

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

**MINUTES OF THE MEETING HELD 24 NOVEMBER 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, P McGirr, C Fletcher (late), D Edwards (for demonstration).

**10.100 APOLOGIES**  
Caprice Fletcher (for lateness), Mike Lovell

Moved/Seconded: Anthony Fisher

**10.101 DEMONSTRATION**  
**Informed:**

Deidre Edwards conducted a brief presentation to the board on the use of our Mimios (interactive whiteboard systems) now available throughout the school and share our netbooks (COW).

**10.102 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON  
20 October 2010**  
**To ratify**

The minutes of the meeting held on 20 October 2010. Paul Flanagan asked for the content of 10.90.1 be condensed and offered to complete this task. October 2010 minutes will be confirmed at the meeting to be held 9 February 2011.

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

**10.103.1 Proprietors' Meeting with Bishop**  
**Informed**

K M Adams and Aroha Wainui discussed with the Board of Trustees the outcome of the meeting with Bishop Denis Browne. A further meeting including Graeme Roil will be held and this will be reported back on to the next Board of Trustees meeting.

**10.103.2 Parish-School Safety Ring Road**  
**Informed**

Further discussions regarding this matter are to be held at a later date and outcomes will be reported on at next Board of Trustees meeting.

**10.104 CORRESPONDENCE**

The attached document 10/26 listing correspondence received since the last meeting of the Board and highlighting points of interest.

**10.104.1 Correspondence November 2010**

**Received**

Correspondence as previously circulated for November 2010. Letter from Peter McGirr to the Bishop. Discussed, it is imperative that the Board, as employers, execute correspondence on a united front.

**10.105**

**PARISH PASTORAL COUNCIL/ SPECIAL CHARACTER**

**10.105.1 Parish Finance Committee**

**Informed**

The meeting of the Parish Finance meeting to be held on Tuesday 16 November was reported to the Board by Arna Graham.

**10.105.2 Religious Education/Special Character Professional Learning 2010/2011**

**Informed**

Rhonda McFarlane will receive Leadership accreditation (175 hours); Liz Boyd, Alicia Goodhall, Miriam Burgess and Abby Lovett will receive Classroom accreditation (100 hours); and Maureen Henry and Arna Graham-Sommerville will receive Leadership endorsements (295 and 400+ hours respectively) at the Academic Mass to be held in February at the Cathedral. Professional Learning in RE will be prioritised around prayer and introducing the new responses to the changes of the mass.

**10.106**

**REPORT OF THE PTFA**

**10.106.1 AGENDA AND MINUTES OF MEETING**

**Received**

Copy of the Minutes for 11 October 2010 and Agenda for 8 November 2010.

**10.107**

**Family Whanau Programmes**

**Informed**

This book has leapt in price with the digital formation of the RE curriculum from \$12 to \$45. We will no longer be purchasing these books nor including these on new family stationery lists. They are too expensive to sustain. There are discussions that these may come out in a web-based format. This is yet to be confirmed. Peter Richardson at the Diocese Office is suggesting that our Proprietor's Trustees might like to take up the challenge of teaching the family whanau programme to parents. It is a parent education programme, discussing faith, run by parents for parents. This was used in our school approximately six years ago, however lost momentum as the parents running the programme moved onto secondary school.

Paul Flanagan suggested that this resource still be available to families at, a cost of \$45, but not be included in the stationery list.

**10.108**

**Attendance dues increases**

**Informed**

Attendance dues have been increased once again for 2011 and will rise again in 2012 when it is anticipated that this will reach the allowable maximum of \$388 for primary students and twice this for secondary. This has been communicated to all families from the Diocese Office.

**10.109 Proprietor's Trustee Reporting - changes for 2011  
Informed**

There has been a change in reporting to the proprietor for 2011. The format for the annual report is set out in the green handbook (pages 52-55) and this continues to be under revision. The statutory requirement section must be completed by the principal and board annually and the self-review document in now to be completed over a three year cycle, given priority in alignment with the Catholic Character Review report, in the school charter. The leadership team are working with the self-review document to ensure this process is adopted.

**10.110 NAG 1: CURRICULUM  
10.110.1 Programmes of Work  
Received**

The staff have reviewed the curriculum delivery and programmes of work for our school over the past term. This is the first significant review since 2007. This is presented to the board and will be discussed briefly as to its purpose and how it reflects the strategic priorities of the school and aligns with the charter and school targets.

**10.111 NAG 2: SELF REVIEW  
10.111.1 School Review - ERO  
Informed**

The first meeting between ERO and the school was held on Friday 19 November at the ERO office. Anthony and Arna attended this. There is a compliance schedule that will be completed and documentation required prior to this review. ERO are scheduled to review Term 1, weeks 3 and 4 being the week on 14 February 2011.

**10.111.2 Strategic Plan  
Received**

The next stage of the strategic plan review and development is presented to the board for discussion.

