

ST TERESA'S SCHOOL

Minutes of the Board of Trustees Meeting
7:30 pm on Thursday 05 April 2018
The Library, St Teresa's School, 299 Karori Road, Karori

“How will this discussion benefit our students?”

1. Administration

The Chair welcomed everyone to the meeting. Taron Moncrieff opened the meeting in prayer.

- 1.1 **Present:** Mike Smith (Chair), Mary-Angela Tombs (Principal), Jane Long, Fr Ron Bennett, Jenny Edwards(via telecon), Rodney Harkness, Taron Moncrieff, Sarah Simmons
 - 1.2 Apologies: Andrew Gee, Zoltan Apathy,
 - 1.3 **In attendance**
Karen Esterhuizen, Minutes secretary
 - 1.4 (NAG 3, 4) Declarations of interest
Mary-Angela Tombs – 4.3 Principal appraisal & letter
 - 1.5 Preparation of Newsletter insert
Sarah Simmons
- Volunteer please

2. Statutory Obligations

Motion: That the public be excluded from the following parts of the proceedings of this meeting, namely Items 4.1.5, 4.3, 5.2

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
<i>Item 4.1.3 Risk Register</i>	<i>Good reason to withhold exists under section 9 of the Official Information Act 1982</i>	<i>S 48(1)(a)(ii)</i>
<i>Item 4.2 Health & Safety</i>		
<i>Item 4.3 Principal's Appraisal</i>		

3. Strategic Decisions

- 3.1 (Education Act, 1989) Parent Representative – Casual Vacancy update
Interested parties will be asked to submit a 1 page Bio for consideration
Decision will be made ant next meeting
 - 3.2 (NAG 5) Year 5-8 Noho Marae Proposal
Motion proposed that the overnight stay be approved with the provision that the safety plan is received and is found to be acceptable
- Moved:** Taron Moncrieff /Rodney Harkness - **Carried**

4. Monitoring

4.1 (NAG 2) Principals Report against Annual Plan
Report received

4.1.1 (NAG 2) Catholic Character
Report received

4.1.2 (NAG 4) Draft 2017 Financial Statements
Mike Smith will discuss with the Education Services accountant to gain a better understanding of the differences in figures and will report back at the next meeting
Action: Chairman

4.1.3 (NAG 4) Updated Cyclical Maintenance plan
Chairman stated that the BOT approves that the principal spends \$9750 plus GST on interior painting and that at least 3 quotes are provided.
Against: Rodney Harkness - **Carried**

4.1.4 (NAG 4) Finance Graphic Analysis
Report received

4.1.5 (NAG 3, 4, 5) Risk Register (**in committee**)

4.1.6 (NAG 2) Kāhui Ako: COL Update
Update received

4.1.7 (NAG 4) Fixed Asset sale
BOT approved that 30 surplus desks and chairs can be sold for \$1800 plus GST
Moved: Taron Moncrieff /Rodney Harkness - **Carried**

4.2 (NAG 5) Health & Safety issues (**in committee**)

4.3 (NAG 3) Principals 2018 Appraisal (**in committee**)

5. Strategic & Policy Discussions

5.1 (Education Act, 1989) Policy Review plan
Carry over to next meeting

5.2 (NAG 4) Roll Development Strategy – review
Carry over to next meeting

6. Administration

6.1 Confirmation of minutes of 22 February 2018

Motion: That the minutes of the meeting held on 22 February 2018 be approved and adopted as a true and correct record.

Moved: Rodney Harkness /Jane Long - **Carried**

6.2 Confirmation of in committee minutes of 22 February 2018

Motion: That the in committee minutes of the meeting held on 27 November 2017 be approved and adopted as a true and correct record.

Moved: Rodney Harkness/ Taron Moncrieff - **Carried**

6.3 Correspondence

Inwards:

Outwards:

7. Agenda items for next meeting

7.1 Finance – monitor

7.2 Policy Review

8. Meeting closure

8.1 Action list from the previous meeting
Attached

8.2 Board meeting attendance chart
Attached

8.3 Next meeting: 24 May

8.4 Meeting was closed at 09:45pm: Fr Ron closed with a prayer.

Meeting Attendance Chart - 2018

Name	22 Feb	5 April	24 May	28 June	16 Aug	20 Sept	8 Nov	13 Dec
Andrew	P	A						
Taron	P	*P						
Jenny	*P	P						
Mike	P	P						
Mary- Angela (Principal)	P	P						
Jane (Staff Rep)	P	P						
Fr Ron	^P	^P						
Rodney	P	P						
Zoltan	P	A						
Sarah	P	P						

* = opening prayer

^ = closing prayer

A = Apology

P = Present

Z = Absent without apology. (Reminder: missing 3 meetings without apologies revokes the position.)

Dates to be inserted when a member joins or leaves the Board.

Action List from
BOARD OF TRUSTEES MEETING
05 April 2018

	Meeting & Item Number	Action	Responsibility	By when
1	25/02 – 4.3	Procurement Policy required	Chair	
2	22/09 – 5.1.2	See if employment issue procedure is in a policy	Principal	
3	22/09 – 5.5	Look at collective agreement in relation to drug policy	Principal	Check minutes
4	28/03 – 4.1.5	Ask Crombie Lockwood for an onsite meeting when insurance policy reviewed	Principal	
5	25/05 – 4.3	Come up with some achievement challenges for the Community of learning	Board	
6	25/05 – 5.3	Amend updated ToR for the Disciplinary Committee as noted in the minutes	Principal	
7	29/06 – 4.1.6	Chair will discuss with the Principal external supervision or other measures for her health and wellbeing	Chair	
8	21/09 – 5.3	Review the objectives of the roll strategy and what has been done	Chair/Taron	
9	14/12 – 5.2	Bring the procedures around sale, supply and consumption of alcohol to a meeting in early 2018	Principal	
10	05/04/ - 4.1.2	Mike Smith will discuss with Education Services accountant to gain a better understanding of the differences in figures and will report back at the next meeting	Chair	