

# ST TERESA'S SCHOOL

Minutes of the Board of Trustees Meeting  
7:30 pm on Thursday 04 April 2019  
The Library, St Teresa's School, 299 Karori Road, Karori

**“How will this discussion benefit our students?”**

## Administration

The Chair welcomed everyone to the meeting.

**Present:** Mike Smith (Chair), Mary-Angela Tombs (Principal), Jane Long, Fr Ron Bennett, Sarah Simmons, Andrew Gee, Zoltan Apathy, Phil Simpson, Jenny Edwards,

**Apologies:** Taron Moncrieff

**Absent:** – Rodney Harkness

## In attendance

Karen Esterhuizen, Minutes secretary

Jane Long opened the meeting in prayer

## Declarations of interest

Mary-Angela Tombs – Principal's performance agreement

## Statutory Obligations

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

*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: 2.4, Principals performance agreement*

<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>
Staff matters	Good reason to withhold exists under section 9 of the Official Information Act 1982	S 48(1)(a)(ii)

## 1. Strategic Decisions

- 1.1 Governance Framework Review
  - 1.1.1 Introduction
  - 1.1.2 Part A
  - 1.1.3 Part B
  - 1.1.4 Part C
  - 1.1.5 Part D
  - 1.1.6 Triennial Review

The work undertaken by a working group consisting of Phil Simpson, Mary-Angela Tombs and Sarah Simmons in reviewing the NZSTA Model framework was acknowledged.

It was noted that adaptations are required to ensure that St Teresa's Policies keep the school's

Catholic Character at the forefront of governance and management decisions.

It was further noted the complete review of our policy framework will likely take considerable time and that it should be shared across the whole Board.

Trustees endorse the process and approach to reviewing the Governance framework as modelled by the **NZSTA Governance Framework 2018: Anga Kāwanatanga 2018**

Moved: Phil – Seconded M-A – Carried

**Action:** Working Group to meet to continue with review of Framework.

## 2. Monitoring

### 2.1 Ongoing summary of progress to date in relation to annual plan

Report noted.

### 2.2 Data analysis: Curriculum delivery

Report noted.

### 2.3 Finance and Audit Report

#### 2.3.1 Photocopier contract

MT will seek another quote prior to finalising new contract.

#### 2.3.2 Staffing (in committee, tabled)

### School Maintenance Work:

**Agreed:** To ratify the cost of \$10 050 spent on the upstairs painting.

Moved: Mary-Angela, Seconded Zoltan – Carried

### Cyclical Maintenance Plan:

MT to work with Ed Services and the Archdiocese on revised cyclical maintenance plan and to bring revised plan to the next Board Meeting.

### Financial Report to 31 December 2018:

The Chairman noted that Ed Services admitted partial responsibility for the Cyclical Maintenance provision errors. They have offered an apology and a partial refund of \$3000 of their 2018 accounting fees.

**Agreed:** Trustees agreed to accept the offer of \$3,000 from Ed Services.

### 2.4 Risk Register (in committee, tabled)

## 3. Strategic Decisions

### 3.1 2019 Board Elections

**Agreed:** To appoint Karen Saunders to be the returning officer at a fee of \$600 be approved

Moved: Phil– Seconded: Andrew - Carried

Noted that Proprietor's appointees to be confirmed by Archdiocese in due course.

### 3.2 Draft submission on Review of Tomorrow's Schools

Members noted work done by Zoltan on the draft submission.

Discussion guide from NZCEO was also noted by Trustees.

Trustees would like to further highlight in the submission the following:

- (a) That Board's Trustees should not disappear
- (b) That the primary role of a Board of Trustees, with the support of the proposed hubs, should be to ensure that our students reach their full potential.

**Agreed:** To accept Zoltan's draft submission in principle. Chairperson to finalise and submit on behalf of Board.

Moved: Zoltan Seconded: Mike. – Carried

### 3.3 Establishment of Finance Sub-Committee

**Agreed:** That a Finance sub-committee be established.

Moved: Mike - Seconded: Mary-Angela -Carried

**Action:** Mike to review NZSTA model terms of reference and bring to next meeting for discussion and approval.

## 4. Identify Agenda items for the next meeting.

Cyclical Maintenance Plan to finalise.  
TOR for Finance sub-committee.

## 5. Administration

### 5.1 Confirmation of the minutes

#### 5.1.1 Confirmation of minutes of 28 February 2019

**Agreed:** *That the minutes of the meeting held on 28 February 2019 be approved and adopted as a true and correct record.*

Moved: Andrew – Seconded: Zoltan – Carried

#### 5.1.2 Confirmation of in-committee minutes of 28 February 2019

**Agreed:** *That the in-committee minutes of the meeting held on 28 February 2019 be approved and adopted as a true and correct record.*

Moved: – Seconded: – Carried

### 5.2 Correspondence

#### 5.2.1 Chairperson of Education Services

5.2.2 Letter from APIS re Integration Agreement

**6. Meeting closure**

Fr Ron closed the meeting with a short prayer.

The meeting closed at approximately 10:05

**Meeting Attendance Chart - 2019**

<b>Name</b>	<b>28 Feb</b>	<b>4 Apr</b>							
Andrew	P	P							
Taron	P	A							
Jenny	P	P							
Mike	P	P							
Mary- Angela (Principal)	P	P							
Jane (Staff Rep)	P	P*							
Fr Ron	P	P^							
Rodney	A	Z							
Zoltan	P	P							
Phil	P	P							
Sarah	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 4 April 2019**

- |  |               |
|--|---------------|
| 1. Policy Framework – Working Group to continue review against NZSTA model | Working Group |
| 2. Revised Cyclical Maintenance Plan for approval in May                   | Mary-Angela   |
| 3. Finalise Submission on Tomorrow's School Review                         | Mike          |
| 4. Terms of Reference for Finance Sub-Committee                            | Mike          |