

St Teresa's School Board of Trustees
Minutes of meeting held at 7.30 pm on Thursday 20 September 2018
The Library, St Teresa's School, 299 Karori Road, Karori

“How will this discussion benefit our students?”

1. Administration

Opening Prayer/Karakia – Fr Ron Bennett

1.1 **Present:** Mike Smith (Chair), Mary-Angela Tombs (Principal), Sarah Simmons, Jane Long, Andrew Gee, Taron Moncrieff and Fr Ron Bennett.

1.2 **Apologies:** Rodney Harkness, Jenny Edwards, Zoltan Apathy and Phil Simpson.

1.3 **In attendance:** Carla Wild, Minute Secretary

1.4 (NAG 3, 4) Declarations of interest
 The Principal noted an interest in Item 3.1.4.

1.5 Preparation of Newsletter insert: The Chair would like to share the ERO report when possible.
Action: Chair

2. Statutory Obligations

Motion: That the public be excluded from the following parts of the proceedings of this meeting, namely Items 3.1.3, 3.2

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
Item 3.1.4 Risk Register Item 3.2 Health & Safety	Good reason to withhold exists under section 9 of the Official Information Act 1982	S 48(1)(a)(ii)

3. Monitoring

3.1 (NAG 2) Principals Report: progress to date in relation to the annual plan
 The Principal had been unwell for the previous week and apologised for the lack of updates.

3.1.1 (NAG 2) Catholic Character
 The Principal attended Otari Synod last week.

3.1.2 NAG 4) Finance Report
 Financial analysis from Education Services had been circulated. The Principal had asked the reason for a surplus when a deficit had been budgeted and was advised it covered a range of items.
 The Available Funds Forecast was circulated and showed that, overall, things are tracking well.
 The International student income figure of \$25k for the year is correct.
 The After-school Care figure is to be checked by the Principal as it should be sitting closer to the budgeted figure.

Action: Principal

Motion: *That Finance Report be received.*

Moved: Taron Moncrieff / Sarah Simmons - Carried

3.1.3 (NAG 3, 4, 5) Risk Register
 Discussed In-committee

3.1.4 (NAG 2) Kahui Ako: COL
 The Principal provided an update in Committee.

3.2 (NAG 5) Health & Safety issues

Health and safety precautions are required around the Fair during set up and on the day. These have been well covered and mitigated as much as possible. The electrician has checked out the plans and power points and will be on call to provide a back-up service on the day. The Principal has done a full risk management plan. Decisions are to be made on the day around issues such as wind. The Fair Team is new which is a risk in itself, however they are doing a great job. Security guards will be on site at each gate.

Report of a broken elbow today on the junior playground; also a broken ankle recently. Accident details fully documented.

3.3 ERO visit Update

The draft report was circulated which is not for sharing with the public at this stage. There are fifteen days to respond but ERO will only change errors in fact. The Principal suggested a Working Group of the Principal and the Chair be formed and that other Board members send their comments on the report to the Principal as soon as possible. The report is very positive. The Board will acknowledge the hard work of the staff by providing a morning tea on Wednesday 26th September at 11 am.

Action: Chair/Principal/Board Members

4. Strategic & Policy Discussions

4.1 Policy Review – Conflict of Interest

Rodney Harkness to bring to the November meeting.

Action: R Harkness

The following policies are also due for review:

- Policy 11: The Board review of Governance
- Policy 3: Principal's Professional Expenses

Action; Taron Moncrieff

Action: Sarah Simmons

4.2 Strategic Review

Principal has sent an initial plan which outlines that, by the time children have had 8 years at school, they should have the skills to drive their own learning, have developed self-awareness and strong self-esteem and are ready for the transition to college. The goals within the Plan are specific. A roadmap was also provided, again in draft. The Board was asked to consider them over the next couple of months for discussion next term. It was also noted that in 2019 the school is moving from the ETAP system to LINK-ED which will result in parents being able to access the children's progress on line, and in time this will replace written reports.

Action: Board Members

5. Administration

5.1 Confirmation of minutes of 16 August 2018

Motion: *That the minutes of the meeting held on 16 August 2018 be approved and adopted as a true and correct record.*

Moved: Jane Long / Andrew Gee **Carried**

Karori Road Crossing to be added to the risk register.

Action: Principal

5.2 Confirmation of in-committee minutes of 16 August 2018

Motion: *That the in-committee minutes of the meeting held on 16 August 2018 be approved and adopted as a true and correct record.*

Moved: Andrew Gee / Fr Ron Bennett - **Carried**

5.3 Correspondence

Inwards:

Draft ERO report emailed 20 September 2019.

Outwards:

A catholic school where each child is nurtured to grow as a happy, faith-filled learner who is inspired to achieve excellence

6 Agenda items for next meeting

6.1 Finance – monitor

7 Meeting closure7.1 Action list from the previous meeting
To be located.7.2 Next meeting:
Meeting date: 8 November 2018 at 7.30pm

7.3 Closing prayer/karakia – The Lord's Prayer by all.

The meeting closed at 9.40 pm.

Action Items from Meeting of 20 September 2018

Action No	Agenda Item	Action	By Whom
1.	1.5	Newsletter insert to include ERO report	Chair
2.	3.1.2	Check the After-school Care figure as it should be sitting closer to the budgeted figure.	Principal
3.	3.3	Respond to the ERO Report	Chair / Principal / Board Members
4.	4.1	Review of conflict of Interest policy for November meeting	R Harkness
5.	4.1	The Board review of Governance Policy	T Moncrieff
6.	4.1	Principal's Professional Expenses Policy	S Simmons
7.	4.2	Review the Strategic Plan review	Board Members
8.	5.1	Karori Road Crossing to be added to the Risk Register	Principal