

## ST TERESA'S SCHOOL

Minutes of the Board of Trustees Meeting  
7:30 pm on Thursday 28 February 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, Taron Moncrieff, Sarah Simmons, Andrew Gee, Zoltan Apathy, Phil Simpson, Jenny Edwards

Apologies: Rodney Harkness

### In attendance

Karen Esterhuizen, Minutes secretary

Jenny Edwards opened the meeting in prayer

Declarations of interest  
Mary-Angela Tombs – 1.1 & 1.2

### Statutory Obligations

*Motion: That the public be excluded from the following parts of the proceedings of this meeting, namely Items 1.1, 1.2, 3.1, 5.2*

*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
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 2020 Sabbatical Request (In committee)
- 1.2 Principal's Annual Performance Agreement 2019

### 2. Monitoring

- 2.1 Report on progress to date in relation to annual plan  
Noted as read
- 2.2 Data analysis: 2018 Analysis of variance  
This document goes to the ministry and is part of the Annual Report  
Writing skills target has had really good success  
Continuing with accelerated learning program with some tweaks for better outcomes

- 2.3 Exploration of key result area – 2019 Improvement Targets  
Reporting features in the BAU section of the annual plan
- 2.4 Finance and Audit Report  
The chairman advised the Board that Ed Services have made a huge mistake in the accounting, there should have been a surplus of \$40k. Due to the error, the surplus has diminished to \$13k. This adversely effects the provision for cyclical maintenance.  
Chairman will write to Ed Services and request an explanation and remediation steps.  
Audit is underway, working group of Jenny, Mike and MA to liaise with the auditors

- 2.5 Risk Register (in committee, tabled)

### 3. Strategic Decisions

- 3.1 2019 Board Elections  
Phil Simpson will take the lead on this
- 3.2 Policy Framework Review  
Working group consisting of Phil, Sarah and MA to review school policies. Start with NZSTA policy and add what is needed (Catholic character)  
Bring recommendations to 4<sup>th</sup> April meeting
- 3.3 Board Communication with Community  
Survey to be carried out to find out what the community wants to hear  
Board meet & greet an option  
Mike will do the next one

- 4. Identify Agenda items for the next meeting

### 5. Administration

- 5.1 Confirmation of minutes of 13 December 2018 (attached) MS 3 mins

*Agreed: That the minutes of the meeting held on 13 December 2018 be approved and adopted as a true and correct record.*

Moved: Andrew– Seconded: Jane– Carried

- 5.2 Confirmation of in-committee minutes of 13 December 2018 MS 3 mins

*Agreed: That the in-committee minutes of the meeting held on 13 December 2018 be approved and adopted as a true and correct record.*

Moved: Jane – Seconded: Zoltan – Carried

- 5.3 Correspondence

*Inwards: NZCO – working group of Zoltan, Mike and Sarah to prepare review and prepare a submission/response (deadline end March/early April).  
Board members will each read the paper.*

*Outwards:*

### 6. Meeting closure

- 6.1 Comments on meeting procedures and outcomes