

MINUTES OF BOARD OF TRUSTEES MEETING – Tuesday 28 March 2017

MARIST CATHOLIC SCHOOL, HERNE BAY

PRESENT: Ida Dowling (Chair), Louise Campbell (Principal), Paul Bartlett, Adrienne Faulkner, Kiri Hannifin, Kerry Marshall, Stacey Mowbray, Suzanne Sherwin; Jo Va’auli

OPENING PRAYER: Ida Dowling

IN ATTENDANCE: Therese Turnock (Minute Secretary)

APOLOGIES: Frank Costello, Scott Munday

	ACTION REQUIRED/ STATUS	PERSON/WHEN
1. Ida welcomed everyone to the meeting at 6.37pm and led the opening prayer.		
2. Conflicts of interest – none declared		
3. PRINCIPAL’S REPORT 3.1 NAG 1 Curriculum – Camp Proposal 2017 <ul style="list-style-type: none"> ➤ Required approval forms were distributed to members with the agenda. ➤ Members discussed these and other requirements. ➤ A question was raised about police vetting of parents staying over with camp. Motion to require annual police checks for parent help – 4 voted yes Motion to require police checks on expiry date – 5 voted yes It was agreed to continue to require police vetting when current police vet has expired. <ul style="list-style-type: none"> ➤ Suzanne would like to see a form to be filled in as a declaration that nothing has occurred during the 3 year period of a police vet that would be detrimental to attending camp overnight. 		

<p>➤ Adrienne declared that she and Louise were comfortable to take 70 children overnight to Camp Bentzon and they had no concerns. The camp is well-maintained, and is always fully booked.</p> <p>RESOLVED: To accept the proposal to attend Camp Bentzon, Kawau Island, from 26-29 June 2017, subject to a the Standard Operating Plan (SOP) being updated to include sailing.</p> <p style="text-align: right;"><i>All in favour</i></p> <p>3.2 NAG 5 Health & Safety – Alcohol at Disco</p> <p>➤ The Board requested a detailed operating plan for the Disco evening.</p> <p>➤ The PTA said they would provide a plan as part of the application for the Alcohol Licence. When they have received Board approval, they will apply for the Licence.</p> <p>➤ A discussion ensued, salient points being:</p> <ul style="list-style-type: none"> • Alcohol was served at the Art Night, with no trouble • Ratio of people not drinking to minors – need a more detailed plan • There is concern about unsupervised minors on site • Keep children in a defined area • Adrienne said she had trusted her own children to the PTA at similar events <p>RESOLVED: That the Board approves of alcohol being served at the PTA Disco night.</p> <p style="text-align: right;"><i>8 members for the motion Adrienne departed 7.00pm</i></p> <p>➤ Jo advised the response to the PTA should be collaborative and grateful. They are raising funds for the school. Ida will acknowledge their good work, and explain the Board is prioritising safety of children.</p> <p>➤ Paul asked for a drop-off zone, with a sign-in and sign-out form to be completed. Louise will request this from the PTA.</p> <p>➤ Stacey explained the process for obtaining an alcohol licence.</p> <p>➤ Kiri read her draft letter, which she will send to Louise.</p> <p>RESOLVED: That the Board approves of alcohol being sold at the Disco, subject to a sign-in and sign-out</p>	<p>Request form</p>	<p>Louise</p>
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check for unaccompanied children, and clear communication and advertising prior to the event. A contact phone number is to be advised.

All in favour

3.3 NAG 2 Reporting and Review – ERO Feedback

- Ida said she was pleased with the ERO process and the reviewer feedback was very good. Louise’s hard work was recognised, and items for improvement were fair and reasonable. MHB receives a right of reply before the report is distributed. Staff were given feedback informally.
- Louise noted the teachers had a heavy workload, so she would go through the 6 elements with staff.
- The Board newsletter will go out before the end of the term.
- The ERO report is due next week, with the final version to be put on the website. It is a public document which is also posted on the MoE website.
- A challenge area was between strategic planning and ‘business as usual’.

Moved to accept the discussion and feedback to the Board on the ERO report.

All in favour

3.4 Accident Register 24 Feb to 23 Mar 2017

Suzanne thought reporting of accidents should be clarified between serious harm and minor accidents. Louise explained that serious incidents were at the top of her report. As there were several occurrences of trapped fingers, Suzanne thought children should be trained in how to close doors properly so as not to hurt fingers.

3.5 Health & Safety Sub-Committee

Scott has offered to chair this sub-committee – study of trends will be done by this sub-committee. Kiri and Suzanne offered to contribute by email.

