

ST TERESA'S SCHOOL

Minutes of the Board of Trustees Meeting
7:30 pm on Thursday 24 May 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. Sarah Simmons opened the meeting in prayer.

- 1.1 **Present:** Mike Smith (Chair), Mary-Angela Tombs (Principal), Jane Long, Jenny Edwards, Rodney Harkness, Taron Moncrieff, Sarah Simmons, Andrew Gee, Fr Ron Bennett,
 - 1.2 Apologies: 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
 - 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, 4.2, 4.3, 4.4

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 Item 4.3 Principal's Appraisal Item 4.2 Health & Safety Item 4.4 Parent Complaint</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 Parent Representative – Selection for casual vacancy.

2 candidates were considered by Board. Phil Simpson and Louise Witts. Chair noted that another parent has also shown interest, but he is happy to wait until the next election.

Board members felt both candidates would bring strong and useful skills to the Board. After discussion it was put to the vote by a show of hands.

Agreed: By majority vote, Phil Simpson is elected to take up the casual parent vacancy

4. Monitoring

4.1 (NAG 2) Principals Report: progress to date in relation to annual plan

Received.

4.1.1 (NAG 2) Catholic Character (**refer principal's report**)

Received.

4.1.2 (NAG 4) Finance Report (**attached**)

Received.

4.1.3 (NAG 4) External Audit update

Action: Mike and Jenny to review on behalf of Board.

Once finalised, the principal and chairperson to sign on behalf of Board.

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

To be reviewed at next meeting.

4.1.5 (NAG 2) Kahui Ako: Community of Learning (COL) Update

To be reviewed at next meeting.

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

To be reviewed at next meeting.

4.3.1 (NAG 3) Principals 2018 Appraisal Update (**in committee**)

Update to be provided at next meeting.

4.3.2 Complaint from parent (**in committee**)

This was discussed during the in committee session 7.45pm to 9.30pm.

5. Strategic & Policy Discussions

5.1 Policy Review (to be deferred to June meeting)

6. General

6.1 Catholic Schools Convention

Interested Board members might like to attend.

Action: MA will circulate some material to the Board.

7. Administration

7.1 Confirmation of minutes of 05 April 2018

Motion: That the minutes of the meeting held on 05 April 2018 be approved and adopted as a true and correct record.

Moved: Rodney Harkness/Sarah Simmons - **Carried**

7.2 Confirmation of in committee minutes of 05 April 2018

Motion: That the in committee minutes of the meeting held on 05 April 2017 be approved and adopted as a true and correct record.

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

7.3 Correspondence

*Inwards: 13 April 2018 Complaint from Parent
20 April 2018 Archdiocese – Integrated Land update for pavilion building
28 March 2018 Archdiocese – Acknowledgement of Report to Proprietor*

Outwards: Nil

8. Agenda items for next meeting

8.1 Finance – monitor

8.2 Policy Review

8.3 Kahui Ako: Community of Learning (COL) Update

8.4 Principal Appraisal Update

9. Meeting closure

9.1 Action list from the previous meeting – see attached

9.2 Board meeting attendance chart – see attached

9.3 Next meeting: 28 June
Agenda & Papers by: 22 June

9.4 Closing Prayer led by Andrew

Meeting closed at approximately 10pm

Meeting Attendance Chart - 2018

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

* = 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 MEETINGS:

Up to and including the meeting of 24 May 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 meet with the accountant to gain a better understanding of the differences in figures and will report back at the next meeting	Chair	
11	28/05 – 4.1.3	Mike and Jenny to review 2017 financial statements	Chair/Jenny	
12	28/05 - 6.1	Circulate Catholic Education Convention Programme to Board members	Principal	