

**ST MARY'S CATHOLIC SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF MEETING 175 HELD ON TUESDAY, 7 AUGUST 2007 IN THE**  
**SCHOOL HALL MEETING ROOM AT 7.30PM**

**PRESENT:** Mark Lovegrove (Chairperson), Reg Nimmo, Leon Volschenk, Leanne Brickland, Monique Dyer, Jane Eynon-Richards, Stephen Hayes, Mark Keaney, 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 Acting Principal, Reg Nimmo, the new Deputy Principal, Leon Volschenk, and visitors. Monique opened the meeting with a prayer.

**2. Administrative Matters**

**2.1 Minutes of Meeting 174**

Thanks to Leanne and staff for their excellent tribute to Sr Julian.

**2.2 Matters Arising from Minutes 174**

- Enrolment Scheme – Mark K advised that no comment was received from those parties consulted, and the next step is to go to the Ministry for confirmation. Reg confirmed that the roll is limited to 400 pupils at 1 July.

Astroturf – Mark K confirmed that the Astroturf is to be laid during the next school holidays.

To date we have had funding approval of \$18,000 from Trusts, and are still awaiting approval for another \$10,000 from Bay Trust. Another option is the NZ Community Trust.

**Motion:** That we make application to the NZ Community Trust for up to \$10,000 for the Astroturf project. Mary/Maria **Carried.**

Stephen is to keep track of the finances for the Astroturf project.

**Action: Jane, Stephen and Mark K**

- Stephen presented the 2006 Audit report. BDO Spicers suggested that we monitor the Staff Banking Scheme, and Reg confirmed that this is being done.
- Cheque Signatories are now Stephen, Reg, Mark L and Debbie
- ERO Report – this is to be dealt with under a separate agenda item.

**2.3 Inward and Outward Correspondence**

List of Inward and Outward correspondence circulated. Additional items of inward correspondence included the ERO Review Questionnaire to be filled out. Additional outward correspondence included a letter to the community regarding the ERO Report, a letter to the St Columbus Board of Trustees and to Anne Fraser, a letter to Mike Baird thanking him for his work on the PSG, an application sent to Ngati Whakaue Trust for Bibles, and an application sent to Bay Trust regarding the Astroturf project.

**Actions: Monique to fill out questionnaire**

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

2.4 Minutes of meeting 27June were accepted.

Mark L/Jane **Carried**

### **3. Report of Principal**

Reg's report, as circulated, was considered.

Bookings have been pencilled in for 2008 camps to Auckland and Waiotapu, although the dates are yet to be finalised.

Funding applications will need to be made but this should occur closer to the time as there may be time restrictions on the use of the money. This will be an agenda item at the next meeting.

The Board requested a preliminary budget before the camps occur. **Action: Leon**

### **4. Meeting with ERO**

The Post Review Assistance Workshop was held on Friday 3 August, and was attended by representatives from ERO, School Support Services, Ministry of Education, Board of Trustees and Senior Staff.

An Action Plan is to be developed and submitted to Hamilton ERO office by 12 October. It is imperative that staff develop this plan, keeping in mind that learning outcomes of the children remains the priority. Some key staff may have to be released, with the Board offering support for this to occur.

**Motion:** The school management team and staff are to report back to the Board at the next meeting with a draft action plan for implementation of the recommendations from the ERO review. Mark L/Jane **Carried**

### **5. School Leadership whilst Reg is away**

Reg will be away from 15<sup>th</sup> August to 6<sup>th</sup> October. Reg and Leon assured the Board that every effort is being made to ensure the smooth running of the school whilst Reg is away. The Board offered their full support to Leon during this time.

### **6. Finance Report**

Report circulated with the Agenda and accepted.

Stephen will look into whether the school is holding a large supply of uniforms.

**Action: Stephen**

### **7. Parent Support Group**

The new PSG Chairperson, Angela Sutherland attended the meeting and gave a verbal report. The PSG has funds of approximately \$6,000, has gained a lot of new members recently, is currently planning for the year, meets on the last Wednesday of every month and wishes to ensure a strong relationship with the Board.

#### **Visitor Issues**

The meeting was attended by six parents and the Board heard their concerns over recent changes at the school. The Board assured them that they have confidence in the staff and school management, and that any issues of an operational nature should be directed to the school management in the first instance.

**8. In Committee**

The Board went into Committee at 9.38pm  
The Board came out of Committee at 10.26pm

**9. Meeting Closure**

The next meeting will be on Tuesday, 11 September 2007.

Closing prayer by Monique.

Meeting closed at 10.30pm

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