

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

**MINUTES OF THE MEETING HELD 25 March 2009.
LIBRARY @ 5:30PM**

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

09.14 APOLOGIES
P Flanagan, C Green,

09.15 WELCOME PRAYER
Mike Lovell

**09.16 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON
18 February 2009**
Confirmed
The Minutes of the meeting held on 18 February 2009
09.16.1 – Agenda Item 9.8.3 should read Proprietors Report, not Properties Report

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

***09.18 CORRESPONDENCE**
Received
The attached document 09/06 listing correspondence received since the last meeting of the Board and highlighting points of interest.

09.19 PARISH PASTORAL COUNCIL/ SPECIAL CHARACTER
09.19.1 Special Character Review 17-19 March 2009
Maureen Henry and Clark McPhillips spoke to this

- Yvonne Hall had to leave the review early due to a personal matter.
- Behaviour of the children was excellent and Yvonne could feel the happiness and respect of the Students while she was in the school.
- Documentation was fantastic in all areas
- St Joseph's waiting on an official report

Anthony Fisher wished to thank everyone for their input into this review

09.20 NAG 1; CIRRICULUM
09.09.1 REPORT OF THE PRINCIPAL
To Receive
Principals Report for March 2009 as previously circulated (09/08)

09.21 REPORT OF MEETING OF PTFA

9.21.1 AGENDA AND MINUTES OF MEETING

To receive

The attached copy of the 9 February 2009 Minutes, and Agenda 2 March 2009 Meeting (document 09/09), which have been circulated separately.

09.22 NAG 4; FINANCE

09.22.1 FINANCIAL STATEMENTS

To ratify

The financial statements for the month of December 2008 (amended), January 2009 and February 2009 (09/11) were ratified via email (see insert)

Moved: Cheryl Green
Seconded: Anthony Fisher

NAG 4: FINANCE

I move that the financial statements for December 2008 (amended), January 2009 and February 2009 be received and ratified by the Board of Trustees.

*Regards
Cheryl Green*

09.23 09.23 NAG 1: CURRICULUM

09.23.1 KELLY TARLTONS TRIP YEAR 5/6 01-03 APRIL 2009 (09/10)

Ratified

Year 5/6 Overnight Trip to Kelly Tarlton's planned for 01-03 April 2009

Moved: Anthony Fisher

09.23.2 ENVIRONMENT WAIKATO

Received

Enviro Schools Agreement to be signed by Chairperson, signed by Anthony

09.24 NAG 3: PERSONNEL

***09.24 STAFF APPOINTMENTS 2009**

Ratified

Liz Boyd – Term 2-4, Fixed Term 2009 – Year 0/2

Moved: Anthony Fisher

09.25 GENERAL BUSINESS

09.25.1 PROCESS OF DEALING WITH COMPLAINTS

Discussed

The Board discussed the process of dealing with complaints from Members of the School Community. It was reiterated that complaints must not be addressed by a Board Member on an individual basis, that the person complaining should be directed to follow the procedure.

The Complaints procedure was circulated to the wider community, and has been posted in all classrooms/work areas and administration block.

09.25.2 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 5/4/09, Palm Sunday. Collette McConnell offered to organise this, thanks Collette.

09.25.2 NEXT BOARD MEETING

The next Board meeting is scheduled for 6 May 2009.

Meeting closed at 6.05pm

Caprice Fletcher
For the Chairperson
26 April 2009