

MINUTES OF THE ST FRANCIS XAVIER SCHOOL BOARD OF TRUSTEES
MEETING HELD ON TUESDAY 4th MAY 2010

Kim led the prayer to begin the meeting

PRESENT:

Craig Ward, Peter Christophers (chairperson), Sister Denise Downey, Kim Hamel, Paul Stumbles, Clare Lynch, Teenaka Kennedy, Lorraine Knowles, Brenton Rooney and Paul Kubala. Also in attendance were Family Group Leaders Rebekah Wairau, Josh Parcell-Calkin and Jack Kubala.

APOLOGIES:

Shirley Forde

FAMILY GROUP REPORT:

Rebekah, Jack and Josh reported on the recent and up-coming Family Group events. A 'Dancing with the Stars' event proved very popular with groups practicing at lunch times and playtimes to try and get the best out of their group. The performances were varied and well presented with Jack and Jacob's group winning. The Easter Egg hunt was great fun. The leaders hid the eggs and then the family group members were sent out to hunt – everyone was lucky enough to find at least one egg each. Last week we held a 'tallest tower' competition where groups had to build a tower with spaghetti noodles and marshmallows. Dylan's group made a tower, 65cm tall – a great feat. We are planning a bake off and drama day to be held soon.

Pete thanked the leaders for coming along and congratulated them on their wonderful presentation of their report.

MINUTES:

The minutes of the March 2010 meeting had been circulated and were presented to the Board.

Motion: The minutes of the March 2010 meeting be accepted as a true and correct record.

Kim/Clare

Carried

MATTERS ARISING:

1. Financial Reports arrived from Quinn today – again just before our meeting. Will continue to try to get most recent report a little earlier.
2. Annual Accounts will be ready tomorrow – so we will present these at our next meeting, not tonight as planned.
3. Brenton has asked teachers for their 'wish-lists' and to notify him of any health and safety issues they have in their classrooms.
4. CPS are getting another quote for the repair of the upper windows that have pellet holes in them so the matter is out of our hands. They do not seem to think it a priority.
5. Window shade for interactive whiteboards for the junior rooms have been quoted on, with cost at about \$1000. Craig asked if he could apply to the Lion Foundation for a grant towards this.

Motion: That the Board of Trustees apply to the Lion Foundation for a grant of \$1000 to provide shade on the upper windows of the junior rooms to help with the interactive whiteboard vision. Craig/Brenton Carried

6. Prebetyery – Clare said with the new Parish Priest appointment the presbytery may revert back to a Presbytery – will have to wait and see. Clare offered to keep an eye on what is happening with it and let us know even though she is no longer on the board.

CORRESPONDENCE INWARDS:

19/3/2010 NZEI, Notification of paid Union Meetings for Primary School Teachers, 26/4/2010 – 13/5/2010.
Mar 2010 STA News issue 201
22/3/2010 NZSTA, reminder of NZSTA National Council Elections
29/3/2010 NZ Education Gazette, vol.89, no.5
30/3/2010 Association of Proprietors of Integrated Schools, Policy One Funding (Government capital maintenance & modernisation money) Schools & Proprietors working together.

APRIL

Apr 2010 STA News, issue 202
14/4/2010 Ministry of Education, circular 2010/07, Dual Tuition through the Correspondence School. (Te Kura) Registering students for supplementary dual tuition.
14/4/2010 Ministry of Education, Permanent Appointments, Reduction in staffing for 2011.
15/4/2010 NZSTA, New Trustee Training sessions in Otago.
15/4/2010 NZSTA, Board elections information.
19/4/2010 NZ Education Gazette, vol. 89, no. 6
26/4/2010 NZSTA, Free Board of Trustee training session schedule.
26/4/2010 Ministry of Education, Free Trustee Training.

CORRESPONDENCE OUT:

Nil

Kim/Paul K Carried

Points of note from correspondence:

1. Letter from MoE regarding 2011 staff funding. Craig explained this and noted it will change again due to 1st July returns and then their adjustment at 1st march of that year. Just really a note for us to keep an eye on it and note changes.
2. New Trustee Training is being pushed – must remember to advise new board members of these sessions.
3. Discussion took place as to what to do with correspondence until the new Board takes over. Decided to hold a meeting on Tuesday 18th May for both new and old trustees to informally get together over coffee and sweets, talk about different roles, offer any advice and elect an interim Chairperson, Correspondence Secretary and Treasurer. Clare put in her apology for this meeting.

