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| C:\Users\lynmarieg\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\St Jo's logo digital 2014.jpg | Wednesday 21st February 2018 |
|  | 7.00pmHeld in staffroom |
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| Present: | Julia Stringer, Kristine Osburn, George Warren, Steve Warren, Vicky Oosthoek, Debbie Burge, Nicole Koolhoven, Julie Gilliver, Ryan Johnston, Lynmarie Gray. |
| Apologies: | Nil |
| Opening Prayer:Call for Nominations:  | KristineFor Chair and Secretary: Nominations Chair Julia Stringer nominated by Debbie & seconded VickiSecretary nominated by Vicki & seconded by Steve  |
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| Declarations of Conflict of Interest: | None |
| Special Character:Succession Planning: | Written report tabled. (attached)RE Report from Emalene tabled. Nicole thanked Steve for all the work he did for the Baptism.BOT looked at the area where the St Joseph’s statue will go Steve to head the project so we can get the blessing done on St Joseph’s Day the 19th March. Maybe doing scriptures on building will be on hold for the mean time.Special Character Compliances Required of BOT of NZ Catholic Integrated Schools was filled in. **Moved Reports: Julie Seconded: Julia**To look at a future date mid cycle for BOT members.RE review this year 2nd week of term 2. Review committee set up: Kristine, Julia & Steve. |
| Property: | Grill at swimming pool needs fixing –Steve will look into.Fix cable on sound for Room 5 still not workingFixing of fence Kristine keeps ringing and following up.All painting as per contract finished. |
| Health and Safety: Emergency Readiness: Training/Staffing:  | Rachel appointed as School Health and Safety officer.Job descriptions - Kristine to meet with each person then retable at next meeting.Induction for 2 new staff members was done at teacher only days at beginning of the year. |
| Policies:Strategic Discussion:  | Relationship between Board and Principal Relationship between Chairperson and Principal - Both updated to new wordingMoved George Seconded RyanSchool Signage to be done before review to get wording correct. |
| Consent Agenda: | **Principals Report**: Update next meeting on reports. Yes teacher only day on Wednesday 4th April**Property Report:** Property committee formed –George, Debbie & Nicole to file report.Junior playground PTA looking into that.Touch up of painting all done.**Financial Report:** as per xero Discussion re budget and Kristine to make amendment to RE**Move: Debbie Seconder: George** |
| Correspondence: | **In:** |
| Minutes: | Minutes of the meeting Thursday 2nd November 2017 held at the St Joseph’s School Staff Room, confirmed as true and correct record. **Move: Debbie Seconded: George** |
| Matters arising from previous minutes: | None |
|  General: | School signage look at option of replasterLetter received from Junior school regarding replacement technology Rachel to get quotes should be able to do this as per replacement schedule.Julia sending out prayer roster for meetings.Steve organise St Joseph statue placement to be done by St Joseph’s day so it can be blessed on that day. |
| Closing Prayer: | Kristine Osburn |
| Meeting Closed: | 9.19pm |
| Next Meeting: | 22nd March 2018  |

Sign: …………………………………………………………………………….

Date: …………………………………………………………………………….