

ST MARY'S CATHOLIC SCHOOL BOARD OF TRUSTEES
MINUTES OF MEETING 178 HELD ON TUESDAY, 4 DECEMBER 2007
IN THE SCHOOL HALL MEETING ROOM AT 7.30PM

PRESENT: Mark Lovegrove (Chairperson), Reg Nimmo, Leon Volschenk, Jane Eynon-Richards, Leanne Brickland, Mazen Shasha, Liz Williams, Monique Dyer, Stephen Hayes, and Ruth Simpson (minutes).

APOLOGIES: Mark Keaney, Mary McLean, Maria Pasco

1. Welcome and Opening Prayer

Mark welcomed those in attendance and Monique opened the meeting with a prayer.

Administrative Matters

2.2 Minutes of Meeting 177

2.3 Matters Arising from Meeting 177

- 2.3 Enrolment Scheme – No response to date from the Ministry.

Action: Reg to follow up with Mark Keaney

- 2.3 Astroturf – The official blessing will take place at 10.15am on Thursday 6 December. Jane has put together a press release, and we are likely to get some exposure. Jane agreed to speak on behalf of the Board at the blessing. Resource Consent is required for the fencing.

Action: Mark K to contact the Council regarding necessary consents.

- 2.3 Bus driver pay rates – no further action is required.
- 2.4 Pandemic Planning – Reg has investigated and is working on putting together a plan for the school.
- 3.0 Special Character Review Update – The final report has not been received. Once the confirmed report is sent, the summary will be published for the community.
- 3.0 Changeover Survey Update – Monique presented a report into the results of the Changeover Survey. Results were evenly spread, both for and against the system. Reg and Leon recommended that for the start of 2008, the children have homerooms, and there are no changeovers, as occurred at the beginning of this year. Results of the consultation process, and from testing of the children will then assist David Macmillan to make further decisions about what specialisation should occur. Teachers fully support this approach. Mark thanked those involved for their work on this.

Motion: That the proposed organisation for the start of 2008, as presented by Reg and Leon, be adopted and reviewed by David Macmillan once he arrives. Mark/Stephen **Carried**

Action: Mark L and Reg to put together a letter to communicate this to the community for the last newsletter of the year.

2.4 Inward and Outward Correspondence

The list of Inward and Outward Correspondence was circulated. A letter from the Catholic Diocese regarding Board deposits in the CDF was discussed. All funds raised over \$2,500, for new assets, must be deposited into the Catholic Development Fund which is in trust. For projects over \$20,000, the Fund may appoint a Project Manager.

Additional inwards correspondence includes a letter from the Bay Foundation declining our application for funding for the bus hire and entry costs of the 2008 school camp, due to a high demand for their funds.

A letter of resignation from Tara Mathis has been received.

Liz Williams has also submitted a letter of resignation as Proprietor's Representative on the Board, effective from the end of 2007. Mark thanked Liz for her support and efforts over the years. The Board will look at the appointment of another Proprietor's Representative in 2008. Four additional items of outwards correspondence were put forward. These were funding application letters for the 2008 school camps, to the Bay Foundation, Lion Foundation, Community Trust and Pelorus Trust.

2.5 St Mary's and St Michael's Schools Board function

The Board are still keen to meet informally with the Board of St Michael's School to build a closer relationship between the two schools.

Action: Mark L to follow up with Mark K on progress with this.

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

3 Report of Acting Principal

Reg's report, as circulated, was considered.

- 3.1 Reg gave the Board an update on progress against the ERO Recommendations Implementation Plan. This included the ASTEL Assessment Project and the Literacy Project, both beginning next year.
- 3.2 The Operational Policy Review of Asset Protection was carried out and found to be a useful exercise.
- 3.3 Two staff members have tendered their resignations – Tara Mathis and Jennifer Daly. Two teachers have been employed to fill those positions and will start in the new year. They are Jennifer Parker and Sylvia Dunkley.

Reg also thanked the Board for the opportunity to act as Principal for the last two terms. He has thoroughly enjoyed the experience.

4 2008 Budget

The 2008 Budget was presented by Stephen and Reg for the Board's consideration. A conservative and balanced budget was the aim for 2008, with some flexibility built in for the new principal. Stephen acknowledged the work of Reg and Debbie in putting the budget together.

Motion: That the 2008 Budget, as presented, be accepted by the Board and any amendments be put to the Board before the end of April for approval. Stephen/Reg **Carried**

5 Staff End of Year Lunch

The staff lunch will occur at 1pm, Thursday, 20 December. Liz will put the lunch together with help from other Board members.

Leanne thanked the Board for their support over what has been a challenging year for the staff. She expressed the gratitude of the staff for the appointments of Leon and Reg, and confirmed that staff are looking forward to 2008.

6 End of Year Mass – Board Involvement

Mark L will speak at mass on behalf of the Board. The theme this year is celebration and the mass will continue on the tradition of other end of year masses.

7 DRS Report

No report received for this meeting.

8 Finance Report

Stephen presented the Finance Report which was accepted.

9 Sister Carina

Members of the Board expressed their gratitude for Sister Carina, and would like to recognise the contribution she has made and continues to make within the school.

Action: Mark and Monique to write a letter to the Bishop (copy to Sr Carina) expressing gratitude for Sister Carina's work, and the ongoing need for her within the school. They will also organise a gift to be presented to Sister Carina at the end of year mass. Reg will also write to the Bishop from his perspective as Acting Principal.

10 Parent Support Group

The PSG are continuing to work towards the Gala, to be held on 28 February 2008.

11 Welcome for New Principal, David Macmillan

The Board discussed how best to welcome David Macmillan in the new year.

Action: Mark L will speak to David about how he would like to be welcomed.

12 Board End of Year Dinner

Action: Mazen to organise a dinner for the Board.

13 New Principal Performance Agreement and Appraisal

The Board agreed to engage Reg to assist in setting David Macmillan's Performance Agreement and ongoing appraisal. Mark also thanked Reg for his work and input, citing excellent feedback from staff, pupils and the community.

Action: Mark L to confer with Reg regarding the details of this engagement.

Meeting Closure

The next meeting date will be confirmed in the new year.

Closing prayer by Liz.

Meeting closed at 9.37pm

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