

# ST. TERESA'S SCHOOL

Minutes of the Board of Trustees Meeting  
7:30pm on Thursday 28 June 2018  
The Library, St Teresa's School, 299 Karori Road, Karori at 7.30pm

**"How will this discussion benefit our students?"**

## 1. Administration

Opening Prayer/Karakia

Mike Smith welcomes members. Jane Long opens the meeting with a prayer.

Code of Conduct : Mike reminded members that all BOT's are required to abide by Code of Conduct. Copies provided to each member for review and signature.

**Action** – Circulate copies to absent members. (Mike)

- 1.1 **Present:** Mike Smith (Chair), Mary-Angela Tombs (Principal), Sarah Simmons, Jane Long, Andrew Gee, Taron Moncrieff, Jenny Edwards (via telecon), Phil Simpson (arrived at 8:00pm)
- 1.2 Apologies: Rodney Harkness, Fr Ron Bennett, Zoltan Apathy
- 1.3 **In attendance:** Ngan Nguyen, Minute secretary
- 1.4 (NAG 3, 4) Declarations of interest  
None
- 1.5 Preparation of Newsletter insert  
To announce that Phil Simpson has been appointed to the casual vacancy.

## 2. Statutory Obligations

**Motion:** *That the public be excluded from the following parts of the proceedings of this meeting, namely Items 3.3, 3.4, 4.1.4, 4.2.1*

*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:*

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under section 48(1) for the passing of this resolution</b>
<i>Item 3.3 Staff Matters</i> <i>Item 3.4 Student Matters</i> <i>Item 4.1.4 Risk Register</i> <i>Item 4.2.1 Parent Complaint Update</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 Wgtn Catholic Schools Kāhui Ako Achievement Challenge Document Approval  
(attached, and linked: [executive summary](#), and full document)

*Motion: That the Wellington Catholic Schools Kāhui Ako Achievement Challenge document be received and approved.*

**Moved: Sarah Simmons / Jane Long - carried**

- 3.1.1 Memorandum of Understanding (Refer appendices of documents above.  
\*NB start date to be amended to 28 June 2018) `

*Motion: That the Wellington Catholic Schools Kāhui Ako Memorandum of Understanding be adopted, as amended*

**Moved: Jane Long / Andrew Gee – carried**

**Action:** Memorandum to be signed by Mike Smith and Mary-Angela

- 3.1.2 Conflict of Interest declaration (attached, [linked](#))

*Motion: That the Wellington Catholic Schools Kāhui Ako conflict of interest declaration be approved*

**Moved: Sarah Simmons / Phil Simpson – carried by majority**  
**Objection: 2 out of 8**

Chair and Principal raised conflict of interest re: Peter Chew and his proposed role within Change Management for Kahui Ako. Members would like assurance that conflict is well managed.

- 3.2 2017 Annual Report (contents attached, [linked](#))

*Motion: That the 2017 Annual Report be approved*

**Moved: Andrew Gee / Sarah Simmons – carried**

**Action** – Principal amend trustee lists.

**Note:** Report goes to the ministry and published on website. Also, the analysis variance was presented earlier during the year and Board has accepted this.

- 3.3 Application for Teacher Study Leave (**tabled, in committee**)

- 3.4 Request for delegated authority to sign specific MOE documents on behalf of Board (**tabled, in committee**)

### 4. Monitoring

- 4.1 (All NAGs) Principal's Report: progress in relation to annual plan (**attached, [linked](#)**)

**Note:** Points bolded in report are advanced from previous meetings.

Points 2.4 and 2.5 are clarified.

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

Discussed and noted.

4.1.2 (NAG 1, 2) Mid-Year Curriculum Progress and Achievement Report 2018 (**attached, [linked](#)**)

Principal explains report.

**Note:** Yellow points in report are updated via online version.

4.1.3 (NAG 1, 2) Special Education Report (**attached, [Linked](#)**)

Report has been put together by Jane Long and Pip Cook (Special Needs team). Comprehensive report provides a breakdown on things do with funds for special needs.

**Note:** Looking at changing the school management system (eTap), looking at an alternative supplier 'Link Ed' as they provide a better portal for both teachers and parents.

Chair and Principal thanked Special Needs Team for the report.

4.1.4 (NAG 4) External Audit (**attached**)

Report reviewed. No issues of concern raised by auditors.

4.1.5 (NAG 4) Finance Report (to be emailed / tabled)

Reviewed and discussed.

Principal raises key points: finances are looking healthier largely due to 2 additional international student enrolments for term 3.

Chair highlighted \$7,000 surplus. Maintenance and repair costs have been higher. Interior painting work approved at April BOT meeting will commence after the September school fair.

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

4.2 (NAG 5) Health & Safety issues

4.2.1 Parent complaint update (**in committee**)

4.2.2 Student Behavioural Procedures Report (**attached, [linked](#)**)

Principal led discussion and refers to Behaviours Procedures report and the recently created behaviour consequences flowchart/diagram.

Diagram is for parent use and is available on the website.

