

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

**MINUTES OF THE MEETING HELD 20 OCTOBER 2010.
LIBRARY @ 5:30PM**

PRESENT: H Clayton, A Wainui, C McConnell, C Green, A Fisher (chaired), K M Adams, T Hermann, A Graham, P McGirr, P Flanagan, M Lovell, P McGirr, C Fletcher

10.87 APOLOGIES

Nil

Moved/Seconded: Anthony Fisher

**10.88 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON
8 September 2010**

The minutes of the meeting held on 8 September 2010

Moved/Seconded: Anthony Fisher

10.89 ITEMS TO DE-STAR FROM AUGUST AGENDA

Nil

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

10.90.1 Parish-School Safety Ring Road

Discussion took place, with identifying the need for improving communication.

Anthony Fisher moved – Due to a personal conflict regarding 10.90.1 that Peter McGirr is asked to leave the meeting whilst this agenda item was discussed.

This was put to the vote, and passed. . Peter McGirr asked for the following to be minuted: “I believe I do not have a conflict of interest regard 10.90.1 – Parish-School Safety Ring Road”.

The Board then went in committee to discuss this agenda item. Peter McGirr rejoined the meeting at the conclusion of this discussion.

10.91 CORRESPONDENCE

The attached document 10/21 listing correspondence received since the last meeting of the Board and highlighting points of interest.

10.91.1 Correspondence October 2010

Received

Correspondence as previously circulated for October 2010

10.91.2 Waikato Full Primary Association - National Standards

Noted in discussion

A letter from the Board of Trustees has already been sent regarding our view on this matter and the matter shall be left as it is.

- 10.92 PARISH PASTORAL COUNCIL/ SPECIAL CHARACTER**
10.92.1 Parish Finance Committee
Noted in discussion
The meeting of the Parish Finance meeting to be held on Tuesday 19 October was cancelled by Father Joseph. No explanation was given.
- 10.92.2 Parish Pastoral Leadership Team**
Noted in discussion
- Looking to create a new Youth Group
 - Welcomers roster was given out
 - Roman Missal Resources – the question was asked if these were being shared with the board, staff and community. The Parish are being supplied with missalettes for all parish families. This includes the school families. It is understood that these would be handed out at mass, one per family. No communication had been received as to how the remaining school families might receive their copies. Email resources were being received and these were being forwarded to staff and members of the board.
- 10.93 REPORT OF THE PTFA**
10.80.1 AGENDA OF MEETING
Received
Copy of the Minutes for 6 September 2010 and Agenda for 11 October 2010
- 10.94 NAG 1: CURRICULUM**
10.94.1 School Review
Informed
The end of year report format has been amended in line with National Standards reporting.
- 10.95 NAG 2: SELF REVIEW**
10.95.1 Strategic Plan
Informed
The first type up of the strategic plan has begun. These notes are included with this agenda for your review. A full draft plan will be presented at the November meeting.
- 10.95.2 Ministry of Education Reference Group**
Informed:
Arna Graham-Sommerville has been invited to be one of six principals in New Zealand to work on a reference group for the Minister of Education in relation to plain language reporting, reviewing report formats and making recommendations to the Minister around these. This begins with one day at the end of October and then further meetings in January. Arna is the only Catholic Principal and only Waikato Principal involved.
- 10.96 NAG 3: PERSONNEL**
10.96.1 Principals Report September 2010
2010-2011 Staffing
Ratified
The following appointments are ratified:
Abby Lovett – Permanent, Scale A, untagged

Steffan Beaurepaire – Permanent, Scale A, untagged
Rodney Montford – Fixed Term, Acting Associate Principal, untagged
Rachel Wyllie – Fixed Term, Scale A, untagged
Kylie Standford – Fixed Term, Scale A, tagged

Moved: Anthony Fisher
Seconded: Paul Flanagan

Approved

Clark McPhillips will be on study leave for .8 of 2011 accepting an NZEI Study Award to complete his Master in Education.

Accepted

Letter of resignation from Gemma Rennie. Gemma is moving to Auckland to become a foundation member of staff at Stonefields School.

Informed

Staff movements: Liz Boyd is returning to Auckland at the end of this year and Susan Reilly is seeking further job opportunities around Hamilton. Mandy Wheildon on our support staff will be returning with her family to Australia.

10.96.2 International Students Code Changes

Noted in discussion:

There have been some significant changes to the code for international students recently for short stay students. Maureen, Clark and Arna recently attended some professional learning around this. An application is being made before the end of this term to ensure our school complies with this. This has direct impact on our hosting of Japanese student groups and for students who want to visit for up to ten weeks, staying with either a parent or designated caregiver. Students wishing to stay longer than one term must apply for a student visa. Students are allowed to attend more than one term a year, but must not be con-current terms.

10.97

FINANCE

10.97.1 Financial Statements – Education Services

Ratified

Financial statements for August 2010.

Moved: Cheryl Green
Seconded: Paul Flanagan

10.97.2 Board Grant Applications

Informed

The board's applications to the Lion Foundation, Pub Charities and Southern Trust were all successful. This will mean that data mimio boards will be in all classes from years 3-8 and two junior classes will use these as well; data projectors will be installed in all rooms and we will have five new computers in the library. With Cheryl's support we have made application to the University of Waikato in the hope of receiving computers to add to the classroom. We have received a very generous donation of a COW of 16 netbooks from a school family. We envisage the last three mimios and a second COW as part of the budget and PTFA discussions for 2011.

10.97.3 Orrs Application

Informed

The recent ORRS application made for a student in Year $\frac{3}{4}$ was successful and this status has been confirmed until the end of 2013. This means an additional .1

staffing and 18 hours of support for this student. This does alleviate budget needs that had to be made in term 3 to accommodate the cutting of High Health for this student. We congratulate Deidre Edwards on the success of this.

10.97.4 Auditors Annual Visit

The auditor will conduct his annual site visit in November and documentation is now being compiled for this.

10.98

NAG 4: PROPERTY

10.98.1 Blinds Rooms 4 - 9

Informed

Blinds have been ordered by the PTFA for Rooms 4-9. This will complete their renovations and increase security after hours in these rooms.

10.99

GENERAL BUSINESS

10.99.1 Next Board of Trustees Meeting

Next meeting date is set down for Wednesday 24 November @ 5:30pm.

Meeting Closed at 7.50pm

Caprice Fletcher
For the Chairperson
2 November 2010