

ST TERESA'S SCHOOL

Minutes of the Board of Trustees Meeting
7:30 pm on Thursday 22 February 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. Jenny Edwards opened the meeting in prayer.

- 1.1 **Present:** Mike Smith (Chair), Mary-Angela Tombs (Principal), Andrew Gee, Jane Long, Fr Ron Bennett, Jenny Edwards, Zoltan Apathy, Rodney Harkness, Taron Moncrieff, Sarah Simmons
- 1.2 Apologies: None
- 1.3 **In attendance**
Karen Esterhuizen, Minutes secretary
- 1.4 (NAG 3, 4) Declarations of interest
Mary-Angela Tombs – 4.2.1 Parent's complaint & 4.3 Principal appraisal
- 1.5 Preparation of Newsletter insert

Jenny Edwards

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 3.3 2018 Budget (staff matters)</i> <i>Item 4.1.4 Risk Register</i> <i>Item 4.2.1 Parent Complaint</i> <i>Item 4.3 Principal's Appraisal</i>	<i>Good reason to withhold exists under section 9 of the Official Information Act 1982</i>	<i>S 48(1)(a)(ii)</i>

3. Strategic Decisions

- 3.1 Appointment of Board Chair

Chair: Jenny nominated: Mike Smith – Seconded: by Sarah Simmons

Deputy Chair: Jane Long nominated Jenny Edwards, Seconded by Rodney Harkness

Carried

- 3.2 (NAG 7) Charter for Confirmation
Accepted and Approved for submission to The Ministry
Moved: Taron Moncrieff/ Jane Long - **Carried**

- 3.3 (NAG 4) 2018 Budget **(in committee, tabled)**

- 3.4 (NAG 4) Parent Donation letter

Approved subject to minor amendments.

Moved Taron Moncrieff/, Zoltan Apathy - **Carried**

4. Monitoring

- 4.1 (NAG 2) Principals Report
Report Received

- 4.1.1 (NAG 2) Catholic Character
Report received

- 4.1.2 (NAG 8) 2017 Analysis of Variance Report

Impact of removal of national standards discussed. Members raised concerns that about transition period between old and new system.

Agreed: That this be noted as an additional Governance risk. After 6 months the reporting will be reviewed by the Board.

- 4.1.3 (NAG 4) Draft Finance December 2017 Report

Still in Draft form, end of year result was slightly better than budgeted. The Chair commended the Principal for the efforts made to live within a very tight budget.

Draft report received

- 4.1.4 (NAG 3, 4, 5) Risk Register **(in committee, tabled)**

- 4.2 (NAG 5) Health & Safety issues

- 4.2.1 (NAG 5) Parent Complaint update **(in committee)**

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

5. Strategic & Policy Discussions

- 5.1 (all NAGs) Policy Review – plan for 2018
Update the Governance Action Plan and circulate
Policies to be reviewed for the next meeting:
a. Jane Long - Board roles and responsibilities (1)
b. Rodney Harkness - Conflict of interest (3)
c. Zoltan Apathy - Board review of governance (11)
NZSTA policies should be consulted for comparison

Action: Principal

- 5.2 (NAG 4) Roll Development Strategy

Received confirmation from Diocese that we can increase our non-preference enrollments to 10% of our maximum roll. This equates to 15 additional places.

5.3 (all NAGs) Casual (Parent Rep) Trustee Vacancy

Mike Smith will confirm and e-mail the board about the election/selection/co-opt options.

Mike will organise a returning officer if required.

6. Administration

6.1 Confirmation of minutes of 14 December 2017

Motion: That the minutes of the meeting held on 14 December 2017 be approved and adopted as a true and correct record.

Corrections: 3.3 Moved should read Sarah Simmons, 5 also should read Sarah Simmons

Moved: Andrew Gee /Mary-Angela Tombs - **Carried**

6.2 Confirmation of in committee minutes of 22 November 2017

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

6.3 Confirmation of in committee minutes of 14 December 2017

Motion: That the in committee minutes of the meeting held on 14 December 2017 be approved and adopted as a true and correct record.

Moved: Mary-Angela Tombs/Taron Moncrieff - **Carried**

6.4 Correspondence

Inwards: Ministry of Education re Non-preference roll increase to 10%
Archdiocese of Wgtn re non preference roll increase to 10%
Archdiocese of Wgtn re 2017 Special Character Attestation
[NZ Catholic Education Office re Supplementary Dee of Agreement \(1\)](#)
[NZ Catholic Education Office re Supplementary Dee of Agreement \(2\)](#)

Outwards:

7. Agenda items for next meeting

7.1 (NAG 4) Finance – monitor

7.2 Policy Review

8. Meeting closure

8.1 Action list from the previous meeting (attached)

8.2 Next meeting 5th April

8.3 Meeting closed at 9:50pm with a prayer by Fr Ron.

Meeting Attendance Chart - 2018

Name	22 Feb	5 April	26 May	30 June	18 Aug	22 Sept	3 Nov	8 Dec
Andrew	P							
Taron	P							
Jenny	*P							
Mike	P							
Mary- Angela (Principal)	P							
Jane (Staff Rep)	P							
Fr Ron	^P							
Rodney	P							
Zoltan	P							
Sarah	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
 22 February 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 – 3.2	Approach Archdiocese re timing of buildings upgrade	Chair	
9	21/09 – 5.3	Review the objectives of the roll strategy and what has been done	Chair/Taron	
10	14/12 – 3.2	Ask Ed Services to check the formulas for the Budget; check the budget for photocopying and consumables	Principal	
11	14/12 – 4.1.5	Write an article on Reading recovery for the next newsletter	J Long	
12	14/12 – 5.2	Bring the procedures around sale, supply and consumption of alcohol to a meeting in early 2018	Principal	
13	14/12 – 5.3	Recirculate the Roll Strategy to the Board	Principal	
14	22/02 – 5.1	Update the Governance Action Plan and circulate	Principal	
15	22/02 – 5.3	Mike Smith will confirm and e-mail the board about the election/selection/co-opt options. Mike will organise a returning officer if required.	Chair	