



ST JOSEPH'S SCHOOL

Reach for the Stars as Lifelong Learners in the Catholic Faith

Principal: Lorraine Frances-Rees

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Minutes of the monthly meeting of St Joseph's School Board of Trustees Held Tuesday, 7th December 2021, at 6.00 pm in Ruma Koru

Present:

Sharni Cunningham, Samara Allardice, Victoria Forrest, Rebecca Laming, Andy Bradley, Lorraine Frances-Rees, Fr Wayne, Jan Plieger, Leigh Thomas

Apologies:

Rory McGeown

Welcome and Prayer:

Sharni welcomed everyone to the meeting. Jan opened the meeting with a prayer.

Property

Lorraine and Nicola Winders visited schools in Southland last week who have had rebuilds in the recent years. Lorraine showed a video of the layout of two of the schools for the Board. The Board discussed what they liked and didn't like with the plans from the schools and what they would like included in the plans for the school's rebuild. Landscaping is part of the rebuild. The common space has a space for technology which includes a sink and oven. Good storage in each classroom. A furniture grant is provided for all new rebuilds. The Board would like the medical room to be visible from the office. The office needs to be separate from the common area.

Questions for Craig:

Do we have a say in the cladding? Brick or wood

Do we have a say in the colour scheme?

Can we have 6 classrooms and what would the floor limit be.

A place for storing devices that is invisible from windows.

Craig Patterson, the Property manager for the Dunedin Diocese joined the meeting. Craig informed the Board on the process for the rebuild. It is hoped the rebuild would commence latter half of 2022. The Board was informed there will be 4 classrooms incorporated in the rebuild along with the reasons. A robust discussion occurred on the time frame of the rebuild and the layout of the school. A request for stacker shelving for both a resource room and office storage. Due to the cost of the rebuild only the senior school and senior toilets would be upgraded. The Board would like to have a concept plan for extending the school should the roll growth warrant more classrooms. The Junior school will receive a small upgrade paid for from the Essential Maintenance Fund provided by the Government. The Diocese is still planning on adapting space in the Junior school for a Learning Support Co-ordinator's office.

Craig left the meeting.

From the Pews:

Fr Wayne provided a lovely reflection.

Principal's Report:

The Principal's report was tabled along with the Nag report for November.

Goal 1: Ensure the future of our Catholic Community in North Otago by building a lifetime foundation in the Catholic faith, growing Catholic Leaders, and promoting a Christ-centred community.

Three teachers have been working towards their Foundation Level Accreditation for 'Teachers New to Catholic Schools'. Two have achieved this while one still has a couple of sessions to complete.

The Intermediate formal was held last week with the Junior Disco scheduled for Friday.

Goal 2: All Students have meaningful and engaging learning experiences, striving for excellent outcomes for all.

All teachers have reflected and shared reflections in staff meetings. Classes have planned for a planting project. All the plants have been planted. Due to Covid, the athletics were modified to enable them to be held on the grounds. Multicultural Day was also modified. Lorraine has had a meeting with our ERO Evaluation partner. Compliance information needs to be returned by next year with the next meeting looking at our strategic plan.

The curriculum direction for 2022 has been decided. This will be enhanced over the next few weeks. Staff have had an in depth look at the traditions of the school. Next year the Production will incorporate the whole school. The learning will tie in with the performing arts. This will replace the annual singing cup. Cups for Athletics, Swimming and cross country will only be given to Yr 7 & 8 in 2022. Sports badges will be issued to students who represent the school at North Otago sports or are selected for Sports Rep teams.

Goal 3: Staff experience belonging and loyalty to St Joseph's and give enthusiasm, commitment, and excellence.

Three teachers have engaged in Incredible Years training. This was very worthwhile. Staff have expressed gratitude in the professional development provided this year.

Our provisionally registered teacher has gained her full registration.

NAG Report

Property

The annual maintenance will happen over the holidays. The sink hole has not sunk any further. This will now be fixed.

Finance

We have received funding to cover ACC and sick leave.

Personnel

All classes and teachers remain the same for 2022.

Move to accept the Principal's Report and Nag Report

L Frances-Rees/J Plieger

Annual Plan

Taken as read

Board Work:

Curriculum:

Achievement Report for Reading, Writing & Maths

The Achievement report for Reading, Writing and Maths 2021 was tabled.

Self-Review – The Board discussed their findings from the report. These were recorded in a self-review document.

Moved to accept the Achievement Report

L Frances-Rees/A Bradley

Analysis of Variance

The analysis of variance was tabled.

Move to accept the Analysis of Variance

L Frances-Rees/V Forrest

ESOL Audit Report

This report was taken as read.

Principal's Appraisal

Sharni tabled the appraisal report. Lorraine has achieved her goals.

Move to accept the Principal's Appraisal

S Cunningham/L Thomas

Personnel

Move that the Board go into Committee to protect the privacy of natural persons pursuant to the provisions of Local Government Information and Meetings Act 1987, to discuss personnel matters.

S Cunningham

Moved that the Board move out of Committee.

S Cunningham

Draft Budget

The draft budget was tabled.

Move to accept the Draft Budget with a deficit of \$56,043.27

L Frances-Rees/S Cunningham

Move that the Board approves the inclusion of a budget for the 2021 Statement of Cash Flows which is derived from the Board's 2021 operating and capital purchases budget.

S Cunningham/V Forrest

Move the Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2021 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

S Cunningham/V Forrest

Policy Reviews

None this meeting

Administration:

Move that the relevant documentation which has been retained for 7 years be sent for destruction.

L Frances-Rees/S Cunningham

Move that the minutes of the meeting held 14th September be accepted as a true and accurate record.

L Frances-Rees/S Cunningham

Correspondence:

Move to accept the correspondence

S Cunningham

Meeting Closed 8.25 pm

Next meeting: 7th December at 6.00 pm

These are a true and accurate record of the St Joseph's School Board of Trustees meeting held 7th December 2021.

Signed: _____

Date: _____

S Cunningham
Chairperson