

ST TERESA'S SCHOOL

Minutes of the Board of Trustees Strategic Meeting 7.00 pm on Thursday 13 August 2020 Teresa's School Library,

Present

Sarah Simmons (Chair), Blair Renwick (Deputy Chair), Mary-Angela Tombs (Principal), Deirdre Brown, Rebecca Dymond, Brad Gallen, Phil Simpson, Geoff Ward-Marshall, Mike Smith (from 7.20 pm), Fr Ron Bennett, Clare Ansley (Minute-taker)

Apologies

Mike Smith (lateness)

Opening Prayer

Phil led a prayer.

Declarations of Interest

None

Trustee Code of Behaviour Policy

The Board will act in an ethical and respectful manner.

In-Committee

Motion: **Moved** Chair

That the meeting would go Into Committee at the end of the meeting to deal with agenda items 1.2, 1.3, 4.3, 4.4 and 4.5.

Carried

The general subject of each matter considered while the public was 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 were as follows:

The general subject of each matter to be considered: Staff matters

The reason for passing this resolution in relation to each matter: Good reason to withhold exists under Section 9 of the Official Information Act 1982.

The ground(s) under section 48(1) for the passing of this resolution: S 48(1)(a)(ii).

1. Strategic Decisions

1.1 EOTC approval for 3 overnight stays

The Principal spoke about the health and safety considerations of overnight stays. The BoT takes a share of the responsibility for the health and safety aspect if there are overnight stays and it is therefore important to understand and discuss any potential risks. She then outlined the criteria for the three requested approvals.

Year 5&6 overnight stay at Wellington Zoo in Term 4, 2020

Motion: **Moved** Principal **Seconded** Rebecca

That the Board approve the Year 5&6 overnight stay at Wellington Zoo in Term 4, 2020

Carried

Year 7 & 8 stay at Turere Lodge in Term 4, 2020

Mike Smith joined the meeting

Motion: **Moved** Principal **Seconded** Deirdre

That the Board approve the Year 7 & 8 stay at Turere Lodge in Term 4, 2020 subject to satisfactory pre-visit by Rebecca.

Carried

Year 7 & 8 overnight camp at Makahika in Term 1, 2021 (March)

Motion: **Moved** Principal **Seconded** Mike

That the Board approve the Year 7 & 8 overnight camp at Makahika in Term 1, 2021 (March)

Carried

It was noted that for any families unable to support the fees/donation for any of the above three overnight stays, there will be options available so that no-one need be excluded.

1.2 Staff member request (Letter tabled In Committee)

1.3 Budget review for approval (In Committee)

2. Monitoring

2.1 Principal's Report in relation to the annual plan

2.1.1 Catholic Character Report

The Principal said there had been creative process learning about gospel values and there had been a lovely grandparents' mass which was very well attended. A prayer liturgy will be held tomorrow morning.

2.1.2 Mid-Year Learner Progress and Achievements reports

The BoT saw examples of the ways that the special Catholic character has been emphasised in the learning and how the Treaty has been honoured. A graphic has been created to explain Agentic learning, and show how at the start a pupil learns to self-manage, ask questions, make choices and then progress to receive and give feedback and deal with real life challenges. It can then become a seamless journey. By the time we see them as quite Agentic in their learning they have become resilient in solving problems together and alone, and making decisions.

The Principal then did a brief electronic tour on HERO for BoT members (with permission from the student and parent). This showed how the student had practised key competences and showed critical thinking skills, had monitored and met her own goals.

The progress against the learning targets was noted in the 2020 mid-year target progress report.

2.1.3 Attendance reports: Term 1, 2020 and Term 2, 2020

The Principal said the school generally has a very high attendance across the board and there isn't a problem in this area. The Ministry of Education generates the data on our request, and provides a comparison with other schools.

2.1.4 Health and Safety

Now that we are back at Alert level 2, the same procedure will apply as was outlined to the BoT earlier in the year – which involves contact tracing and social distancing from visitors.

When parents come to the school it is meant to be 2 metres and we tend to cancel things as it is too hard to maintain that distance. Parents have been allowed to come to the gate and the Principal said she takes the burden of responsibility very seriously.

The BoT agreed that the Covid 19 Working Group (Chair, Principal and Geoff) should be back on stand-by, as needed.

Ongoing issues have continued with drainage and plumbing (sewage). Plumbers had to come and unblock all of the children's toilets and it is apparently due to aging infrastructure. The Archdiocese are prepared to pay for the re-do but it will not be until next year's property plan. The drainage is still a problem and the Archdiocese are looking to do some drain inspections – it is quite a complex arrangement of bad drains all over the place.

