

ST TERESA'S SCHOOL

Minutes of the Board of Trustees Meeting
7:30 pm on Thursday 13 December 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. Mary-Angela opened the meeting in prayer.

1.1 **Present:** Mike Smith (Chair), Mary-Angela Tombs (Principal), Jane Long, Fr Ron Bennett, Rodney Harkness, Taron Moncrieff, Sarah Simmons, Andrew Gee, Zoltan Apathy, Phil Simpson

1.2 Apologies: Jenny Edwards

1.3 **In attendance**
Karen Esterhuizen, Minutes secretary

1.4 (NAG 3, 4) Declarations of interest
Mary-Angela Tombs – 3.2 Principal appraisal

1.5 Preparation of Newsletter insert

Not needed until after first meeting in 2019.

2. Statutory Obligations

Motion: That the public be excluded from the following parts of the proceedings of this meeting, namely Items 3.1.4, and 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
<i>Item 3.1.4 Risk Register</i> <i>Item 3.2 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. Monitoring

3.1 (NAG 2) Principals Report: progress to date in relation to annual plan (**attached**)

Noted as read

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

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

Members noted that a surplus for the year of around \$40k is likely. This will be used to support the 2019 budget deficit.

Moved: Zoltan Apathy – Seconded: Rodney Harkness – Carried

3.1.3 (NAG 2) Reading Recovery Report (**attached**)

Noted

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

3.1.5 (NAG 2) Kahui Ako: COL Update

Mrs Tombs provided a brief update on progress since our last meeting.

3.2 Principal's Appraisal (**in committee, tabled**)

Following the In- Committee session, the Board Chair congratulated Mrs Tombs on a very positive appraisal and thanked her for her commitment and leadership in the school.

4. Strategic Decisions

4.1 Policy Review – Principal's Professional Expenses

Members agreed the current policy is adequate. It was noted that the NZSTA policy has changed and that a review of our policies against this would be worthwhile.

Agreed: A working committee will be formed in 2019 to undertake a review.

4.2 Strategic and Annual Plan - confirm

Members noted the process involved in the development of the Plan.

Feedback on draft has been positive.

Agreed: That the Strategic Plan for 2019-2021 and the Annual Plan for 2019 be adopted.

Moved: M-A Tombs – Seconded: Phil Simpson – Carried

4.3 2019 St Teresa's Annual Budget

With the assistance of the Principal, members reviewed the proposed 2019 budget.

Budget deficit of \$49,893 is largely due to the BOT decision to have 7 rather than 6 classes in 2019. This will be funded from reserves.

Agreed: That the 2019 Budget be approved.

Moved: Jane Long – Seconded: Andrew Gee

4.3.1 Donation request for 2019

Agreed: Donation requested from parents will remain at \$125 for 2019.

Moved: Mary-Angela Tombs –Seconded: Rodney Harkness

5. Administration

5.1 After School Care – SKIDS contract renewal

Rodney Harkness to ask his lawyer to provide some advice.

Agreed: That the SKIDs agreement be renewed subject to a legal review.

Moved: Phil Simpson – Seconded: Jane Long– Carried

5.2 Confirmation of minutes of 8 November 2018 (**attached**) MS 3 mins

Agreed: *That the minutes of the meeting held on 8 November 2018 be approved and adopted as a true and correct record.*

Moved: Phil Simpson – Seconded: Rodney Harkness – Carried

5.3 Confirmation of in-committee minutes of 20 September 2018 MS 3 mins

Agreed: *That the in-committee minutes of the meeting held on 20 September 2018 be approved and adopted as a true and correct record.*

Moved: Rodney Harkness – Seconded: Jane Long – Carried

5.4 Confirmation of in-committee minutes of 8 November 2018 MS 3 mins

Agreed: *That the in-committee minutes of the meeting held on 8 November 2018 be approved and adopted as a true and correct record.*

Moved: Zoltan Apathy – Seconded: Phil Simpson – Carried

5.5 Correspondence

Inwards: Wellington Archdiocese re Tagged Teacher applicant

Outwards:

6. Agenda items for next meeting

6.1 Finance – monitor

7. Meeting closure

7.1 Action list from the previous meeting

Reviewed. Updated list attached.

7.2 Board meeting attendance chart

Updated and attached.

7.3 Next meeting: TBC

7.4 Meeting Closure

The Chair thanked everyone for their contributions in 2018.

Phil closed the meeting with a short prayer.

The meeting closed at approximately 9.30pm.

Meeting Attendance Chart - 2018

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

**ACTION LIST FROM
BOARD OF TRUSTEES' MEETINGS**

Actions from Board of Trustees Meeting of 8 November 2018

- | | |
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| 1. Board Membership and Chair options for 2019 | All Board |
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Actions from Board of Trustees Meeting of 13 December 2018

- | | |
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| 1. Policy Framework – Working Group to review against NZSTA model | Board |
| 2. Legal Review of SKIDS agreement | Rodney |