

**ST MARY'S CATHOLIC SCHOOL BOARD OF TRUSTEES**  
**MINUTES OF MEETING 180 HELD ON TUESDAY, 8 APRIL 2008**  
**IN THE SCHOOL STAFF ROOM AT 7.30PM**

**PRESENT:** Jane Eynon-Richards (Chairperson), Mark Lovegrove, David Macmillan, Leon Volschenk, Mark Keaney, Maria Pasco, Mazen Shasha, Mary McLean, Monique Dyer, Stephen Hayes, and Ruth Simpson (minutes). Melanie Katu attended as a member of the new Whanau Ropu.

**1. Welcome and Opening Prayer**

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

**2. Administrative Matters**

2.1 Apologies: All in attendance.

2.2 Minutes of Meeting 179 accepted as a true and correct record.

2.3 Matters Arising from Meeting 179

- 2.3 Astroturf Fencing – We need both a Building Consent and Resource Consent to build the fence. Mark K has started the process.
- 2.4 St Michael's BOT Relationship – Mark K has spoken to Thomas O'Leary who said that an invitation to Greg Day's farewell had been sent to the Board. This has not yet been received. When the new principal starts next term, they will organise a time for the two Boards to get together.
- 3.4 Swimming Caps - Mary has done some investigation and found that there is no evidence to suggest that the absence of swimming caps has any detrimental effect on swimming pool filtering systems.

**Action: David to follow this up.**

**Motion:** That the Board grant speaking rights to Melanie Katu for the duration of the Board meeting. Maria/Mazen **Carried**

- 4.0 Maori Community Consultation – A very productive hui was attended by 18 parents representing 16 families. Areas identified for action included Tikanga, Te Reo, Performing Arts, Visual Arts, staff and Whanau Ropu. These areas for action can all be addressed by parents within our school community. The Whanau Ropu group is meeting with David next week, and are very keen to ensure that Maori aspirations are met as part of the school's strategic plan.

**Action: Proprietors' Representatives are to investigate further the rules regarding co-opting of Board members.**

- 8.0 Preference Card Rules – A letter, from the Principals and Boards of the three Catholic schools in Rotorua, has been sent to Fr Aidan, outlining concerns regarding the application of Preference Card Rule 5.4. No response has been received to date.

## 2.4 Inward and Outward Correspondence

The list of Inward and Outward Correspondence was circulated. In addition to this list, a letter has been received from Sr Carina requesting an allowance of \$50 per month to cover petrol costs incurred through her work supporting families of St Mary's School. The Board approved a monthly allowance of \$100 to cover the costs of caring for our school's needy families.

**Action: Jane to send a letter of reply to Sr Carina. Stephen to liaise with David about the mechanics of the allowance.**

A letter was received from Brigit Nieuwboer and Cherryl Smith giving an update about the very successful Year 6 Camp, and thanking the Board for their contribution. They have provisionally booked Willow Park for the week of 30 March to 3 April 2009 for next year's Year 6 camp. This requires confirmation by the end of May.

**Motion:** That the Board pays a deposit to Willow Park to confirm the Year 6 Camp for 2009.  
MarkL/Mazen **Carried**

**Action: Jane to send letter of thanks to Bruce Holt, Angela Lewis and David Bach for their contribution to the Year 5 camp, and Brigit Nieuwboer and Cherryl Smith for their contribution to the Year 6 camp.**

Outwards correspondence included letters to Liz Williams and Leanne Brickland thanking them for their contribution to the Board.

**2.4 Motion:** That the above administrative matters be accepted. Jane/Mark K **Carried**

## 3. Principal's Report

David presented an update on the Post ERO Review Strategies for Implementation.

**Motion:** That Castlecorp are contracted to complete the field upgrade during the upcoming school holidays.  
Mark K/Mark L **Carried**

He also presented to the Board the following reports:

- Professional Development Plan for 2008
- Special Character Review 2007
- Analysis of Variance 2007
- STAR Reading Data Analysis 2007
- STAR Results February 2008
- Listening Comprehension Results 2008
- PAT Mathematics Results February 2008
- PAT Vocabulary Results February 2008
- PAT Reading Comprehension Results February 2008
- ERO Review Visit Timetable

## 4. Discussion on Progress for Review of the Strategic Plan

With the revised curriculum and recent changes at the School David proposed that it was timely to revise the Strategic Plan. This will likely occur during Terms three and four. It was agreed that the BOT enlist the assistance of Support Services to facilitate the process.

**Action: David to contact Beth at Support Services to assist in the review of the Strategic Plan.**

**5. DRS Report**

No DRS report tabled at this meeting.

**6. Finance Report**

Stephen gave a financial update.

Discussed the auditor’s requirements that the Board are aware of the following:

- Section 103A of the Education Act prohibits related party transactions in excess of \$25,000.
- Cash may only be invested with a registered bank or in a public security.
- Annual repayments of principal and interest on all borrowings (including overdrafts and finance leases) may not exceed 10% of the annual operations grant for the year exclusive of GST.

**Action: Stephen to follow up the second point to ensure that it includes the Catholic Development Fund.**

**7. Parent Support Group Report**

No PSG Minutes and financial report tabled at this meeting.

**8. Meeting Closure**

The next meeting date is 13 May. Opening prayer will be from Mazen.

Closing prayer by Maria.

Meeting closed at 9.00pm.

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