

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

**MINUTES OF THE MEETING HELD 4 AUGUST 2010.
LIBRARY @ 5:30PM**

- PRESENT:** H Clayton, A Wainui, C McConnell, C Fletcher, C Green, A Fisher (chaired), K M Adams, T Hermann, M Lovell, C McPhillips, D Gray, K Malpass
- 10.58 APOLOGIES**
M Lovell (for lateness), P Flanagan, P McGirr, A Graham
Moved/Seconded: Anthony Fisher
- 10.59 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON 9 June 2010**
The minutes of the meeting held on 9 June 2010
Moved/Seconded: Anthony Fisher
- 10.60 ITEMS TO DE-STAR FROM AUGUST AGENDA**
11.3 (Aroha) and 12.5 (Clark)
- 10.61 MATTERS ARISING FROM THE PREVIOUS MINUTES NOT OTHERWISE INCLUDED IN THIS AGENDA**
Nil
- 10.62 CORRESPONDENCE**
The attached document 10/15 listing correspondence received since the last meeting of the Board and highlighting points of interest.
- 10.62.1 Proprietors Report 2009**
Noted in discussion:
- Response received from Fr Mark Field in Rotorua
 - The report noted that 2009 showed no meetings of Special Character Committee
 - Welcoming roster has not been active, Clark advised he would get this reinstated.
- Anthony thanked Aroha again on behalf of the Board for an extremely well written and presented document.
- 10.62.2 Letter from Parent**
Noted in discussion:
- Anthony and Arna have met and discussed the content of the letter, addressed to Arna and cc to the Board of Trustees
 - Anthony contacted the parent via telephone and offered a meeting to discuss. No further contact has been made by parent.
 - Arna will respond to letter as this was addressed to the School.

- Parent had a lot of time prior to this letter with Senior Members of Staff. Suggest the correct procedures for complaints letter is recirculated with the next newsletter.

10.62.3 Letter from Ministry of Education, Anne Tolley

Noted in discussion

- National Curriculum not discussed at NZSTA conference, the questions were avoided, as with the Principals Conference in Queenstown earlier in the month.
- This form part of the report to be presented by Cheryl & Collette in full at Board Meeting in September.

10.63

PARISH PASTORAL COUNCIL/ SPECIAL CHARACTER

10.63.1 Liturgy Committee Meeting

Noted in discussion

- Mass text being changed, hand outs have been given at some Masses (Nicky Kampjes, DRS has a copy). This will affect the school masses from November 2010, more information coming at a later date.

10.63.2 Trans Parish Meeting

Noted in discussion

- St Peter Chanel have a music group which presents back to their church once a month. Perhaps some consideration could be given to our School Choir doing something similar for our Parish? KM offered to discuss this further with Donna Hughes and would report back at next Board meeting in September.

10.63.3 Parish Pastoral Leadership Team Meeting

Noted in discussion

- Bishop Browne hand out indicated the witnessing of new Catholics. Younger Parish of multicultural races. How do we include everyone and make them feel welcome? This will be an on-going discussion and will be reported back to the Board.

10.63.4 Youth Jam

Noted in discussion

- Held two weeks ago on a trial basis, very positive responses from children attending
- This was Youth Group run, trying to fill the void between Young Vinnies and the Youth Groups to keep the Youth of today interested in church.

***10.64**

REPORT OF THE PTFA

10.64.1 AGENDA OF MEETING

Received

The Agenda for the 2 August 2010 Meeting of the PTFA as previously circulated (10/16).

10.65

NAG 1: CURRICULUM

10.65.1 Year 7/8 Ski Trip 17 September 2010

Ratified

The Year 7/8 Ski Trip to Whakapapa on Friday 17 September 2010 has been approved.

Moved: Anthony Fisher
Seconded: Collette McConnell

10.65.2 Year 5/6 Camp to Rangiriri 26-29 October 2010

Ratified

The Year 5/6 Camp to Rangiriri on Friday 17 September 2010 has been approved.

Moved: Anthony Fisher
Seconded: Collette McConnell

10.65.3 Year 7/8 Camp to Ongatiti 1 – 5 November 2010

Ratified

The Year 7/8 Camp to Ongatiti 1-5 November 2010 has been approved, subject to RAMS for Surfing and Blowcarting.

Moved: Anthony Fisher
Seconded: Collette McConnell

10.66

NAG 2: SELF REVIEW

10.66.1 Strategic Planning

Noted in discussion

- A strategic planning session is needed with the board to plan forward for 2011-2015. Given the amount contained within this agenda is there a separate time that the board could meet for two hours to work through this process.
- Secretary to circulate some dates to Board for Wednesday evenings as this suited majority.

10.66.2 NZSTA conference feedback

Noted in discussion

- Cheryl and Collette will report back to the Board in full at the September 2010 Board Meeting.

10.66.3 Research/Study Leave

Approved

Leave to travel to Australia in weeks 9 and 10 –to travel to Perth and Melbourne to look at the impact of national testing on students, teachers and systems within Catholic and non-Catholic schools. Congratulations on your achievement Arna.

