

Minutes of a Board of Trustees Meeting
Thursday 16 August 2018 at 7.30 pm
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 – Sarah Simmons

- 1.1 **Present:** Michael Smith (Chair), Mary-Angela Tombs (Principal), Sarah Simmons, Jane Long, Andrew Gee, Taron Moncrieff, Jenny Edwards, Philip Simpson and Fr Ron Bennett.
- 1.2 **Apologies:** Zoltan Apathy, Rodney Harkness
- 1.3 **In attendance:** Carla Wild, Minute Secretary
- 1.4 (NAG 3, 4) **Declarations of interest:** The Principal noted a conflict with 4.1.4 – given it involves the appointments procedure.
- 1.5 Preparation of Newsletter insert: **Action: Chair**

2. Statutory Obligations

Motion: That the public be excluded from the following parts of the proceedings of this meeting, namely Items 3.1.4

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

3. Strategic Decisions

3.1 Audit Fee Proposal

Motion: That the audit proposal for the audit fee for the years ending December 2018 – 2020 be accepted.

Moved: Philip Simpson / Jenny Edwards - Carried

3.2 Budget Review

Updated budget for 2018 presented and reviewed.

Motion: That the revised Budget for 2018 be approved.

Moved: Philip Simpson / Jane Long - Carried

3.3 Appointments Committee

The Proprietor has asked that a Proprietors Appointee is on the Appointments Committee. The Chair will ask Zoltan if he is interested. If he is not, Fr Ron was happy to do this.

Action: Chair

4. Monitoring

4.1 (NAG 2) Principals Report: progress to date in relation to Annual Plan

4.1.1 (NAG 2) Catholic Character

- The Grandparents' Mass was very successful and Fr Ron's sermon well received.
- Teachers have finished the professional learning they were part of and three have completed the paper.

4.1.2 (NAG 4) Finance Report

- FTEEs is now reported as part of the Finance Report.

Motion: That the Finance report be received

Moved: Jenny Edwards / Sarah Simmons - Carried

4.1.3 (NAG 3, 4, 5) Risk Register – in Committee

4.1.4 (NAG 2) Kahui Ako: COL Update

- Sarah S provided an update; The Interim Governance Group will meet on Monday and interview the two principals for the position of co-lead principals.
- The achievement challenge has not quite been accepted by the MoE.

4.1.5 (NAG 5) Health & Safety The Principal highlighted:

- The recent lock-down practice.
- The senior children's playground has been re-surfaced and is much safer.
- The issue around the Karori Rd Pedestrian crossing is to be added to the Risk Register; WCC is coming to discuss.

5. Strategic & Policy Discussions

5.1 Policy Review – Conflict of Interest

To be carried forward to the next meeting.

5.2 Strategic Review

The Principal reported that the Strategic Working Group (a group of 10) has met twice and came up with some draft goals; these included:

- Parent education about children's learning,
- Including the students in the college/teacher discussion; also 5 year old's visiting preschools with an older student to share their experience of starting school with four year old's.

Next steps: The Principal will bring the material together, identify the professional learning and create a road map for the next three years. The Principal hopes to bring a paper to the next Board meeting. The next consultation is a fono and a hui.

5.3 ERO Visit - update

Starts on Monday 20th August. Board members were encouraged to attend one of the sessions with ERO: Monday 20th 3 – 4pm and Thursday 23rd 11am – 12pm for ERO feedback.

6. Administration

6.1 Confirmation of minutes of 28th June 2018

Motion: That the minutes of the meeting held on 28th June 2018 be approved and adopted as a true and correct record.

Moved: Mary-Angela Tombs / Philip Simpson - Carried

6.2 Confirmation of in-committee minutes of 28th June 2018

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

Motion: *That the in-committee minutes of the meeting held on 28th June 2018 be approved and adopted as a true and correct record.*

Moved: *Jane Long / Andrew Gee – Carried*

6.3 Correspondence

6.3.1 Inwards:

6.3.1.1 Auditor General re 2018-2020 Audits

6.3.1.2 Deloitte – re external auditor appointment

6.3.1.3 NZEI – Strike Notice. All the teachers are members so there was no one here to provide supervision or instruction.

6.3.2 Outwards:

6.3.2.1 International Student Schools Assurance Statement: This has been signed by the Chair and Principal.

6.3.2.2 BOT Chair letter to Parents/Caregivers re Strike on 15 August – no adverse comment was received.

7. General Business

7.1 Jenny asked Board members whether there should be a policy as well as a procedure on student ICT/cell phone use.

Currently students are not allowed to use mobile phones at school, and teachers keep a close eye on this.

The Principal noted that the Health and Safety Policy covered it generally, and school procedures detail how the school always seeks to protect the children. Procedures are reviewed regularly, particularly if it is shown there is a problem or change needed.

8. Agenda items for next meeting

8.1 Finance – monitor

8.2 Discussion on Board training re cultural responsiveness

9. Meeting closure

9.1 Next meeting: Meeting date: **20 September 7.30pm**

9.2 Closing prayer/karakia was provided by Sarah.

The meeting closed at 9.25 pm

Signed as a true and correct record:

Chair:

Date: 20/9/18