



ST MARY'S CATHOLIC SCHOOL BOARD OF TRUSTEES

MINUTES OF MEETING 183

7.30PM, TUESDAY, 5 AUGUST 2008, IN THE SCHOOL STAFF ROOM

PRESENT: Jane Eynon-Richards (Chairperson) David Macmillan, Leon Volschenk, Monique Dyer, Mary McLean, Stephen Hayes, Mazen Shasha, Mark Keaney, Mark Lovegrove, Ruth Simpson (Secretary)

In attendance: Melanie Katu, Brigit Nieuwboer

APOLOGIES: Maria Pasco, Father Mulholland

1. WELCOME:

Jane welcomed those in attendance and Monique opened the meeting with a prayer. Speaking rights were extended to Melanie Katu.

2. CURRICULUM REVIEW – Numeracy and Literacy Review

Brigit presented the results of AsTTle testing of Years 4-6 in Writing and Reading, whilst Leon presented the results in Maths. Teaching staff have had PD in AsTTle and results are trending upwards. The aim is to have the children at or above national norms by the end of next year.

3. ADMINISTRATIVE MATTERS:

Minutes of Meeting 182 accepted as a true and correct record.

Matters arising from Minutes 182:

2.2 Letter of Appointment for Father Mulholland

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

3.6 Appointment of Protected Disclosure Officer

According to STA, the Principal is usually appointed as the Protected Disclosure Officer. Where the disclosure is regarding the Principal, the Officer should be the Board Chairperson.

4. Cyclic Maintenance Proposal

Mark Keaney has considered the proposal and recommends that the Seven-Year Plan be adopted.

Motion: That the Board appoint Property Maintenance Services to carry out the property maintenance at St Mary's. Mark K/Mazen **Carried**

Inwards/Outwards Correspondence

The list of Inwards/Outwards Correspondence was circulated. Additional items included the ERO final supplementary report and a letter of thanks from Sr Carina. A letter has also been received from Clare Plaisted requesting that long grey woollen trousers be added to the winter uniform for boys. It was agreed that the community should be surveyed in the next newsletter to ascertain the level of support for this addition. In the meantime, this will be at the Principal's discretion. Outwards correspondence included letters of thanks to Bruce Holt, and Angela Sutherland.

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

4. PRINCIPAL'S REPORT

David's report, as circulated, was considered.

There are a number of positions within the school to fill, including the three Team Leaders and the Assistant Principal roles. Stephen and Mary will join David and Leon on the interview panel for the recruitment process.

5. ADOPTION OF POLICIES FROM PREVIOUS MEETING

Once the policies are adopted they will be made available to the community in the school and parish offices.

Motion: That all policies be adopted in principle and available for consultation.

Jane/Mark K

Carried

6. STRATEGIC PLAN REVIEW UPDATE ON PROGRESS

Jane advised that a preliminary meeting had been arranged with Beth from School Support Services to start the Strategic Plan review. A timetable for the process should be available at the next meeting.

7. DRS REPORT

Teresa's report, as circulated, was considered. The Board agreed that, given that Father Mulholland has been the St Mary's parish priest for six months now, it would be timely to consider the relationship between the parish and school, going forward. This will be added as an item on the agenda for the next Board meeting for which Father Mulholland is available.

6. FINANCE REPORT

Stephen's report, including the Audit report from BDO Spicers, was considered.

Motion: That the Finance Report be adopted.

Stephen / Jane

Carried

8. PARENT SUPPORT GROUP:

The PSG has applied for registration as a charity. Should this be unsuccessful, then the PSG may need to become a subgroup of the Board, requiring a Board member to be on that group.

9. IN-COMMITTEE MATTERS:

No matters to be discussed.

10. **NEXT BOT MEETING** – 16 September 2008
Opening Prayer: Stephen Hayes

11. **CLOSING PRAYER:** Jane

MEETING closed at 9.25 p.m.

Confirmed **Date.....**