

# ST TERESA'S SCHOOL

Minutes of the Board of Trustees Meeting  
7:00pm on Thursday 2 April 2020  
Via Zoom

## Present

Sarah Simmons (Chair), Blair Renwick (Deputy Chair), Mary-Angela Tombs (Principal), Deirdre Brown, Rebecca Dymond, Brad Gallen, Mike Smith, Amy-Rose Todd, Geoff Ward-Marshall, Fr Ron Bennett

## In attendance

Kym Nairne, Minute Secretary

## Apologies

Phil Simpson

## Opening Prayer

Rebecca Dymond led a prayer

## Korero re COVID-19

The Chair noted the Ministry of Education's support and advice for schools. The Principal advised that the teachers have been wonderful and very professional in their support of the children and families. There are challenges with families who have not connected and these are being followed up. The Office Manager is working from home and teacher aids are on special leave. Board members noted their own challenges and opportunities and it was acknowledged there are families from the school who have lost jobs and/or are having a difficult time.

## Declarations of interest

None were noted.

## Trustee Code of Behaviour Policy

The Board will act in an ethical and respectful manner.

## Statutory Obligations

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

1.1 only

*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:*

<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 Kahui Ako Co-Leadership renewal request

This was discussed In-Committee.

## 2. Monitoring

### 2.1 Principal's Report in relation to Annual Plan

Taken as read. The Principal has kept the report brief, highlighted changes in blue and used a traffic light system to make it easier to understand.

#### 2.1.1 Catholic character report

A number of initiatives and activities have been impacted by not being able to get together as a community. However, the staff have worked hard to provide home learning support. A challenge was given to the pupils "Values in Action" with entries put on the Facebook page which was also about giving joy to the Karori community.

#### 2.1.2 Proprietor's Appointees Report 2019.

The Principal provided an updated version and noted particularly the item around Professional Learning. It was agreed to limit the activities to Laudato Si and Bi-cultural Response due to likely time constraints in 2020.

**Action:** *The Principal will forward the document to Board members who will provide electronic signatures.*

**Action: Principal / Board Members**

### 2.2 Risk Register (COVID-19 only)

The Principal noted that in the main risk register there was no significant change. She had added five additional risks from Row 11. The following risk were also raised:

- A risk around staff well-being when they return to school having had no break.
- A risk around an escalations in children's behaviour but also pressure on staff.
- A risk around staff returning to school and one of them, or their family members, becoming ill.
- A risk around the lockdown going on for more than four weeks bringing extended pressure on staff, families and children.
- A risk around school donations if people lose their jobs.
- A risk around cleaning the school; however, the School has a good cleaner at the moment who has a robust pandemic plan.
- A risk with the use of online platforms where personal data is stored – more at risk in unusual situations.

### 2.3 2019 Draft Financial Statements

The Board had received these via email; they form the financial part of the Annual Report which is shared publicly. They are sent to the auditor for review, then to the Ministry of Education and published on the website.

The Principal noted that page 2 showed the School had received more income than budgeted and spent more than budgeted but they are similar amounts. The year ended with a \$17,500 surplus which Mike Smith felt was a good result. The final document will be approved by the Board when available.

### 2.4 Finance Report

#### 2.4.1 Grant Applications

The ethical discussion will take place at future meeting.

## 2.5 New Policy Review

### B1 Board Role and Responsibilities

Deirdre had reviewed the Policy and found it mostly consistent with NZSTA policies but had made several additions:

- She had added some links for supporting documentation that speaks to various points in the policy.
- Under monitoring she had added that the Catholic Character aspect is monitored
- Re 10.1. and 10.2 - Treaty of Waitangi, there is evidence that the Principal and staff are culturally inclusive but there is nothing that shows this in Board decisions. There is a prompt at the top of each agenda but is it followed up? Sarah offered to find out what NZSTA can offer around training in this area for discussion at the next meeting.

**Agreed:** *That the changes made to the Board Roles and Responsibilities Policy are approved and adopted.*

*Moved: Deirdre – Seconded: Brad – CARRIED*

**Action:** *Sarah to find out what training NZSTA can offer – for discussion at the next meeting*

**Action:** *Sarah will contact Phil re the policy review for the next meeting – Relationship between Principal and Chair.*

## 3.0 Identify agenda items for next meeting

3.1 Ethics around applying for grants discussion

3.2 Treaty of Waitangi Facilitator

3.3 School Roll Discussion

## 4. Administration

4.1 Confirmation of minutes for 27 February 2020

**Agreed:** *that with the changes noted the minutes for the meeting held on 27 February 2020 be approved and adopted as a true and correct record.*

*Moved – Brad Seconded: Blair - CARRIED*

4.2 Confirmation of in-committee minutes for 27 February 2020

These will be confirmed at the next face-to-face meeting.

4.3 Correspondence

There was no correspondence.

The meeting moved into Committee

## 5. Meeting Closure

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

5.2 Preparation for Next Meeting

Geoff closed the meeting with a short prayer.

The meeting closed at 9.41pm.

## **ACTION LIST**

### **Actions from Board of Trustees Meeting 2 April 2020**

	<b>Meeting &amp; Item Number</b>	<b>Action</b>	<b>Responsibility</b>	<b>Timing</b>
1	2.1.1	Forward the Proprietor's Appointees Report 2019 to Board members who will provide electronic signatures.	Principal Board	
2	2.5	Find out what training NZSTA can offer around Treaty obligations – for discussion at the next meeting	Chair	
3.	2.5	Contact Phil re the policy review for the next meeting – Relationship between Principal and Chair.	Chair	

## **DELEGATIONS LIST**

**Finance Committee** – Geoff, Mary-Angela, Mike, Sarah

**Appointments Committee** – Deirdre