PRINCIPAL'S REPORT: (attached)

Craig has circulated his report prior to the meeting and noted the following points:

1. The Year 4 boy who was having difficulties at the end of last term has now moved onto another school.
2. DARE programme is underway and is a very important part of our curriculum. There is a lot of involvement of the 'home' in doing homework for this programme.
3. Kavanagh Musical was a great show enjoyed by the whole school, with many ex-pupils starring.
4. Words Alive/Sounds Alive professional development held yesterday with class lessons being modelled for all teachers. There was information sharing at the syndicate meetings that followed.
5. Craig reiterated at the Annual Accounts will be ready tomorrow.

6. Craig presented the school Charter to the meeting – this has been revised with the addition of a number of school documents that the staff and community have formulated and have been presented to the Board over the past year. The Board recognise this as a very valuable, working document.
7. Spelling Curriculum Report was presented and Craig pointed out our achievements and the future goals. It is suggested that Words/Sounds Alive will hopefully show improvement after about 3 years of being implemented.
8. Science Curriculum report was presented. The majority of children are at the expected level which is to be expected. Next report we are hoping to look at the process of how children look at science.
9. Craig presented the 2010 Self Review Programme as a working document. In October it will be reported to the Board how/what this been carried out/implemented during the year.

Motion: Craig moved his Principals Report, Revised Charter, Spelling and Science Curriculum Reports and the 2010 Self Review Programme as tabled be adopted.

Craig/Paul S Carried

SPECIAL CHARACTER REPORT (attached)

Sister Denise read the report to the meeting. Sister Denise/Kim

STAFF REPORT:

Teenaka talked about the Words Alive programme that is being introduced this year to follow on from the Sounds Alive programme. She had examples of work, lesson plans, etc and gave the Board an inside into what it involves and how the staff see it progressing and how it will help the children.

COMMITTEE REPORTS

Finance:

The Schedule of cheques and automatic payments for March 2010 and April 2010 were circulated along with a Financial Report and accounts as at 31st March 2010.

Motion: The Schedule of Cheques Paid and Direct Debits for March and April 2010, Financial Report and Accounts as at 31st March were accepted as tabled.

K/Teenaka Carried.

Paul

Property:

Nil

Personnel:

Nil

Policy:

The following policies have been reviewed, community consulted and are now ready for ratification – Shady Schools, Head Lice, Staff Appointments and Positive Behaviour/Bullying.

Motion: The following Policies be approved as tabled:

- ***Shady Schools,***
- ***Head Lice,***
- ***Staff Appointments, and***
- ***Financial Management***
- ***Property Management***

Teenaka/Clare Carried

Enrolment:

Nil

GENERAL BUSINESS

1. Elections: Lorraine gave the meeting an up-date on the Trustee Elections. Voting papers have been sent out to all those eligible and voting closes this Friday 7th May at noon. Votes cannot be counted until 6 days after the close of voting so this will be done on Thursday 13th May. The new Board takes office the following day. There was only one staff nomination so Teenaka Kennedy will remain as the staff representative on the Board for the next term. The question was asked when Proprietors Rep's roll over or change. It is at the same time as the Parent Reps, but once the Diocese gets this organized.
2. Principals Appraisal: Peter presented Craig a gift of appreciation resulting from the 2009 appraisal.
3. Craig presented our 3 retiring trustees Kim, Paul Stumbles and Clare Lynch with gifts and thanked them, along with Peter's kind words, for their work on the Board.

Prayer Next Meeting – Teenaka

Meeting closed at 9.25pm

Next Meeting – Tuesday 18th May 2010

BOARD OF TRUSTEES MEETING		
SUBJECT	ACTION	NAMES
Next Meeting	Coffee and sweets	Lorraine/Teenaka
Invite new and old to next meeting		Lorraine
Email out to new Board members the job descriptions before next meeting so they can consider these	Email out	Lorraine
Annual Accounts	Present at next meeting	Craig/Peter/ Paul K
Classroom safety	Visit classrooms	Brenton
Upper windows Claim	Chasing up – ongoing	Craig
Shade for roof windows	Apply to Lion Foundation for Grant	Craig
Quinn's reports	Talk to him about getting it earlier so trustees can see before meeting	Craig/Lorraine
Presbytery	On going.	Clare/Craig
Prayer next meeting		Teenaka
Next Meeting	Tuesday 18th May	Everyone