

**ST MARY'S CATHOLIC SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF MEETING 179 HELD ON TUESDAY, 4 MARCH 2008**  
**IN THE SCHOOL STAFF ROOM AT 7.30PM**

**PRESENT:** Jane Eynon-Richards (Chairperson), Mark Lovegrove, David Macmillan, Leon Volschenk, Mark Keaney, Maria Pasco, Mary McLean, Monique Dyer, Stephen Hayes, and Ruth Simpson (minutes).

**1. Welcome and Opening Prayer**

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

**2. Appointment of Chairperson**

Jane Eynon-Richards was nominated as Chairperson (Maria/Monique) **Carried.**

Mark Lovegrove was nominated as Vice-Chairperson (Maria/Mark K) **Carried.**

**3. Administrative Matters**

3.1 Apologies: Mazen Shasha

The Board has received a letter of resignation from Leanne Brickland as staff representative on the Board of Trustees. Leon Volschenk will take over the role.

**Action: Jane to send letter of thanks to Leanne for her contribution to the Board.**

3.2 Minutes of Meeting 178 accepted as a true and correct record.

3.3 Matters Arising from Meeting 178

- 2.3 Enrolment Scheme – The Ministry has approved the scheme. The school roll is nearing its limit and is being managed in conjunction with Graham Roil from the Catholic Education Office.
- 2.3 Astroturf – The company which installed the astroturf have yet to finish the wall and remove the excess sand. Fencing, for which Trust funding has been approved, is the next step towards completing the Astroturf project.

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

- 2.3 Special Character Review Update – The final report has been received by the school, and will now be sent to the Proprietor's Representatives. A summary will be published in the newsletter for the community. There is a new format for the Proprietor's Reps report, which Debbie is aware of, requiring some statistical data.

**Action: David to send report to Proprietor's Reps and to speak to Debbie about extracting information for the Proprietor's Rep report.**

- 2.4 St Michael's BOT Relationship – an appropriate time and venue is to be arranged for a gathering of the two Boards.

**Action: Mark K to speak to Thomas to organise a time and venue.**

- 13.0 New Principal Performance Agreement and Appraisal – Reg is keen to assist in the process.

**Action: Jane to organise a meeting with David and Reg to start the process.**

**Action: Jane to send Liz Williams a letter of thanks for her time on the Board.**

**Action: David to announce Jane as new Chairperson in the newsletter.**

**Action: Jane to include Board Updates in the newsletter as appropriate.**

#### 3.4 Inward and Outward Correspondence

The list of Inward and Outward Correspondence was circulated. Several letters of thanks have been received from parents expressing gratitude towards the school and in particular towards Leon for his work. A letter was received from the Ministry regarding regularisation of property, looking at solutions to make illegally funded property items legal. This has been completed for the school hall, whereby a Deed of Lease with the Diocese has been agreed and a lease taken out for 35 years. Assets worth \$195,000 have also been written off as part of this process. Thanks to Stephen for his work on this in a very tight timeframe.

Additional inwards correspondence included a letter from parent Cass Larkin, asking the Board to consider the addition of polar fleece jackets to the school uniform. The Board agreed to add polar fleece jackets to the uniform as an optional item, but jerseys will remain compulsory. Consistency of colour and logo are important and only one supplier should be used to maintain that consistency.

**Action: David to investigate potential suppliers of burgundy polar fleece jackets with logo.**

**2.4 Motion:** That burgandy polar fleece jackets showing the St Mary's logo are approved as an optional addition to the school uniform and can be worn inside. Jane/Maria **Carried**

The compulsory nature of swimming caps was discussed.

**Action: Mary to investigate the effects of swimming caps on pool filtering systems.**

Further inwards correspondence included confirmation that the Education Review Office team will be returning to do a review follow up from 19 to 23 May.

Outwards correspondence included replies to various parents concerning the changeover system, and a letter to the Catholic Diocese regarding the solution around the ownership of the hall.

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

#### 4. Principal's Report

David's report was considered, with the strategic focus being on an update regarding ERO recommendations. In order to improve the Maori dimension within the school, a process of consultation with Maori within the school community will be undertaken. David has spoken to two parents (Caroline Hall and Sue Pene) who have shown a keen interest in being involved. It was agreed that a meeting for the Maori community be arranged, to come up with ideas for furthering Maori aspirations within the school, followed by a meeting with the Board, prior to Easter.

**Action: Jane to speak to Sue and Caroline to advance the process.**

The future of the changeover system was discussed. Differentiation amongst students is occurring within classrooms at present, with some children also being taken out for numeracy and literacy enrichment. David is awaiting the results of testing before communicating with the community about changeovers.

Because the Assistant Principal role is a teaching role, it cannot be advertised publicly until the end of the year. However, two candidates from within the school have put themselves forward to act in this role for the remainder of the year.

Theresa Rush has been appointed Acting DRS. The Proprietor's Reps are keen to see a stronger link with the DRS in future.

**Motion:** St Mary's Catholic School is to advertise the position of DRS (incumbent applying).  
David/Maria **Carried.**

The urgent need to upgrade resources, such as classroom furniture, was discussed.

**Action: David and Leon to get a list of new resources required, to Stephen by Friday.**

**Motion:** That the St Mary's School Board of Trustees support the appointment of a Sports Coordinator.  
Mark L/Mark K **Carried.**

**Motion:** With approval of the Treasurer, that we spend up to \$20,000 on replacement furniture.  
Mark L/Maria **Carried.**

**Motion:** That funding is approved for an upgrade of the field (\$3,060) and maintenance of shade cloths (\$3,000).  
Jane/Monique **Carried.**

#### 5. DRS Report

The DRS Report from Teresa Rush was tabled.

#### 6. Finance Report

Stephen presented the Finance Report which was accepted.

#### 7. Parent Support Group Report

The minutes of the last Parent Support Group meeting were tabled. The Board highlighted that the use of funds raised by the PSG must be decided in conjunction with the Principal.

7.1 The Gala funds do not have to be deposited in the CDF as they are not for capital works.

**8. Preference Card Rules**

Preference Card rules were discussed following concerns about the tightening of rules from the Chairperson of the Board at JPC and some parents at St Mary’s. The Bishop has stated that if a sibling is already at the school, then a preference card will be issued. If this does not happen, then parents have the right to appeal to the Bishop.

**Action: Mark L to contact the Chairperson of the JPC Board to offer support.**

**9. Additional Business**

Funding Applications are time consuming for Board members and it was agreed that they should be carried out by someone within the school, as a paid job.

**Action: David to investigate this further.**

School Leadership – David informed the Board about the Halligan Foundation which runs an annual leadership seminar for school leaders in Wellington. The Board supported the idea of sending our house captains along but given the short timeframe agreed that it should be looked at for next year.

**Action: David to look into local options for this year’s school leaders.**

The Board thanked Mark Lovegrove for his hard work as Chairperson in recent years.

**10. Meeting Closure**

The next meeting date will be confirmed shortly. Opening prayer will be from Monique.

Closing prayer by Jane.

Meeting closed at 9.55pm.

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