

St Teresa's School Board of Trustees
Minutes of a meeting held at 7.30 pm on Thursday 8 November 2018
The Library, St Teresa's School, 299 Karori Road, Karori

1. Administration

Opening Prayer/Karakia – The Lord's Prayer

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

1.2 Apologies: There were no apologies.

1.3 In attendance: Carla Wild, Minute Secretary

1.4 (NAG 3, 4) Declarations of interest: There were none.

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 3.1.3, 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 3.1.3 Risk Register</i>	<i>Good reason to withhold exists under section 9 of the Official Information Act 1982</i>	<i>S 48(1)(a)(ii)</i>
<i>Item 3.1.6 Staffing Update</i>		

3. Monitoring

3.1 (NAG 2) Principal's Report: progress to date in relation to the Annual Plan

3.1.1 (NAG 2) Catholic Character

The principal highlighted several things in her report including:

- Year 8 students are enjoying their community service involvement at St Mary's pre-school.
- The Catholic Women's League are enjoying their involvement with the school.

3.1.2 (NAG 4) Finance Report

Expenditure within budget. Forecasted surplus for year is good. Timing of the budget allocations to be reviewed for 2019.

Action: Principal

3.1.3 (NAG 3, 4, 5) Risk Register

Discussed 'In Committee'.

3.1.4 (NAG 2) ALL Report

This was taken as read; it is hoped ALL will continue next year.

3.1.5 (NAG 2) Kahui Ako: COL Update

The Kahui Ako/COL is moving ahead. A strategic plan for the Kahui Ako as a collective is being put together. Pip Cooke is the Lead Teacher for St Teresa's and has also begun taking on Principal responsibilities when Mrs Tombs is undertaking Kahui Ako work. Average will be for one day a week.

3.1.6 (NAG 3) Staffing update

This was discussed 'In Committee'.

3.2 (NAG 5) Health & Safety issues

3.2.1 (NAG 5) International Student Self Review 2018

Provided for information. It was noted that the experience with our International Students has been positive in 2018.

4. Strategic & Policy Discussions

4.1 Policy Review – Conflict of Interest

Rodney Harkness presented review of this policy. Some minor amendments proposed to bring the policy in line with the NZSTA model.

Motion: That revised Conflict of Interest policy be accepted.

Moved: Phil Simpson / Andrew Gee – Carried

4.2 Policy Review - Board Review of Governance

Review presented by Taron Moncrieff. Noted that the NZSTA model has broken this policy into parts A – D. Taron recommended remaining aligned with NZSTA and for the Trustee Induction Process to come under the Processes and Procedures section of the Policy Framework.

Motion: That Policy 11 be deleted; that the Board adopt two new processes: Board Trustee Induction Process and Internal Evaluation Process; and that the Chairperson's Review clause be retained but with reference to November deleted.

Moved: Taron Moncrieff / Phil Simpson – Carried

4.3 Policy Review – Principals Professional Expenses

Sarah Simmons noted that review requires some further work. Sarah will discuss this policy with the Principal; and bring paper to next meeting.

Action: Sarah Simmons

4.4 2019 Year 7-8 Camp for BOT approval

4.4.1 Camp Proposal

Noted that every Y7/8 students are expected to attend and assistance with camp cost will be provided on a case by case basis.

4.4.2 St Teresa's Risk Management Plan

Risk Management Plan discussed. The Principal noted that the Teapot Valley Camp is well run, and has good health and safety procedures.

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 Y7/8 three-day camp to Teapot Valley in Nelson in early 2019 be approved.*
Moved: *Mary-Angela Tombs / Rodney Harkness – Carried*

4.5 Draft Strategic Plan

The principal presented an overview of the work done to date on the development of a new Strategic Plan/Charter. This was the result of considerable consultation with the school community.

- 4.5.1 Ministry of Education Requirements and guidelines - we are required to produce a Charter (Strategic Plan)
- 4.5.2 Plan on a Page – this tells the story in a simple way of what the school is about and what it will do over the next 3 years.
- 4.5.3 Movie file – The principal presented a short video on the Strategic Plan that she had Developed to communicate the Strategic Plan goals to parents/caregivers.
- 4.5.4 Strategic Overview (3 years) – this provides the direction to be taken in a broad sense and allows for the priorities to be identified. It has also been useful for communicating with the staff, particularly the Leadership Team.
- 4.5.5 2019 Annual Plan (detailed planning, budgeting and reporting) – this breaks down the actions in detail and informs the budget.

Members were comfortable with the goals. However, there were some reservations around the wording in Goal 3. “agentic learners” as not being a term that many non-teachers would be familiar with. It was agreed that it would need to be carefully explained to parents/caregivers.

It was noted that the finalised Strategic Plan requires strong buy in from the school community and the Board of Trustees must be fully committed to it.

Board members to provide any further feedback/comments to Principal.

Action: Board Members

4.6 Succession Planning – Trustees/Chairperson (May 2019)

Mike noted that several Trustees terms will end in May 2019.

Mike also noted that he will be stepping down as Chairperson in May 2019. However, he noted that he is open to staying on the Board as a Proprietor’s representative.

Mike asked members to consider whether they wish to stand again in 2019, and to consider who might like to seek the role of Board Chair.

Action: All Board

5. Administration

5.1 Special Character Compliances - Annual Attestation 2018

5.1.1 Letter from Proprietor

5.1.2 Attestation form for completion and submission

Action: Chair

5.2 Confirmation of minutes of 20 September 2018

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

Moved: Andrew Gee / Jenny Edwards - Carried

5.3 Confirmation of in-committee minutes of 20 September 2018

This was deferred to the next meeting.

Action: Chair

5.4 Correspondence

Inwards:

Strike Notice

ERO – final Report 2018: (The Chair agreed to highlight the positive ERO report in the next school newsletter)

Outwards:

None.

6. Agenda items for next meeting

6.1 Finance – monitor

7. Meeting closure

7.1 Action list from the previous meeting (noted)

7.2 Board meeting attendance chart (noted)

7.3 Next meeting:

13 December 7.30pm

7.4 Other

7.00pm Monday 3rd December: Wine & Cheese thank you for volunteers, and farewell to departing staff.

7.4 Closing prayer/karakia – Zoltan Apathy

The meeting closed at 9.55 pm

Actions from Board of Trustees Meeting of 8 November 2018

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| 1. Preparation of Newsletter insert including results of ERO Report | Chair |
| 2. Timing of budget items to be reviewed for 2019 | Principal |
| 3. Discuss the process around the Principals Professional Expenses with the Principal. | S Simmons |
| 4. Provide comment to the Principal on the draft strategic plan | All Board |
| 5. Board Membership and Chair options for 2019 | All Board |
| 6. In-Committee minutes of meeting on 20 September to be on next agenda | Chair |