be held in the new classroom possibly on a Friday early evening. JI to organise a few appropriate dates with staff.

**Action: JI**

 Plan future events at the next Board meeting on 28th Feb.

5.2 Grants / Astroturf

 AP summised the Grants to date whereby Four Winds gave $4k instead of the requested $12k. There is hope of another $12k from the NZCT which will not be known until the 20 February. There is therefore potentially a shortfall of between $7k to $19k (the latter if no funding is received from NZCT).

 **The Board passed the following Resolution** following a proposal from Amber Proudfoot.

 AP to apply to the Lion Foundation from anywhere between $7K & $19K dependent on the outcome of the NZCT incoming grant.

 It was agreed that all grant monies be acknowledged with support and mentioned in Newsletter and logos to be added where possible.

 JI had held a meeting with Seatoun Football Club and discussed the possibility of leasing the astroturf (once installed). Finances gained could be used to install lighting.

 AD mentioned the usefulness of an all-weather facility and thought there might be other clubs/ organisations that would also be interested in hiring the turf, eg. The local ‘Bootcamp’.

 It was suggested that acknowledgment of such a valuable asset might be worthwhile, eg. Advertising, fixed boards, etc. recognising both donated grants from organisations as well as advertising the availability of hireage, etc. Income from hireage might also help with the remaining invoices for the renovations extra costs.

**6**. **MEETING CLOSURE**

6.2 Agenda Items for Next Meeting

 Wednesday, 28 February, 7.00pm, staffroom

 - Sign off of Draft Annual Plan and 2018 Budget

 - Board Constitution & Board delegations

 - Board training schedule

 - Catholic Character Review

 - Agree focus on 2018 Principal’s Performance Agreement

 - Prioritized list of Infrastructure (wish list) and other necessary investments, including identifying priority

 Grant applications for 2018.

 - Plan future Staff/Board events

6.3 Meeting closed at

10.10pm

Chair Principal

Andrew Pink Jennifer Ioannou

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Date: Date:

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| **Action Points: 8 February Meeting** | **By whom** | **Action** |
| *Board Self-Assessment and Positions* - finalise a new Constitution based on new processes which are being continued; this will aid succession planning (get an example Constitution to use as a base).- confirm AD is now a designated Proprietors Rep by sending an email to Jenny Gordon. | JIAB |  |
| *Principals Report – Staff Development*. It was also agreed that a staffing update would be sent to the community. | JI |  |
| *Charter, Strategic & Annual Plan*AB would make the revisions to the Annual Plan and the draft would be circulated via email, to be confirmed at the next meeting. | AB |  |
| *Staff / Board Function* JI to organise a few appropriate dates with staff. | JI |  |

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| **Action Points: 30 November Meeting** | **By whom** | **Action** |
| Analysis of VarianceAB advised that she found it hard to match the Planning Section to Where to Next? One overall thought would be to capture 1 or both sections in the Annual Plan; to make sure it’s linked to planning…. “has this occurred??” and report back against the Annual Plan, as opposed to relating it back to Analysis of Variance. (Perhaps having some “guide tos” for parents?) Is this something that teacher’s work on and report to the BoT on (before it goes to the MOE)?JI agreed that these were 2 great points and she would consult with staff regarding them. | JI / staff | Complete |
| Reading Recovery ReportIt was agreed to formally thank Angela Clark for the extra ‘boost’ work on a particular student. | AB | Complete |
| Innovative Teaching and Learning AwardAD to draft the letter to applicant, to be agreed by the Board before sending. YS to send through bullet points to assist in draft. | YS/AD | Complete |
| November Accounts (Summary)EB agreed to draft the BoT Newsletter entry. YS to send through bullet points to assist in draft. | YS/EB | Complete |
| Process to Replace Staff TrusteeTo fill this vacancy it was agreed that staff (excluding the Principal) be directed to re-elect a staff trustee to fill the remaining period of this election term (i.e. through to May 2019) effective from the first meeting of the Board in 2018. | YS | Ongoing |
|  |  |  |
| **Action Points: 1 November Meeting** | **By whom** | **Action** |
| Need to update the roster for prayer reflections. | AB | Ongoing |
| *Action from previous meetings – Maori Name for School*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. | JIKR | OngoingOngoing |