

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

**MINUTES OF THE MEETING HELD 6 MAY 2009.**

**STAFFROOM @ 5:30PM**

**PRESENT:** C McPhillips, C McConnell, M Lovell, A Fisher (CP), A Wainui , KM Adams, P McGirr, M Henry, K Numa, A Graham-Sommerville, C Fletcher

**09.26 APOLOGIES**

P Flanagan,

**09.27 WELCOME PRAYER**

Aroha Wainui

**09.28 De-star number 5, on the Agenda,**

General Business to include

- Roll,
- Hospitality Roster for the Parishioners
- Law and Education Seminar - Lexis Nexis

**09.29 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON  
25 March 2009**

**Confirmed**

The Minutes of the meeting held on 25 March 2009

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

Nil

**\*09.31           CORRESPONDENCE**

**Received**

The attached document 09/13 listing correspondence received since the last meeting of the Board and highlighting points of interest.

**09.31.1 Letter of Complaint from Parent regarding After School Care**

A letter of complaint was sent to the Principal and the Board of Trustees. Clark and Maureen have responded to this complaint in a professional manner. The Board will send a letter acknowledging that this has been dealt with by the Acting Principals.

**09.31.2 HPV Virus Letter**

The Board of Trustees received a letter from a party other than the Ministry of Health regarding this vaccine. The Board is legally bound not to respond to this letter. It was reiterated that Parents are to contact their Medical Practitioner or read the information posted on the Catholic Website for more information regarding this vaccine.

**09.32           PARISH PASTORAL COUNCIL/ SPECIAL CHARACTER**

**09.32.1 Minutes form Parish Council Meeting**

**Received**

Minutes from the Parish Council Meeting dated 26 March 2009

Aroha wished to thank the school for the use of the Staffroom to host the Passionist Family group on Sunday 3 May 2009.

**09.33           NAG 1; CURRICULUM**

**09.33.1 REPORT OF THE PRINCIPAL**

**Received**

Principals Report for May 2009 as previously circulated (09/15)

**09.34 REPORT OF MEETING OF PTFA  
9.34.1 AGENDA AND MINUTES OF MEETING**

**To receive**

The attached copy of the April 2009 Minutes, and Agenda for May 2009 Meeting (document 09/26), which have been circulated separately.

**09.35 NAG 4; FINANCE**

**09.35.1 FINANCIAL STATEMENTS**

**To ratify**

The financial statements for the month of March 2009

**Moved:** Cheryl Green

**Seconded:** Collette McConnell

Arnna advised that the draft financials from Education Services for the Year showed the school was in a positive situation. We await the final outcome of the books from the Auditors.

**09.36 NAG 3: PERSONNEL**

**09.36 STAFF APPOINTMENTS 2009**

**Ratified**

Ray Powell and Marilyn Grinter as Teacher Aides

**Moved:** Anthony Fisher

**09.37 GENERAL BUSINESS**

**09.37.1 SCHOOL ROLL**

**Discussed**

Arnna discussed the roll which currently sits at 360 pupils, 7 of which are international students. We have 28 new entrants enrolled to start for the rest of the year. So by December 2009 our school roll will be 388, which is over our maximum roll of 350. Arnna also outlined our situation in the coming three years. The school roll is at capacity and it is imperative that the correct process for enrolments is adhered to. Arnna has a meeting with Graeme Roil on 20<sup>th</sup> May 2009 to discuss this further.

### **09.37.2 HOSPITALITY ROSTER**

#### **Discussed**

The Board of Trustees is part of the hospitality roster for the Parish. We are rostered to provide morning tea for the parishioners on 7/6/09 and 15/11/09. Collette McConnell offered to organise this.

### **09.37.3 LAW AND EDUCATION SEMINAR - LEXIS NEXIS**

#### **Discussed**

Cheryl briefly discussed the content of this seminar with the Board. The seminar appears to be focussed towards Lawyers specialising in Education Law, therefore it would not be advisable to attend this seminar.

### **09.37.4 BISHOPS REGIONAL MEETING**

#### **Discussed**

Clark outlined this meeting which is scheduled for Tuesday 12 May 2009; Collette, KM and Aroha expressed their interest in attending.

### **09.38 NEXT BOARD MEETING**

The next Board meeting is scheduled for 17 June 2009.

**Meeting closed at 7.05pm**

Caprice Fletcher

**For the Chairperson**

06 May 2009