

ST MARY'S CATHOLIC SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING 177 HELD ON TUESDAY, 23 OCTOBER 2007
IN THE SCHOOL HALL MEETING ROOM AT 7.30PM

PRESENT: Mark Lovegrove (Chairperson), Reg Nimmo, Leon Volschenk, Jane Eynon-Richards, Monique Dyer, Stephen Hayes, Mark Keane, Mary McLean, Maria Pasco and Ruth Simpson (minutes).

APOLOGIES: Leanne Brickland, Mazen Shasha, Liz Williams

1. Welcome and Opening Prayer

Mark welcomed those in attendance, particularly Annie Russell, and Mary opened the meeting with a prayer.

Administrative Matters

2.2 Minutes of Meeting 176

Mark thanked Jane for chairing the last meeting.

2.3 Matters Arising from Meeting 175

- Enrolment Scheme – Mark K advised the enrolment scheme has been sent to the Ministry and we are now awaiting final confirmation.
- Astroturf – Mark K confirmed that the Astroturf has been laid but the final cleanup needs to occur. Quotes for fencing the Astroturf are still coming in. Work on drainage is about to commence. Jane advised that funding of \$10,000 has been approved by the NZ Community Trust, and we are still waiting to hear from the Bay Trust.
- 2008 School Camps - The two 2008 camps have been booked and confirmed, and all activities have been organised.

Motion 1. That St Mary's Catholic School Board of Trustees apply to the NZ Community Trust for \$7,000 towards accommodation costs for the 2008 Year 6 school camp.

Motion 2. That St Mary's Catholic School Board of Trustees apply to the Lion Foundation for \$4,000 towards travel and activities costs for the 2008 Year 6 school camp.

Motion 3. That St Mary's Catholic School Board of Trustees apply to the Bay Trust for \$4,000 towards travel and activities costs for the 2008 Year 6 school camp.

Motion 4. That St Mary's Catholic School Board of Trustees apply to the Pelorus Trust for \$4,000 towards travel and activities costs for the 2008 Year 6 school camp.

Jane/Mary **Carried**

- Bus driver pay rates – Maria to follow up further.

2.4 Inward and Outward Correspondence

The list of Inward and Outward correspondence was circulated. Pandemic planning was discussed.

Action: Leon and Reg to look into the school's pandemic planning.

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

3 Report of Acting Principal

Reg's report, as circulated, was considered.

The Strategic Plan has been submitted to ERO but no response has been received as yet.

The draft Special Character review was circulated, and feedback from the Board was requested.

Action: Board members to submit feedback to Mary by 2 November, who will then pass this on to Cheryl Smith. Once finalised, a summary is to be provided to the school community.

The organisation of classes for Years 3 – 6 was discussed. Staff have reviewed the system, and submissions will now be requested from the school community. All information will then be made available to David McMillan for his consideration.

Action: Monique and Mary will work with Reg to put together a submission form, and Mark L and Reg will write a covering letter, both of which will go out to the school community.

3.2 Curriculum Review – Literacy

Annie Russell presented a comprehensive report on literacy within the school, with particular emphasis on the recent review of literacy and the Early Literacy Project.

4 ERO Recommendations Implementation Plan - Update

This was discussed as part of the Principal's Report, above. Reg confirmed that the plan is on track, meaningful and achievable.

5 DRS Report

No report received for this meeting.

6 Finance Report

Stephen presented the Finance Report which was accepted.

7 Parent Support Group

The PSG have set a date for the 2008 School Gala in late February.

8 General Business

8.1 Staffing

Mark L read a letter commending Leon for his work, and also expressed thanks on behalf of the Board to both Leon and Reg for their work and commitment to the school.

The Board discussed supporting a lunch or similar at the end of the year for staff, to show their appreciation for the year's work. This will be added to the agenda for the next meeting.

8.2 Request for Additional Assistance

A letter requesting further resources for a particular child was tabled, discussed, and referred back to the Principal for action.

8.3 Donation to St Mary's Parish

The Board discussed providing a contribution towards the data projectors which were recently purchased for St Mary's Church.

Motion: That St Mary's School Board of Trustees provide \$500 towards the purchase of the data projector for St Mary's Church parish. Maria/Monique **Carried**

8.4 Cheque Signatories

Westpac Bank has sent a letter regarding signatories for their St Mary's School bank account.

Motion: That Margaret Langton and Chris McLeod be removed as signatories for the St Mary's School account, as they are no longer with the school. Stephen/Mark L **Carried**

9 Meeting Closure

The next meeting will be on Tuesday, 4 December 2007.

Closing prayer by Maria.

Meeting closed at 9.52pm

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