**10.111.3 School Review Data  
Received**

The leadership team have collated school review data for 2010 and this has been compiled as part of our community and variance report for the board and Ministry of Education to reflect our performance in 2010.

**10.111.4 Charter Targets 2011**

The draft of this document and the targets for 2011 have been set following the review of our school achievement data and our strategic plan review. These needs are reflected in the staffing priorities and board budget for 2011. Review will be confirmed at 9 February 2011 Board meeting.

**10.111.5 Policy Reviews  
Approved**

Reviews of the following policies have been completed.

Assessment

Reporting to Parents

Curriculum Delivery

**10.112**

**NAG 3: PERSONNEL**

**10.112.1 Principals Report for November 2010**

**Received**

Principals report for November 2010

**10.112.2 Staffing 2011**

**Informed**

Staffing has been set for 2011 with the board funding 1.2 in staffing above our Ministry of Education allocation. This is set with the purpose of .4 year 4-6 literacy support similar to reading recovery for more senior students; .3 for year 5-8 maths support; .3 for year 0-4 literacy support; .2 reading recovery. In 2011 we will train one teacher in reading recovery (this will mean we have five staff members trained in total). Some of the .3 senior and junior time will be used to sit alongside teachers and co-teach working in a coaching/teacher development form to further enhance teacher practice.

**10.112.3 Professional Learning Focus 2011**

**Informed**

The whole school focus of staff development in 2011 will be in the area of community engagement and parent partnerships in delivery of the curriculum. This is based on Ka Hikitia (Maori achieving success as Maori) and transferring this understanding further to engaging with the 26 nationalities represented in our school, gaining greater connections and understanding of these families and the value we place on them as partners in education. There is work going into engaging and communicating with all parents, and then working with parents supporting their child's learning in core curriculum areas. A secondary focus is that of writing – unlocking this further and moderation of writing against the national standards.

Individual professional learning will continue in the areas of Religious Education Certification, infolink-action learning inquiry teaching, numeracy, understanding sexuality, leadership development. Our beginning teachers will continue to be part of our explicit Provisionally Registered Teachers programme.

**10.112.4 School Roll**

**Discussed**

With careful roll management we are still have a wait list for enrolments for 2011 and beyond. We will end the year with roll of 380 and begin the new school year with an estimated 335 students. We will be at 350 before the end of term 1. Given this extreme pressure on our roll continues to present itself and we have significant demands at year 7/8, is it timely to approach the Diocese Office once again to begin discussions about a maximum roll increase. It is the Diocese's decision ultimately, however we do have the data to suggest that there is as significant demand and need for this. This will be revisited in March 2011 at Leadership Meeting and discussion brought to Board meeting.

**10.113**

**NAG 4: PROPERTY**

**10.113.1 Development across the Diocese for 2011**

**Informed**

Copies of the report and schedule from the Diocese Office about our school and then the schedule of development across the Diocese for 2011. We are not included in the developments for 2011, however we do have the ability to prioritise projects and work with the Financial Assistance Scheme to advance these. We are currently gathering quotes for the resurfacing of our courts and will work to achieve this as a project in 2011. One point to note, was the commendation of 'first class' of Watene Lake's work as property manager on our site. A new funding and accountability procedure is required of the Diocese Office to the Ministry of Education for 'policy one' funding. This will work in favour of larger schools and could present challenges for the smaller schools of the Diocese. The MOE would like to see that money generated per head is spent in that way ie;\$140,000 annually is generated by our school and over 5 years a total of \$700,000 should spent on our plant. This works well with our vision of a hall and multi-purpose space and other dreams, should they become a reality. The formula is based on approximately \$400 per student.

**10.113.2 Building Repairs**

**Informed**

The final repairs to the administration area following the burglary in term 3 have been completed. The cost of these is covered by the Diocese Office through insurance.

**10.114**

**FINANCE**

**10.114.1 Auditors Visit**

**Informed**

On Tuesday 16 November the annual on-site visit from the Auditor's Office took place. The process is over a two hour period where processes and systems are tested and trialled; capital items are viewed and checked against invoices and the asset register. Our processes were very, very well received by the audit team. They were appreciative of Paula's organisation and preparation for this visit and the responses our school continues to make to their recommendations each year.

**10.114.2 Financial Statements – Education Services**

**Ratified**

Financial statements for September 2010.

Moved: Cheryl Green  
Seconded: Paul Flanagan

Financial statements for October 2010.

Moved: Cheryl Green  
Seconded: Anthony Fisher

**10.114.3 Draft Budget 2011**

**Received**

The draft budget for 2011 has been circulated. As discussed earlier in this agenda, it is based on the targets set from school review data evidence in 2010. It reflects the priorities of our student learning.

Budget for 2011 be received

Moved: Cheryl Green

**10.115 GENERAL BUSINESS**

**10.115.1 Next Board of Trustees Meeting**

Next meeting date is set down for Wednesday 9 February 2011 @ 5:30pm.

Meeting Closed at 8.15pm

Caprice Fletcher  
**For the Chairperson**  
6 December 2010