Moved: Anthony Fisher
Seconded: Collette McConnell

10.67

NAG 3: PERSONNEL

10.67.1 Principals Report August 2010

Received

Principal's report for August 2010 as previously circulated (10/17)

10.67.2 Staff Leave

Noted in discussion:

After discussion with the Chairperson and Treasurer the decision was made to employ a temp into this position over this time. We are using the Madison Group with Rosa Clarke as our contact to employ. This temp will begin on Wednesday with Paula away from Thursday onwards. This will have a financial implication for the board.

10.67.3 Support Staff Police Vetting Requirements

To Inform:

There have been changes to requirements for contractors for police vetting. It was timely that we conducted an internal audit at this time of police vets for our support staff. Our process and vetting for all support staff complies.

10.68

NAG 4: PROPERTY

10.68.1 Modernisation of Rooms 4-9

To inform:

With minor tasks to complete, these have been re-occupied and are back in full swing. They have been transformed into modern, warm and inviting teaching and learning spaces.

10.68.2 Carving

Noted in discussion:

You will see at the entrance to the school from Strowan Avenue the carving completed by Mr Watene Lake over the holiday period. This is beautiful and incredible icon for our community. Original costs for this was \$3,500. Mr Lake managed this task for \$1500. We are very grateful for his significant skill and his willingness to share this with our community.

10.68.3 Carpets – Administration Block

To inform:

The wear on these carpets has been extraordinary and the supplier has agreed that they require replacement. Full replacement throughout the block is required. This will be scheduled before the end of the school year.

10.69

NAG 4: FINANCE

10.69.1 Education Services Limited – Financial seminars

To inform:

Hamilton 12 August – 3.30-5.00pm or 7.30-9.00pm (2 different types of seminars) – Cheryl and Aroha will attend the 7:30-9:00pm session

10.69.2 Financial Statements – Education Services

Ratified

Financial statements for May & June 2010. (previously circulated) (10/18)
- subject to reporting back to the Board the over spending of budget in some areas, particularly in administration at the next meeting, after a follow up meeting with Arna.

Moved: Cheryl Green
Seconded: Collette McConnell

10.69.3 Extra Funding Across the School

To confirm:

The proposal as contained in Cheryl's email was seconded by Tania and approved by all the other board members which was \$3,000. extra for the junior school with a matching \$3,000. extra for the senior school.

10.69.4 Heat, Light and Water review

To inform:

Application made for reconsideration of allocations for 2010 – in 2009 our allocation was \$12,657, while expenditure was \$15,232. We have been reimbursed the difference for 2009 of \$3324 and been reallocated an allocation of \$15858 for 2010. We have indicated that we have installed a further six heat pumps with our refurbishment and therefore we will require a further review to begin 2011. Allocations for heat, light and water have changed with the 2010 budget, in that we will no longer be reimbursed for actual cost – rather an allocated amount to work within.

10.69.5 Underuse of Teachers' Salaries

To inform:

Budget change in the use of underuse of Teachers' Salaries – until recently all staffing has been allocated to schools. Financial reimbursement of any underuse has not been possible, with the ability to use all excess staffing in the new school year. This has been changed with all underuse being reimbursed as cash at the end of the school year. This could have a significant impact on the use of staffing in some schools, where boards of trustees and principals may hold back staffing use and not allocate release to teachers in an effort to gain remuneration. This could be the first step towards bulk funding of staffing. It is a transition to watch.

10.70 NAG 5: HEALTH AND SAFETY

10.70.1 Trial Evacuations

To inform

Term 2 trial evacuations – held 1 July at 12 noon

Term 3 – Impromptu evacuation with fault due to buildings – 23 July, 1.30

10.71 NAG 6: LEGISLATIVE

10.71.1 Condoned Truancy

Noted in discussion:

- Parents in the community are concerned with the pressures they feel regarding this matter
- This is not a school requirement but a ministry requirement, all concerns should be referred to the Ministry of Education.
- Correspondence to and communication with the local dance school – well received and significant movement in their scheduling to meet our school needs. A number of webinars are being held on this issue over the next three months for trustees, principals and senior staff. Please see the link to register for these.
- Due to ill health 120 students were away on Monday 2 August. The Ministry of Health have been informed. We are monitoring for a flu impact.
- Truancy and non-attendance webinars www.e-mintraining.co.nz/schools

10.71.2 NZSTA Copyright

To inform:

NZSTA Copyright – we are compliant for copyright of music and print copying for 1 July 2010-June 2011.

10.72. GENERAL BUSINESS

10.72.1 Sports T Shirt

Noted in discussion

- Community would like to see this worn as the PE shirt and not just kept for the purpose of representing the school.
- Uniform Policy is up for renewal Term 1, 2011.

10.72.2 Staff and Board Function 13 August 2010

Noted in discussion

- Cheryl asked for Board approval to purchase non-alcoholic drinks and nibbles, approved
- Board to bring sweet dishes for desert

10.73.2 Next Board of Trustees Meeting

Next meeting date is set down for 8 September 2010 @ 5:30pm.

Meeting Closed at 8:05pm

Caprice Fletcher
For the Chairperson
7 August 2010