



# St Joseph's Catholic School, Fairfield

## Board of Trustees Minutes

### 25th February 2019

**Meeting Commenced:** 6.01pm

**Prayer:**

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

Rebecca Stuart arrived at 6.03pm

Aroha Wainui arrived at 6.07pm

**Apologies:** Nil

**Declaration of Conflicts of Interest:** Nil

**Minutes of Previous Meeting:**

Minutes of 10<sup>th</sup> December 2018 meeting were reviewed, agreed and signed on 12th December 2018.

Pat Peoples was re-elected as the 2019 Chairperson for the BoT.

Dave Pitchford were re-elected as Deputy Chairperson in Pat's absence.

*AIF/Carried*

**Special Character Report:**

No meeting was held.

James will email out invitations for the sub-committee meeting.

The Proprietors Annual Report and the Attestation Document will need to be completed at a first Special Character sub-committee meeting. These will then be presented at the next BoT meeting. Rhonda MacFarlane will also attend these meetings and assist with these reports.

*Moved to accept the Special Character Report*

*Moved & Second –Pat/Peter*

**Student Achievement Report:**

Analysis and Targets 2019 attached - Read by James and Tracy

No meeting was held.

The lead teachers have been given this information and they will look at actions for the students that have been identified as needing support..

Tracy read through the reports for the BoT and explained how this data has been collated and how the 2019 Targets have been set.

Theresa suggested that the school also need to look at the Above students and what can be done to keep them above and not let them drop down to At.

These targets cover all students within the school not just the at risk students or the students that the MOE are wanting schools to concentrate on.

Pat pointed out that there are a couple of % figures in the Reading Analysis & Targets that are incorrect. Tracy will amend these figures.

Tracy explained that there is a formula to work out the percentage figures to ensure that all students have been analysed .

*Moved to accept the Student Achievement Report*

*Moved & Second - Theresa/Pat*

### **Financial Report:**

Reports attached - Read by Pat

MOE funding for teacher aides will be reduced in 2019 as 1 student is no longer receiving funding.

The Finance Committee ask the BoT to fund this at a cost of approximately \$27,000 for the year.

The 2019 budget shows this cost.

The Asset Register will be look at in more detail by the finance committee at their next meetings.

**It has been moved and seconded to approve the 2018 budget.**

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

*Moved to accept the creditors be accepted*

*Moved & Second - James/Pat*

*Moved to accept the Financial Report*

*Moved & Second - Tracy/Peter*

### **Senior Leadership Report:**

Reports attached - Read by James

The 4 school houses are now being utilised more within the school. Students are sitting in their houses during Monday Liturgy.

Rhonda has now completed the Yr7 retreat.

All new students to the school now receive a pack to introduce them to the school containing Catholic resources and books.

Some of the year levels are now closed and not accepting any new students. Other year levels are still open and can still take a small number of new students.

There were several students who left that would have moved up to the senior school this year, but 9 new students started in Yr 7&8 in Term 1.

**Kahui Ako** - James has been going on visits to some of the schools within the Kahui Ako. Since taking over as the Kahui Ako Leader, James has now ensured that all Across and In School Leaders have job descriptions. There will be 1 more Across School Leader appointed within the Kahui Ako in the next few weeks.

James will provide a report to all Board of Trustees within the Kahui Ako by end of this term. The report will be based on how the Kahui Ako is working and will provide evidence to show this.

*Moved to accept the Senior Leadership Report*

*Moved & Second –James/Aroha*

Ray Powell left the meeting at 7.14pm

### **Property Report:**

No meeting was held.  
Site meeting minutes attached.

Modifications have been made to the original landscaping plan. James has talked to the teachers for their input. Dave and James are still waiting for Graham Roil to let them know who will be funding the work for this area. James has some of the costs for this, and there is a high chance that the BoT will need to pay a significant portion of the costs. The PTFA are keen to support this and are looking at the shade options. It was suggested that when the new turf is laid in this area that the old turf maintenance is carried out at the same time.

*Moved to accept the Property Report*

*Moved & Second –Dave/Pat*

### **Health & Safety Report:**

Reports attached - Read by James.  
There have already been several incidents this year. Parking continues to be an issue and the school has sent home notices to all families regarding fines and illegal parking on Strowan Avenue and Clarkin Road.  
Police Vetting continues to be updated.

*Moved to accept the Health & Safety Report*

*Moved & Second –James/Aroha*

### **Strategic Discussion:**

**BOT Election 2019** - The Board need to look at promoting the upcoming elections. It was agreed that the Bot will host a wine and cheese evening on Wednesday 10th April from 5pm until 6pm where they can chat to interested people and explain how the BoT operates and what they can expect from joining the Board.

**Yr 7&8 Camp** - Tracy has now emailed all BoT members the risk assessment information for the Tui Ridge Camp next week.

The Board of Trustees agreed to approve the 2019 Tui Ridge Camp.

*AIF/Carried*

**Yr 4 Overnight Stay** - Heather Keep has asked the BoT for approval to host a Yr4 student overnight stay at school this year. The BoT will have the final say on this event as it will impact the health & safety at the school. A suggested date of Thursday 4th April was given. The information regarding this will be emailed to all BoT members before they decide to give approval.

Tomorrow's Schools - James is currently writing a submission regarding the proposed changes. James suggested that the BoT should also put together a written submission. James explained that proposed changes to the BoT and will forward the full report to them.

**2019 BoT Schedule Report** - Policies that will need to be reviewed in 2019.

**Self Review Schedule 2019** - James will cover this with the Student Achievement Sub-Committee.

**Correspondence:**

Returning Officer appointment letter to Karen Frater

**Meeting Evaluation**

**Next Meeting: Monday 8th April 2019**

**Agenda Items for Next Meeting:**

**2019 BoT Elections**

**2019 Charter**

**Y4 overnight camp**

**Student Achievement Data**

**Special Character - Proprietors Annual Report & Attestation Document**

**Meeting Closed: 8.04pm**

**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>