

ST MARY'S CATHOLIC SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING 171 HELD ON TUESDAY, 27 FEBRUARY 2007 AT
7.30PM IN THE SCHOOL HALL MEETING ROOM

PRESENT: Mark Lovegrove (Chairperson), Sr Julian, Leanne Brickland, Monique Dyer, Sandra Kai Fong, Mark Keaney, Mary McLean, Maria Pasco, Mazen Shasha, Andrew Te Whaiti, Liz Williams and Jane Eynon-Richards (Minutes)

1. Opening Prayer by Sr Julian.

2. Administrative Matters

2.1 Minutes of Meeting 170 – 5 December 2006
Accepted as a true and correct record.

2.2 Matters Arising From Minutes 170

- Enrolment Scheme Update – Mark K advised that he had been verbally advised that the Ministry of Education is happy with the proposal. This will be confirmed in writing, together with information on the requirements for community consultation.

Motion: That on receipt of the letter from the Ministry, and once cleared by the Roll Subcommittee, the proposal be sent out to the School and wider community.

Maria/Leanne **Carried**

The Board also agreed that the application to increase the roll to 430 lie on the table until the first meeting of the new Board.

- Astroturf Update – Approval from Proprietor not yet received. Sr Julian to follow this up. It was noted that the Ministry of Education requires assurance that all funding is in place prior to granting final consent. In order for funding applications to be made, it will be necessary to obtain an updated quote. Mark K to follow up. Once this information is obtained Mary and Jane will prepare the applications.

Action: Sr Julian, Mark K, Mary and Jane

- Church Car Park Safety Issues - Leanne advised of procedures to be put in place to prevent vehicles from using the three parks immediately adjacent to the school gates. This should ensure health and safety of children and parents is not compromised.
- Election Promotion – Leanne updated the Board on promotional activities for the 2007 Trustees election.

Maria to obtain Trustee Kits from the Diocese. **Action: Maria**

2.3 Correspondence

List of Inward and Outward circulated. Two items of inward correspondence to be included are letters from the Ministry of Education regarding the Astroturf and the Lion Foundation advising of a grant of \$5,000 towards the Year 6 Camp.

Motion: That the above administrative matters be accepted.

Mark L/Sandra **Carried**

3. Report of Principal

Sr Julian's report as circulated was considered, together with graphs detailing progress in the literacy project.

Mark L and Sr Julian to have a discussion to determine the link between the Strategic Plan and the Annual Plan and the way this is reported.

4. 2007 Budget

The Board had before the draft Budget as circulated at the previous meeting. The following amendments were advised:

- under investment income, increase interest figure to \$10,000
- on the Budget Summary – the Board contribution to the AstroTurf is \$15,000 and to the Year 6 Camp is \$5,000
- A note to the accounts to be added relating to the size of the roll.

Motion: That the budget for 2007 as presented at the December 2006 meeting, and as amended above, be adopted.

Sandra/Mazen **Carried**

5. Operations Policy Review – Governance Manual

The policies in the Governance Manual were noted.

Motion: That the Operational Policies be confirmed.

Maria/Liz **Carried**

6. Principal's Performance Review Objectives

Sr Julian left the meeting for the duration of the discussion on this item.

Mark L took the Board through the proposed objectives for this year's performance review.

Motion: That the performance appraisal proposal for Sr Julian be adopted.

MarkL/Mary **Carried**

7. Finance Report

Finance report was circulated and received.

8. Election Planning and BOT Handover

The Board was advised of the opportunities taken to promote the election and encourage nominations. The next meeting of the Board will be a meet the candidates night on Wednesday, 21 March at 7.30pm.

Following the Election an informal meeting of new members would be held prior to the first meeting on 1 May.

Action: Mary and Mark L

It was noted that a Prospective Trustees Workshop is to be held on 7 March at Western Heights High School at 7.00pm. This has been advertised in the Newsletter.

9. Parent Support Group Financial Report and Minutes

No reports available.

10. In Committee

The Board went into Committee at 9.05pm.
The Board came out of Committee at 9.18pm.

11. ERO Visit

The Board noted that the early visit had placed significant stress on Sr Julian and the staff. Mark L to express concerns to the CEO of ERO about the short notice given and the ramifications for staff.

Action: Mark L

12. End of Board Term Dinner

Agreed that a dinner be arranged.

Action: Mazen and Leanne

13. Next Meeting

The date of the next meeting will be 21 March at 7.30pm – Meet the Candidates.

Mark L closed the meeting by thanking members for their contribution during this term of the Board. He also thanked Sr Julian for her huge commitment to the School and for the contribution from Leanne as Staff representative on the Board.

Meeting closed at 9.30pm

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

