

**ST. JOSEPH'S CATHOLIC SCHOOL, FAIRFIELD  
MEETING OF BOARD OF TRUSTEES**

**MINUTES OF THE MEETING HELD 29 APRIL 2010.  
LIBRARY @ 5:30PM**

**PRESENT:** C McPhillips, A Wainui, A Graham, C McConnell, P Flanagan, C Fletcher,  
C Green, A Fisher (chaired), P McGirr, K M Adams, K Numa

**10.27 APOLOGIES**  
M Lovell

**10.28 WELCOME PRAYER**  
C McConnell

**10.29 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON  
29 March 2010**  
The minutes of the meeting held on 29 March 2010

Moved/Seconded: Anthony Fisher

**10.30 MATTERS ARISING FROM THE PREVIOUS MINUTES NOT  
OTHERWISE INCLUDED IN THIS AGENDA**  
Nil

**10.31 CORRESPONDENCE**  
The attached document 10/06 listing correspondence received since the last meeting of the Board and highlighting points of interest.  
**10.31.1 Special Character**  
**Noted in discussion**  
After discussion, due to time restraints it was felt that this matter should be addressed further at the meeting to be held 9 June 2010.

**10.32 PARISH PASTORAL COUNCIL/ SPECIAL CHARACTER**  
**10.32.1 Parish Pastrol Minutes – March 2010**  
**Received**  
Parish Pastoral Minutes March 2010. Note there will be no meetings until Fr Joseph returns to our Parish, as he is currently on leave.  
**10.32.2 Diamond Celebrations – 60 years of St Joseph's Catholic School**  
**Noted in discussion**  
Plans for a School Mass at 11:30 and special celebrations are underway. There will be an open day for the school and the school community will be welcome to join us celebrate this special day on 21 May 2010.

**\*10.33**

**REPORT OF THE PTFA  
10.33.1 MINUTES OF MEETING**

**Received**

The minutes for the 1 March 2010 Meeting of the PTFA as previously circulated (10/07).

**10.34**

**NAG 1; CURRICULUM  
10.34.1 Junior Readers  
Noted in discussion**

- The stock of the reading material has been reviewed this term. The Year 0-4 have bought their concern and need for purchasing outside of the budget to the leadership team. A Strategic to continue to allow for budgeting has been put in place.
- A meeting with the team leaders of year 0-2 and 3 and 4 will be held with Arna, Anthony and Cheryl and the discussions from this meeting will be brought to the 9 June Board Meeting for further discussion.

**10.35**

**NAG 2; SELF REVIEW  
10.35.1 Reporting to Parents and National Standards**

Discussed at community meeting with parents following the meeting of the board.

**10.35.2 Principal's Report April 2010**

**Received**

The attached Principal's Report for April 2010, as previously circulated (10/08).

**\*10.36**

**NAG 3; PERSONNEL  
10.36.1 Staff Leave**

**Informed**

Elizabeth Griffin has been granted a term's leave of absence and will return to her duties in term 3 as a member of our support team

**10.37**

**NAG 4; FINANCE  
10.37.1 Asset Coding**

**Approved**

Assets will be added to our asset register and payments made through the capital items code for individual items of \$500 or greater.

**10.37.2 Fraud and Theft Policy**

**Approved**

No amendments or changes have been made to the content of this policy; only capitalization and formatting changes have been made.

**10.37.3 Financial Statements**

**Ratified**

Financial statements for February 2010 and March 2010

Moved; Cheryl Green  
Seconded; Paul Flanagan

- 10.38 NAG 4; PROPERTY**  
**10.38.1 Architect Designs**  
**Informed**  
Development planning is underway for the refurbishments of Rooms 4-9 and the re-roofing of Room 12 and the old admin block. This is planned to go to tender before the end of the term, with the intention that building will take place from the October holiday break onwards. Each block is estimated at four weeks work each, which means the year 5/6 classes will be re-housed for one week due to camp, and the year 3/4 students for four weeks. We will utilise empty classrooms due to camp and the library/staffroom areas at this time. The outcome will be worth it.
- 10.39 NAG 5 – HEALTH AND SAFETY**  
**10.39.1 Evacuations**  
**Informed**  
**Approved**  
Termly fire and lockdown evacuations were held on 30 March 2010  
**10.39.2 Strowan Avenue**  
The clearway planned for Strowan Avenue is due to pass through its final stage of approval by the council on 4 May. We would anticipate the removal of the cones and the installation of the clearway shortly after this time.
- 10.40 NAG 6 – LEGISLATIVE**  
**10.40.1 – Delegations to the Principal**  
**Approved**  
**10.40.2 – Annual Charter of St Joseph’s Catholic School**  
**Approved**  
Circulated prior to this meeting, this will be forwarded with our annual accounts before the 31 May to the Ministry of Education.  
**10.40.3 – Board Elections**  
**Discussed**  
We are aware of six Parent Representative nominations. Voting for these close on 7 May 2010.
- 10.41 GENERAL BUSINESS**  
**10.41.1 NZSTA Conference 9 – 11 July 2010, Christchurch**  
Delegates will be confirmed at the next Board meeting on 9 June 2010.  
**10.41.2 Farewells**  
Farewell and thank you to Kathryn Numa (as Parent Representative) and Clark McPhillips (as Staff Representative)  
**10.41.3 Next Board of Trustees Meeting**  
Next Meeting date is set down for 9 June 2010 @ 5:30pm.

Meeting Closed at 6:40pm

Caprice Fletcher  
**For the Chairperson**  
29 April 2010