2.1.5 Kahui Ako

This has continued up until yesterday with the last leadership workshop on site for teachers of 13 schools.

2.2 Risk Register

No discussion.

2.3 Financial Report – June Accounts

Taken as read as based on the old budget.

2.4 .2 Grant applications

The Principal reported that the grant sent to Pub charities was turned down due to the fact that they don't have machines in Karori. She would like to shift the application to a Lion Foundation.

Motion: Moved Mary-Angela **Seconded** Brad

That the Board approve the Principal applying for a grant to the Lion Foundation to fund the cost of \$12,000 towards 16 iPads + covers and set up. **Carried**

3. Strategic Discussions

3.1 Roll Review Working Group update

Brad spoke about the work to date and shared the content of responses received to the questionnaire. Comments were commonly around the size and benefits of a small school with a community feel, with perhaps room to grow to a bit larger than the present numbers but not significantly so.

The BoT will need to form a unanimous vision for the school roll in order to get a common view on what the future might look like, and begin some analysis and planning. When talking about growth, we need to understand the make-up of the community first. It was agreed to gather more data and to be realistic about what the data suggests. The next step will be to identify themes and bring these back for consideration. The BoT noted that this is not a time critical piece of work. The Chair thanked Brad, Fr Ron and Blair for their work to date.

Action: Working Group to continue the work, identifying themes etc.

3.2 Board Elections

Contact for Returning Officer: Rebecca has volunteered. The Chair will double check that the staff representative is allowed to carry out this function. BoT positions that will come up are the Chair's and Phil's.

Proprietor's Representative: The Chair advised that Amy-Rose Todd has resigned from her position on the board. BoT members were encouraged to send their comments to Fr Ron regarding suggestions or skill sets that could be considered for the new representative, eg Catholic character, gender, ethnicity, or anything they felt might be a useful addition to the board. Fr Ron said it would be good if they could be a practising catholic. The Principal mentioned that a big section of the school's community are grandparents, and quite a few of them are practising Catholics, and maybe that is an option to be considered.

3.3 Policy Review: Conflict of Interest Policy

This item was carried forward to the next meeting (next term). The Chair said she would get in touch with the next person on the list and see if two policies can be considered at the next meeting.

Action: Policy Review - Chair to contact next person on the list to do a review at the next meeting.

4. Administration

4.1 Confirmation of Minutes for 21 May 2020

These were held over to the next meeting in order to ensure the correct copy was submitted.

4.2 Confirmation of Minutes for 25 June 2020

Motion: Moved Phil Seconded Blair

That the minutes of the meeting held 25 June 2020 be approved subject to the date being amended from May to June.

Carried

The Chair said that she would re-do the In-Committee minutes from the last meeting.

4.3 Ratify approval for MOA (In-Committee)

4.4 Confirmation of In Committee Minutes for 25 June 2020 (In-Committee)

4.5 Correspondence (Item tabled In-Committee)

5. Meeting Closure

5.1 Comments on meeting procedures and outcomes – Completion of meeting evaluation

5.2 Preparation for next meeting – Hautu Workshop 6.30 pm on 17 September 2020

On 17 September the BoT will not have an official board meeting. Instead at 6.30 pm they will meet for a Hautu Workshop attended by staff and members of Ka

ko. This can run to 9 pm. The Principal will discuss protocol with NZSTA and perhaps we can lead a prayer at the start. We will also provide refreshments and a light snack.

The Minutes Secretary left the meeting at 8.45 pm and the meeting went In-Committee.

Closing prayer

Mary-Angela Tombs closed the meeting with a prayer.

The meeting closed at approximately 9.25 pm

Approval

Chair: _____ Date: _____

ACTION LIST

From Board of Trustees Meeting 13 August 2020

Meeting date	Item	Action	Responsibility	Timing
20 May 2020	1.1	Roll Review – set up subcommittee meeting	Brad	
	1.2	Makara Model School – reply re use of classrooms	Chair	
	1.3	Makara Model School MOA re rental of classrooms - circulate MOA to Board via email for approval	Principal	
13 Aug 2020	3.1	Roll Review Working Group - Working Group to continue the work, identifying themes etc.	Brad, Fr Ron, Blair	Not time critical
13 Aug 2020	3.2	Board Elections – check that the staff rep is eligible to act as contact person for the Returning Officer	Chair	ASAP
13 Aug 2020	3.3	Policy Review – check with the next person on the list so 2 reviews can be done next meeting	Chair	Next meeting
13 Aug 2020	4.1	Confirmation of minutes 21 May 2020 – bring correct copy to next meeting for approval	Chair/Principal	Next meeting
13 Aug 2020	4.0	In-Committee minutes from last meeting – to be re-done	Chair	Next meeting