

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

**MINUTES OF THE MEETING HELD 8 SEPTMBER 2010.  
LIBRARY @ 5:30PM**

**PRESENT:** H Clayton, A Wainui, C McConnell, C Fletcher, C Green, A Fisher (chaired),  
T Hermann, A Graham, P McGirr

**10.74 APOLOGIES**  
M Lovell, P Flanagan, K M Adams

Moved/Seconded: Anthony Fisher

**10.75 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON  
4 August 2010**

The minutes of the meeting held on 4 August 2010

Moved/Seconded: Anthony Fisher

**10.76 ITEMS TO DE-STAR FROM AUGUST AGENDA**  
Nil

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

**10.77.1 Greeters at church**

**Informed**

A new roster has been established for the remainder of the school year with the student council to support this.

**10.77.2 Junior Youth Group**

**Informed**

This has been advertised both at assembly and in the school newsletter and appears to be well supported.

**10.77.3 Leading of singing in the Church**

**Informed**

Discussions are underway with the DRS and the music team as to how our children could be integrated more into the leading of singing in the church. This will become part of the discussions in term 4 for 2011 planning.

**10.77.4 Strategic Planning**

**Informed**

Thank you for your ideas and gift of time to start this project off. The draft of these ideas has gone to the wider staff and further ideas added. This will be compiled further for discussion at the October meeting of the board.

**10.77.5 Sports shirt**

**Informed**

In term 4 a group of boys will trial the sports shirt over a series of weeks and lunchtimes to test the robustness of this in preparation for our uniform review in term 1, 2011.

**10.78 CORRESPONDENCE**

The attached document 10/19 listing correspondence received since the last meeting of the Board and highlighting points of interest.

**10.79 PARISH PASTORAL COUNCIL/ SPECIAL CHARACTER**

**10.79.1 Parish Finance Committee**

**Noted in discussion**

The redevelopment of the front of the church has been put on hold, as noted in the property report included with the agenda.

Parish Leadership Team requested that a further meeting be held on 20 October to discuss this.

Anthony and Cheryl to write a letter on behalf of the Board expressing their disappointment at this planned redevelopment being placed on hold, and the safety issues surrounding this decision for the School and Parish Communities.

**10.80 REPORT OF THE PTFA**

**10.80.1 AGENDA OF MEETING**

**Received**

The Minutes for the 2 August 2010 Meeting of the PTFA and the Agenda for the meeting dated 6 September 2010 as previously circulated (10/20).

**10.81 NAG 2: SELF REVIEW**

**10.81.1 School Review**

**Received**

Interim data on National Standards as circulated at Strategic Planning Meeting – 25 August 2010. This will be shared with the community with our end of year data.

**10.81.2 NZSTA conference feedback**

**Received**

NZSTA Conference feedback – Collette and Cheryl attended this conference and reported to the Board. Thank you to both Collette and Cheryl for attending and your feedback.

**10.82 NAG 3: PERSONNEL**

**10.82.1 Principals Report September 2010**

**To receive and discuss**

Principal's report for September 2010 as attached(10/21)

**10.82.2 Staffing organisation 2011**

**Informed**

Staffing organisation is underway for 2011. We will be advertising positions for 2011 before the end of this week. We currently have four fixed term staff members and will have to consider the staffing of Clark's position. This will mean interviews and a meeting of the appointments sub-committee.

**10.82.3 Appointments sub-committee 2011**

**Appointed**

Aroha and Anthony have been appointed sub-committee for 2011 appointments.

Moved: Cheryl Green  
Seconded: Heather Clayton

**10.82.4 Study Leave application success 2011**

**Informed**

Clark McPhillips has been successful in his application for study leave for 2011 to complete his Masters' of Education. Clark will continue to work in a .2 capacity over this time.

**10.83**

**NAG 4: PROPERTY**

**10.8.1 Property Report September 2010**

**Received**

Property report for September 2010 as previously circulated.

**10.84**

**NAG 4: FINANCE**

**10.84.1 2010 School Budget**

**Discussed**

The review of the 2010 school budget – attached

**10.84.2 Financial Statements – Education Services**

**Ratified**

Financial statements for July 2010. (previously circulated)

Moved: Cheryl Green  
Seconded: Tania Hermann

**10.85**

**NAG 5: HEALTH AND SAFETY**

**10.85.1 Matting on new decking area**

**Informed**

Matting has been purchased to cover the deck in part. We have had some slips on this of late in our wet weather. We are waiting for fine weather so this can be laid.

**10.86**

**NAG 6: LEGISLATIVE**

**10.86.1 Condoned Truancy**

**Noted in discussion**

- 25% of absentees in term two were unjustified. Truancy and non-attendance webinars [www.e-mintraining.co.nz/schools](http://www.e-mintraining.co.nz/schools)

**10.72.**

**GENERAL BUSINESS**

**10.72.2 Next Board of Trustees Meeting**

Next meeting date is set down for 20 October 2010 @ 5:30pm.

Meeting Closed at 7.35pm

Caprice Fletcher  
**For the Chairperson**  
20 September 2010