

ST MARY'S CATHOLIC SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING 174 HELD ON TUESDAY, 19 JUNE 2007 IN THE
SCHOOL HALL MEETING ROOM AT 7.30PM

PRESENT: Mark Lovegrove (Chairperson), Sr Julian, Leanne Brickland, Monique Dyer, Jane Eynon-Richards, Stephen Hughes, Mark Keane, Mary McLean, Maria Pasco, Mazen Shasha, Liz Williams and Ruth Simpson (minutes)

1. Welcome and Opening Prayer

Mark Lovegrove welcomed those in attendance, in particular the new Secretary – Ruth Simpson, and Monique opened the meeting with a prayer.

2. Administrative Matters

2.1 Minutes of Meeting 173

It was noted that under clause 2.3 Year 6 Camp – it was the financial outcome of the camp, not the proposed budget that was presented.

2.2 Matters Arising from Minutes 173

- Enrolment Scheme – Mark K advised that letters would be sent out to the community on 20 June, together with information in the School Newsletter.
- Astroturf – Sr Julian advised of a letter from the Ministry of Education confirming that the Board would own the Astroturf and be responsible for any on-going maintenance. Jane advised that the Southern Trust requires further information and the application for funding is to be resubmitted on 20 June. Application to First Sovereign Trust was unsuccessful.

It was noted that a further \$21,000 is proposed to be donated by the Parent Support Group.

Mark K to keep the contractors advised of where the project is at. Possible start date to be in September if all funding is put in place by then.

Action: Jane and Mark K

- Link Between Strategic Plan and Annual Plan – no further discussion at this time.
- Parent Support Group Liaison – Stephen advised of his attendance at the AGM and the receipt of the audited accounts from that Group.
- Attestation of Catholic Character – Maria to prepare a Proprietor's Report, based on the 2006 document.

Action: Maria

2.3 Inward and Outward Correspondence

List of Inward and Outward circulated. Additional items of inward included the letter from the Ministry of Education regarding the Astroturf, a letter from the NZ Community Trust advising of a grant towards new sports shirts and a letter from the Catholic Diocese of Hamilton seeking a contribution to the Kete Korero magazine. Additional outward correspondence was a letter accepting Sr Julian's retirement.

Actions: Leanne to write article
Sr Julian to order sports shirts

Motion: That the above administrative matters be accepted. Mark L/Maria **Carried**

3. Report of Principal

Sr Julian's report as circulated was considered. The Operational Policy Review, Personnel – to be dealt with at a later meeting.

It was noted there is a delay in the completion of the 2006 Audit. Stephen Hayes to follow up with BDO Spicer. **Action: Stephen**

The Board discussed the proposed start date for the 2008 school year.

Motion: That the St Mary's School start date for 2008 be 4 February.
Sr Julian/Jane **Carried**

The Board was assured that every effort has been made to ensure the School will continue providing a quality educational service in Term 3, following the departure of Sr Julian.

4. Finance Report

Report circulated with the Agenda and accepted.

Motion: That Stephen Hayes be added as a Cheque Signatory.
Maria/Mark L **Carried**

5. Parent Support Group Financials

No written report available for meeting, however, 2006 Audited Accounts have been received and Stephen is keeping in touch with new Chairperson – Angela Sutherland.

Agreed that a letter of thanks be written to Mike Baird from the Board, following his resignation as Chairperson of the PSG. **Action: Mark L**

6. Meeting with ERO

The Chairperson advised that he had been invited to meet with the ERO team to discuss the content of the final report following their recent visit. It was agreed that Mark be accompanied by Jane and Mark K.

7. Property Report

Mark K gave a verbal report on the recent visit by the Joyce Group to inspect the School property. All went well.

8. In Committee

The Board went into Committee at 9.30pm
The Board came out of Committee at 9.40pm

9. Tribute to Sr Julian and Farewell Arrangements

On behalf of the Board, Mark L paid tribute to Sr Julian for her dedication, commitment and leadership of the School over the past 18 years. The Board wished Sr Julian the best of luck for her future. Details of the various farewell functions were discussed.

10. Next Meeting

The next meeting will be on Tuesday, 7 August 2007.

Closing prayer by Sr Julian

Meeting closed at 9.55pm

Confirmed..... Date.....