



ST MARY'S CATHOLIC SCHOOL BOARD OF TRUSTEES

MINUTES OF MEETING 182

7.30PM, TUESDAY, 24 JUNE 2008, IN THE SCHOOL STAFF ROOM

PRESENT: Jane Eynon-Richards (Chairperson) David Macmillan, Leon Volschenk, Maria Pasco, Monique Dyer, Mary McLean, Stephen Hayes, Father Mulholland, Dorothy Jensen (acting Minute Taker)

In attendance: John Hawkes (St Michael's BOT Member) attended to observe our procedures.

APOLOGIES: Mazen Shasha, Mark Keaney, Mark Lovegrove, Ruth Simpson

1. WELCOME:

Jane welcomed those in attendance and Mary McLean opened the meeting with a prayer. Special welcome to Father Mulholland attending his first St Mary's Board Meeting, and to John Hawkes from St Michael's.

2. ADMINISTRATIVE MATTERS:

Minutes of Meeting 181 accepted as a true and correct record.

Matters arising from Minutes 181:

2.1 Astro-turf fencing – Lochie has obtained quotes.

Motion: That the fencing of the Astroturf proceed. Maria/Stephen **Carried**

2.2 Appointment of New Proprietors' Representative – Board has received no formal advice of Father Mulholland's appointment.

Action: Mary/Maria to follow up with Bishop's Office re Father Mulholland's letter of appointment.

2.3 Anti-Bullying Policy – David advised no feedback from parents received.

Motion: That the Anti-Bullying Policy be formally adopted. Jane/Monique **Carried**

2.4 ERO Visit – draft Report received: Chairperson to complete a declaration within the Supplementary Review Document as to "any errors of fact". i.e. (1) Senior teachers only have received PD in Formative Assessment for 2008.

Next Review - 2010. Thanks to BOT for acknowledgement 'shout' to staff.

2.5 Funding priority projects:

(A)	Library/IT Suite, furniture, shelving, electrical etc.	\$25,000
	Contribution from PSG	<u>\$10,000</u>
		\$15,000
(B)	ICT Cameras in classes	\$ 4,000
(C)	Behaviour Management Programme: Playground, resource books, leadership training	\$ 5,000
(D)	Arts: replacing musical instruments Terms 3, 4	\$ 3,000
(E)	P.D. Literacy, Atol, Teacher release days	\$ 5,000
(F)	Upgrade 'House' Resources, flags, banners etc.	\$ 1,000
(G)	Perceptual Motor Programme \$4,000	(Quotes to come)

As there are sufficient funds, it was agreed the Board could look at funding most projects; however, applications for funding from Charitable Trusts could be made for some items. This would include funding for sports equipment. An application for these items would need to be made before the end of 2008.

Motions: That an application be made to the Southern Trust for funding towards the purchase of computers for the IT suite.

That an application be made to the Whakaue Trust for the purchase of Bibles for Year 6 students.

That an application be made for funding from the First Sovereign Trust for ICT cameras for classrooms. Stephen/Maria **Carried**

2.6 Flu vaccinations for staff have been done.

2.7 Inward and Outward correspondence

List of inward and outward correspondence as circulated was noted. In addition to this list was a letter of appreciation from Mrs McCarthy and a request for Parental Leave from Mrs Rush.

Motion: That Teresa Rush's application for Maternity Leave for one year from 13.10.08 be accepted David / Stephen **Carried**

It was noted that the Proprietor's Reps would like to meet with applicants for 'acting' DRS position while T Rush is on leave.

Motion: That the above administrative matters be adopted. Jane/Mary **Carried**

3. PRINCIPAL'S REPORT:

3.1 P.I. Parent information session postponed until August.

3.2 BOT card to Win Dugdale. **Action: Jane to arrange.**

3.3 P.D. Day 13 October.

Motion: That the school be closed on 13 October 2008 for Teachers' P.D. on the revised curriculum, to be facilitated by the Diocese. David / Leon **Carried**

3.4 PSG: Under the Charities Act, the PSG will have to register separately from BOT before 1 July. It was also noted that the PSG have to come to BOT before submitting any funding applications. **Action: Stephen to follow up with PSG Treasurer.**

3.5 Bruce Holt: some acknowledgement from BOT. **Action: Jane to write letter.**

3.6 Policies for Consultation –

The Governance Policy and Operational Policy were considered. These are to be adopted in principle at the next meeting and sent out to the community for feedback. The Charter will be put out to consultation as part of the review of the Strategic Plan later in the year.

Page 11. Operational Policy (Protected Disclosures Officer) – Chair to contact STA help to determine who would be the most appropriate person.

Action: Jane to contact STA and policies to be finalised next meeting.

3.7 Charter 2008: Goals to MOE (Report to MOE in 2009 if any variance)

Targets: Moved that targets in Charter be adopted –

Target 1: To have 85% of children writing about the St Mary's Benchmark

Target 2: To have 90% of our children reading at or above chronological age

Motion: that the above targets be adopted.

David / Mary **Carried**

4. **CYCLIC MAINTENANCE PROPOSAL:** (Exterior only)

In the absence of Mark Keaney, it was agreed to defer consideration of this matter until the next meeting. In the meantime, Mark to ascertain when the exterior of the school was last repainted. Look at options/ costings/ comparisons.

Action: Mark Keaney

5. **DRS REPORT :**

* Very positive report from Teresa on her trip to Gisborne for the DRS Conference

* Meeting with Father Mulholland & DRS St Michael's to look at overall P.D. and Sacramental Development in Rotorua Catholic schools.

Motion: That the DRS Report be accepted.

Jane / Monique

Carried

6. **FINANCE REPORT : As at 30 April 2008**

Motion: That the Finance Report be accepted.

Stephen / Jane

Carried

Father Mulholland wished it noted that any payment due to him for BOT Meetings be re-directed to purchase books in the school.

7. **AUDIT REQUIREMENTS:**

Motion: That the Board approve the existing useful life of fixed assets.

Stephen / Maria

Carried

Motion: That the Board write off all minor capital works under \$40,000.

Stephen / Maria

Carried

8. **PARENT SUPPORT GROUP:**

Letter of thanks to Angela Sutherland (Chair) for her efforts whilst PSG Chair and for donation of \$10,000 from PSG.

Action: Jane to write letter.

9. **IN-COMMITTEE MATTERS:**

No matters to be discussed.

10. **NEXT BOT MEETING – 5 August 2008**

Opening Prayer: Stephen Hayes

Focus Area: Policies to be finalised

11. **CLOSING PRAYER:** Father Mulholland
MEETING closed at 9.10 p.m.