3.6 Request from Neighbour

- Louise reported that a neighbour on Kelmarna Avenue had requested permission to lift a shed off his property by crane. He has requested permission to do this on Friday when

<p>the children are in class. Ray will supervise. ➤ All members were happy for this to be done. Louise will respond to the neighbour.</p>	<p>Respond to neighbour</p>	<p>Louise</p>
<p>In Committee item I move that the public be excluded pursuant to Section 48 of the Local Government Official Information and Meetings Act. The reason is to discuss a matter of personnel. <i>Ida/All in favour</i></p> <p>Into Committee 7.30pm Out of Committee 7.45pm <i>Kiri departed 7.35pm</i></p> <p>Moved that the In Committee minutes of 28 February 2017 be accepted. <i>Ida/All in favour</i></p>		
<p>3. PRINCIPAL’S REPORT continued 3.7 Finance</p> <ul style="list-style-type: none"> ➤ Louise advised that Shore Accounting removed MHB’s invoices to their offices, to investigate any anomalies. They have suggested that they send a staff member from their office once a month to do this task. The cost would be \$100 per month for this service. ➤ A discussion followed, salient points being: <ul style="list-style-type: none"> • This is a backwards move • Scan invoices first • Link email accounts • Train Christie to identify issues <p>Conclusion: Louise will work further on the system.</p> <p>3.8 Complaint re Mobility Parking spaces</p> <ul style="list-style-type: none"> ➤ Louise explained she had received a complaint from a person who regularly uses a mobility 	<p>Further work on invoice system</p>	<p>Louise</p>

<p>parking space at the school, in order to sit in their car and wait for their able-bodied child.</p> <ul style="list-style-type: none"> ➤ Louise had made it clear to this person that this was not permitted under the conditions of mobility parking permits. ➤ Louise would like to include a directive in the next newsletter, including the 5 points in the brochure given to mobility permit holders. ➤ Discussion points: <ul style="list-style-type: none"> • Wording is confronting • More mobility parks are required • Redesignate parks to include pick-up and drop-off areas • Ask Property Committee for more solutions • Talk to permit holders about their needs • Use traffic cones for temporary mobility parking • The problem is only in the afternoon <p>Conclusion: Louise will respond to the parent who complained and include the directive in the newsletter. <i>All in favour</i></p> <p>Moved that the Principal’s report be accepted. <i>All in favour</i> <i>Carried</i></p>	<p>Respond to complaint</p>	<p>Louise</p>
<p>4. COMMITTEE REPORTS</p> <p>4.1 Marketing Plan March 2017</p> <ul style="list-style-type: none"> ➤ Jo gave a report on her ideas for marketing the school, with a powerpoint presentation. ➤ There is a need to build demand. ➤ Jo explained 7 selling points. ➤ The marketing plan is in draft, with methods of marketing, timeline and budget included. <i>Jo departed 8.30pm</i> <p>4.2 Health & Safety Kerry has received feedback and will defer approval of procedures to the next meeting.</p>	<p>H & S Procedures approval</p>	<p>Board</p>

In Committee item

I move that the public be excluded pursuant to Section 48 of the Local Government Official Information and Meetings Act. The reason is to discuss a matter of personnel.

Ida/All in favour

Into Committee 8.30pm

Out of Committee 8.45pm

5. MINUTES 28 FEBRUARY 2017 / MATTERS ARISING

- 1) Page 3 – Discussion on marketing
- 2) Page 6 – 10-year Property Plan – full discussion to be held at 2 May meeting
- 3) Page 7 – Hardship applications for attendance dues – dealt with by the Diocese

CLOSED
OPEN
CLOSED

Moved that the minutes of the Board of Trustees meeting on 28 February 2017 be accepted.

Ida Dowling/Paul Bartlett

All in favour

Carried

6. CORRESPONDENCE

Inwards:

- 1) 14 March 2017 – Heart Foundation newsletter
- 2) Issue No 1 2017 – Bishop’s Appointee newsletter
- 3) 21 February 2017 – NZEI newsletter
- 4) February 2017 – Newsletter for Integrated schools (Lighting New Fires)
- 5) March 2017 – NZ Education Gazette
- 6) Notification of AGM NZSTA
- 7) Catholic Schools Office
- 8) Caritas update

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- 9) 17 February 2017 – Catholic Education Office
- 10) 6 February 2017 – NZSTA 2017 Resource Manual
- 11) St Patrick's offer at Noel Leeming

Outwards:

No correspondence tabled.

MEETING CLOSED: 8.45pm NEXT MEETING: 6.30pm Tuesday 2 May 2017

PRAYER: