



# St Joseph's Catholic School, Fairfield

## Board of Trustees Minutes

### 10<sup>th</sup> December 2018

**Meeting Commenced:** 6.07pm

**Prayer:** Theresa

**Present:** James Murray, Tracy Svendsen, Ray Powell, Dave Pitchford, Peter McGirr, Rebecca Stuart, Theresa Miller, Aroha Wainui, Pat Peoples

**Apologies:** Nil

**Declaration of Conflicts of Interest:** Nil

**Minutes of Previous Meeting:**

Minutes of 12<sup>th</sup> November 2018 meeting were reviewed & agreed.

*Moved & Second – Pat/Tracy*

**Special Character Report:**

Report attached - Read by James

There will be a Teacher Only Day held in the July 2019 school holidays for a staff retreat.

All staff have now passed the Sacrament paper.

There has been some discussion regarding the possibility of having Year 9 students helping with the students liturgy at Church.

It was questioned if the renaming of the parish will have any effect on the school's name.

Should the BoT make any suggestions? The BoT will register their concern in regards to the link between the parish and school. James will discuss this with Rhonda prior to the parish meeting on Wednesday.

*Moved to accept the Special Character Report*

*Moved & Second –James/Peter*

**Student Achievement Report:**

Report attached - Read by James

James and Tracy are still working with the data and this will be completed during the holidays.

There has been a poor response from the community regarding the digital reports survey. The survey will be emailed again on Wednesday.

Very few parents attended either of the report information meetings on how to read the reports.

*Moved to accept the Student Achievement Report*

*Moved & Second - Tracy/Theresa*

## **Financial Report:**

Reports attached - Read by Pat

The Finance Committee are still working on the 2019 Budget. They hope to have it out before the end of the year.

It was discussed as to how often the accountants will do their commentary reports for the BoT. It was agreed that this would be quarterly during 2019 and reviewed after that. Vicki and James will contact Solutions & Services.

The following finance motions are required for the 2018 annual accounts:

### **Motion 1:**

**The Board authorizes the Board Chairperson and Principal to sign the Statement of Responsibility for the 2018 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.**

*Moved & Second - Theresa/Peter  
AIF/Carried*

### **Motion 2:**

**The Board moves:**

**That the Board approves the inclusion of a budget for the 2018 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2018 operating and capital purchases budgets.**

*Moved & Second - James/Pat  
AIF/Carried*

### **Motion 3:**

**The Board moves:**

**That the Board approves the inclusion of a budget for Ministry paid teachers salaries in the 2018 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2018 year and will include an income amount and an equivalent expenditure budget.**

*Moved & Second - Pat/Rebecca  
AIF/Carried*

### **Motion 4:**

**The Board Moves:**

**That the Board approves the inclusion of a budget for the use of land and buildings equal to the Proprietor estimate of notional lease costs for 2018. The 2018 figure will include an income and an equivalent expenditure budget.**

*Moved & Second - Pat/Rebecca  
AIF/Carried*

*Moved to accept the creditors be accepted*

*Moved & Second - Pat/Aroha*

*Moved to accept the Financial Report*

*Moved & Second - Rebecca/James*

### **Senior Leadership Report:**

Reports attached - Read by James

James has now been appointed as the Kahui Ako Leader for 2019 and 2020.

James working with leadership team around staff changes for this.

**The Board of Trustees moves that they approve the appointment of James Murray as Catholic Community of Learning Kahui Ako Leader for 2019 and 2020 and the required 2 days per week release time.**

**Moved & Second - Pat/Tracy  
AIF/Carried**

The Sports Selection Policy/Procedure is now available on SchoolDocs will be reviewed as and when required.

The PTFA would like to thank the BoT for their contribution towards their end of year meal. A letter from the BoT will be sent out thanking the PTFA for all their hard work over the past year. James will do this.

*Moved to accept the Senior Leadership Report*

*Moved & Second –James/Tracy*

### **Property Report:**

Reports attached - Read by James

Site meeting minutes attached.

The building work is scheduled to be completed in Term 1 Week 7 2019.

There will be 2 containers arriving this week and put into the Church car park. These will be used for storage of furniture etc during the building work.

2 classes will be using the library in Term 1 and 1 class will be using the old Room 9.

Concepts for the middle area are being draw up at the moment. Once these are ready Dave will bring to the BoT. James will discuss with the teachers over uses for this area. The middle area can be completed in stages or as a single job, depending on the funds available.

The existing turf needs to be re-sanded in the near future as this has not been done for many years.

*Moved to accept the Property Report*

*Moved & Second –Dave/Ray*

**Health & Safety Report:**

Reports attached - Read by James.

The handbell is still being used for the time being as the bells cannot be heard on the field.

*Moved to accept the Health & Safety Report*

*Moved & Second –Pat/Rebecca*

**Strategic Discussion:**

**BOT Election 2019** - The BoT need to appoint a Returning Officer. Karen Frater has expressed her interest in taking on this job.

**The BoT appoints Karen Frater as the Returning Officer for the 2019 BoT Elections.**

Vicki will complete an appointment letter for Karen once NZSTA have confirmed the fee structure. The Election date was agreed as Friday 7th June 2019. This is the common election date.

**Strategic Discussion** - The Vision Statement, Mission Statement and Core Values of the school need to be looked and and refreshed in 2019.

**Correspondence:**

Ed Gazette

**Meeting Evaluation**

**Next Meeting: Monday 25th February 2019**

**Agenda Items for Next Meeting:**

**Budget**

**Student Achievement**

**Yr 7&8 2019 Tui Ridge Camp**

**BOT Elections**

**Focus points for the 2019 year**

**Meeting Closed: 7.29pm**

**MINUTES ACCEPTED AS A TRUE AND ACCURATE RECORD:**

**SIGNED:** \_\_\_\_\_

**Board Chairperson**

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Action Items From This Meeting:**

<b>Name</b>	<b>Action</b>	<b>By when</b>
James	Thank you letter to PTFA	19/12/18
Vicki	Returning Officer Appointment Letter	ASAP