

# ST TERESA'S SCHOOL

Minutes of the Board of Trustees Meeting  
7:00pm on Thursday 21 May 2020  
**Held via Zoom**

## **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 (arrived during item 1.1), Fr Ron Bennett

## **Apologies**

Amy-Rose Todd

Minute Taker - Kym Nairne (minutes taken from Zoom recording)

## **Opening Prayer**

Deirdre Brown led a prayer

## **Declarations of Interest**

The Principal – 1.3

## **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:*

1.3, 2.1.2

*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:*

<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 Audited Accounts 2019

Taken as read. The Principal advised the only change from the drafts distributed was an item coded incorrectly.

**Agreed:** that the board approves that the Audited Accounts 2019 are accurate.

Moved: Brad – Seconded: Rebecca – CARRIED

**Action:** The Chair to sign the Audited Accounts.

- 1.1.1 Management Letter
- 1.1.2 Representation Letter
- 1.1.3 Financial Statements

The Principal advised the statements had incorrect details for the board members, but have since been updated.

## 1.2 2019 Annual Report

Includes the analysis of variance and all the listed documents.

**Agreed:** the board approves the 2019 Annual Report including the items listed.

Moved: The Principal – Seconded: Mike – CARRIED

## 1.3 Sabbatical (in committee)

## 1.4 Privacy Act

Sarah advised she had a discussion with the NZSTA in relation to Policy D1, the responsibilities of the Principal, “ensure school procedures meet the legislative statutes and regulations as set down in the appropriate Acts, the Ministry of Education circulars and Education Gazette”. The legislative compliance does have the privacy act and protective disclosures act, which covers the board. The question was raised about what is stated on the enrolment form relating to what we will do with that information, and for how long, and also relates to the form that is taken home at the beginning of each term.

Geoff provided background that this came up around contact tracing, and getting wider than normal pool of information collection from other people. Raised the query of what the school has got in terms of telling people why collecting the information, how long will keep it, not going to sell it. The Principal advised that has only had three parents at the school since went to level 2, and the public version list in the office has ten names, it has a statement on the top explaining what it is for and how it will be kept.

**Action:** The Principal to have a look at the privacy wording on the existing enrolment form. And include the wording regarding the security cameras.

The Principal advised that need to communicate to the community what the security cameras are used for. Geoff advised the NZSTA have a standard policy for security camera footage.

## 2. Monitoring

### 2.1 Leader's Report in relation to the Annual Plan

Taken as read. The Principal advised that following the same pattern as last time.

#### 2.1.1 Catholic Character Report (refer Principal's report Goal 1)

Taken as read. The Principal advised they took the opportunity the challenge of lockdown presented, and are ahead on one of the planned actions, about sharing our values and actions out in the community which was planned for Term 3 and 4. The values house challenge proved to be popular. The

teachers tried hard each day to provide something that formed a prayer reflection for families in the daily distance learning, including videos, music, prayers and poetry.

It was noted that NAG 6 has the wrong date for coming back to school.

It was queried if the plan will be reset to what is achievable for the remainder of the year. The Principal responded that what has been highlighted in red is not huge and believes that still going to achieve a fair portion of what set out to achieve, and will review when beyond level 2.

2.1.2 Risk Register (tabled, in committee)

2.1.3 Health and Safety Report (refer Principals' Report NAG 5)

Taken as read. The Principal advised there was an in-depth plan at every level with a lot of planning and consideration of possible risks, especially level 3. The biggest emphasis in level 2 was around contact tracing and how to manage parents and adults on site.

2.2 Finance Report

The Principal added the April report today and advised that there is an additional finance code for COVID-19. There have been costs associated with COVID-19 that hadn't been budgeted for. But anticipating the additional costs to be low.

The Principal advised that it is expected there will be an impact on getting any new international students for a considerable amount of time. We don't budget for this unless we know that have an enrolment.

2.2.1 Grant Applications

Application for iPads for staff and students will be submitted when they resume accepting applications.

**Agreed:** that the board approves the application to Pub Charities for a donation to cover the cost of 18 new iPads.

Moved: The Principal – Seconded: Deirdre - CARRIED

### 3. Strategic Discussions

3.1 Policy Review: B7 Relationship between Principal and Chair (*deferred*)

3.2 Roll Review (2016)

Phil provided a background summary from the review carried out in 2016. It had been noticed that the roll had been declining and had a noticeable impact. They agreed as a board to do a separate piece of work to understand the roll and what was happening, to set a baseline, to understand the key roll trends over time, to compare with other schools and what they offer. They had multiple reviews and discussions at a board level over a 6-month period, including engagement with the Catholic Education Office. Overall what was determined was that there was not a single factor that influenced the decline in the roll, but a combination of factors. They agreed that the priority focus should be on continuing to deliver quality learning outcomes. There was a marketing review completed by another parent on how to better use social channels and other options to build the profile in the community.

Acknowledgement was made that the Principal and others have done a lot over the last few years to promote and market the school.

**Action:** The Principal to send out the updated data to the board.

**Action:** The trustees to prepare thoughts for discussion at the next meeting, to determine if as a group there is more to be done with a clear set of actions, or whether are comfortable with the trends.

### 3.3 HR Self-Audit

The Chair advised that we are going to roll this out over the rest of the year to work on it collaboratively.

Can respond “Yes” that the board has discussed and defined the roles. Policies clearly outline the principal’s delegated authority. And governance/management. The Charter is clear.

Can respond “Yes” that the board has HR management policies to ensure they follow good employer obligations. Personnel Policy is clear and easy to access, covering NAG 3, and is followed by all personnel and management. The relevant Collective Agreements for the school are Primary Teachers Collective Agreement, Support Staff in Schools Collective Agreement, Primary Principal’s Collective Agreement. Have some support staff who are not union members, so they have individual employment contracts, and use the template that is provided by NZSTA.

Next steps to be regular review of these policies.

## 4. Identify Agenda Items for Next Meeting

4.1 Policy review – B7 Relationship between Principal and Chair.

4.2 Roll review – strategic discussion.

4.3 Continue HR self-audit.

4.4 Titiri o Waitangi PLD facilitation.

## 5. Administration

5.1 Confirmation of Minutes for 2 April 2020

**Agreed:** that the minutes for the meeting held on 2 April 2020 be approved and adopted as a true and correct record.

*Moved: Deirdre – Seconded: Brad – CARRIED*

5.2 Confirmation of In-Committee Minutes for 27 February 2020 and 2 April 2020 **(deferred)**.

Blair closed the meeting with a short prayer.

The meeting closed at approximately 8.50pm.



## ACTION LIST

### Actions from Board of Trustees Meeting 20 May 2020

	Meeting & Item Number	Action	Responsibility	Timing
1.	1.1	The Chair to sign the Audited Accounts.	Chair	
2.	1.4	The Principal to have a look at the privacy wording on the existing enrolment form and include the wording regarding the security cameras.	The Principal	
3.	3.2	The Principal to send out the updated data to the board.	The Principal	
4.	3.2	The trustees to prepare thoughts for discussion at the next meeting, to determine if as a group there is more to be done with a clear set of actions, or whether comfortable with the trends.	Trustees	

### DELEGATIONS LIST

Finance Committee – Geoff, Principal, Mike, Chair

Appointments Committee – Deirdre

Pandemic Response Team – Principal, Geoff, Pip, Chair