Chair acknowledged work done by Principal on this report and the very user friendly flowchart.

## 5. Strategic & Policy Discussions

### 5.1 Policy Review – Board Roles & Responsibilities

Jane Long led discussion. Recommended amendments to policy were reviewed by members.

**Moved: That revised policy re Board roles and responsibilities be approved.**

**Jane Long / Taron Moncrieff - carried**

### 5.2 Policy Review – Conflict of Interest

Chair leads discussion and acknowledged Rodney Harkness work on this policy review.

Document is reviewed by members.

**Action:** Finalisation of policy to be delayed until next meeting when Rodney is in attendance.

*(Jenny Edward exits from meeting 9:28pm)*

### 5.3 Strategic Review **(attached, linked)**

Principal leads discussion. Strategic Review was document reviewed via PowerPoint.

Principal is seeking 1 or 2 board members to be part of a Strategic Working group.

Phil and Sarah offer to represent BOT.

Chair thanked Principal for her presentation.

**Action:** Phil Simpson and Sarah Simmons to represent BOT on the Strategic Review Working group.

### 5.4 ERO Visit **(attached, linked)**

Preparation work underway. BOT members need to meet to go through ERO Questionnaire.

**Action:** Meeting next week Thursday. Start earlier at 6:30pm and refreshments will be provided.

## 6. Administration

### 6.1 Confirmation of minutes of 24 May 2018 **(attached)**

**Motion:** *That the minutes of the meeting held on 24 May 2018 be approved and adopted as a true and correct record.*

**Moved: Jane Long / Sarah Simmons – carried**

Minutes reviewed by members.

### 6.2 Confirmation of in-committee minutes of 24 May 2018 **(tabled)**

**Motion:** *That the in-committee minutes of the meeting held on 24 May 2018 be*

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

*approved and adopted as a true and correct record.*

**Moved: Mary-Angela / Sarah Simmons – carried**

Minutes reviewed by members via Tablet.

6.3 Correspondence

*Inwards: 31 May: ERO visit notification*

*Outwards: 25 May: Letter to parent (in committee)*

**7. Agenda items for next meeting**

7.1 Finance – monitor

7.2 Board Policy - conflict of interest

**8. Meeting closure**

8.1 Action list from the previous meeting (**attached**)

8.2 Board meeting attendance chart (**attached**). For review.

8.3 Next meeting:

Informal Meeting re ERO preparation: 5 July 6.30pm

Formal Meeting date: 16 August 7.30pm

8.4 Closing prayer/karakia

Jane Long led a closing prayer.

Meeting finishes approximately 9:50pm.

Mike Smith thanked all members for attending today’s meeting.

**Chair:** .....

**Date:** .....

**St Teresa's School Delegations List (updated 18 June 2015)**

<b>Date of Minuted Delegation</b>	<b>Personnel</b>	<b>Delegated Authority</b>	<b>Term of Delegation</b>
14 October 2010	Delegations can be to a person or a committee. Committees must have a minimum of 2 persons, at least one of whom must be a trustee.  Board of Trustees, Principal, Finance Committee and Board Treasurer	See individual Committee Terms of Reference in the board's Governance Manual  That the Board of Trustees, Principal, Finance Committee and Board Treasurer are delegated specific levels of authority in relation to the type and transaction and amount.	Note: Delegation ceases at the date below, by earlier resolution of the board, or, if no date, is ongoing
18 June 2015	The Chair and Deputy Chair	That the Board delegates authority to the Chair to approve Principal expenses, subject to Financial Delegation Limits. In the event that such expenses relate to the Chair, the Deputy Chair shall be authorized to approve of such expenses.	

**St Teresa's School – Board Committees &  
Working Groups**

<b>Name</b>		<b>Terms expiry</b>	<b>Emergency</b> (Terms of Reference to be drafted)	<b>Student Disciplinary</b>  (Governance Policy 18.2)
Chair			X	X
Deputy Chair			X	X
Principal			X	X
Zoltan	Prop Rep	May 19		X
Jenny	Parent Rep	May 19		X
Jane	Staff Rep	May 19		X
Mike	Prop Rep	May 19		X
Fr Ron	Prop Rep	May 19		X
Andrew	Prop Rep	May 19		X
Taron	Parent Rep	May 19		X
Rodney	Parent Rep	May 19		X
Sarah	Parent Rep	Nov 20		X
Phil	Parent Rep	Nov 20		

**Meeting Attendance Chart - 2018**

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



**Evaluation of meeting on:**

**(Chair: Mike Smith)**

1. How well did we accomplish the results we expected from this meeting based on the set agenda?

**Not at all**

**Very well**

**1      2      3      4      5**

**Comment:**

2 How satisfied are you with how the team worked as a group?

**Not at all**

**Very well**

**1      2      3      4      5**

**Comment:**

3 How satisfied are you with your participation and contribution as an individual?

**Not at all**

**Very well**

**1      2      3      4      5**

**Comment:**

4 Is there anything that you believe would improve our meeting process?

Name: (Optional).....