



**ST MARY'S CATHOLIC SCHOOL BOARD OF TRUSTEES**

**MINUTES OF MEETING 187**

**7.30pm, Tuesday, 17 February 2009, in the School Staff Room**

**PRESENT:** Jane Eynon-Richards (Chairperson) Dave Macmillan, Leon Volschenk, Monique Dyer, Mark Keaney, Father Mulholland, Mary McLean, Stephen Hayes, Mark Lovegrove, Ruth Simpson (Secretary)

**1. WELCOME:**

Jane welcomed those in attendance, and Stephen opened the meeting with a prayer.

**2. APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

Jane Eynon-Richards was nominated as Chairperson

**Monique Dyer/Mark Lovegrove**

**Carried**

Mark Lovegrove was nominated as Vice-Chairperson

**Jane Eynon-Richards/Monique Dyer**

**Carried**

**3. ADMINISTRATIVE MATTERS:**

Minutes of Meeting 186 were accepted as a true and correct record.

**Matters arising from Meeting 186:**

**2.1 Board Effectiveness – Staff Morale**

Jane and Leon will meet on a monthly basis to discuss any staff issues. Staff will be made aware of this process.

**2.2 Strategic Plan Review**

Please see Item 9 of minutes for discussion details.

**4. Library Upgrade and Fencing of Astro turf**

Discussed as part of the Principal's Report – Item 4.

#### Inwards/Outwards Correspondence

The list of Inwards/Outwards Correspondence was circulated. Inwards correspondence included a copy of John Paul College's draft Charter, and information from NZEI regarding the request for a pay increase for support staff. St Mary's Board supports an increase for support staff with a corresponding increase in the school's operational budget to cover the higher costs.

**Action: Dave and Jane to write a letter of support to NZEI.**

Additional inwards correspondence included a letter from the Catholic Diocese of Hamilton regarding lease costs.

**Motion:** That the above administrative matters be accepted.

**Jane Eynon-Richards/Mary McLean Carried**

#### **4. PRINCIPAL'S REPORT**

Dave's report was considered.

A grant of \$5,000 was received from Southern Trust for the purchase of computers. We will require further funding to purchase all computers required. Some upgrade will be required to the IT infrastructure to enable extra computers to run.

**Action: Leon Volschenk to look into this further and come back to the Board with a plan.**

The Library upgrade and Astroturf fencing are currently underway.

Other aspects of the Principal's Report included:

Six Year Observations  
Reading Recover Report  
Literacy Support Report  
HPP and PPP Report  
PD Programme for 2009

#### **5. REVIEW OF VARIANCES**

Leon took us through the Analysis of Variation report, which clearly shows improvement in the areas reported upon - Maths and Reading.

#### **6. DRS REPORT**

The DRS Report from Marion Shilton was received and considered.

#### **7. APPOINTMENT OF NEW PROPRIETOR'S REPRESENTATIVES**

Two potential Proprietor's Representatives have been approached; Britta Conlon and Rosie Florence, and both have accepted the position offered. This will be announced in a newsletter once all the paperwork is finalised.

#### **8. FINANCE REPORT**

Stephen Hayes gave an update of funds as at the end of January 2009.

**9. REVIEW OF THE STRATEGIC PLAN**

The final part of the consultation process will be carried out in early March when the Whanau Roopu group meets. In the meantime, two draft charters have been put together, based on consultation to date, for Board members to consider prior to the next meeting.

**10. BOARD MEETING AGENDA FOR 2009**

The Board meeting agenda for 2009 was circulated.

**11. PTA REPORT**

No PTA Report received for this meeting. However, the PTA are working hard at the moment organising the gala which will take place Thursday, 5<sup>th</sup> March. Dave pointed out that with the PTA having charity status, any monetary donations to the school are now tax deductible as long as they go through the PTA.

**12. IN COMMITTEE MATTERS**

The Board went into Committee at 8.14pm.  
The Board came out of Committee at 9.20pm.

**13. NEXT BOT MEETING**

Next Meeting will be held on 24 March, 2009.  
Opening Prayer: Monique Dyer

**14. CLOSING PRAYER:** Father Mulholland

**MEETING closed at 9.22 pm.**

**Confirmed .....** **Date.....**