

# ST TERESA'S SCHOOL

Minutes of the Board of Trustees Meeting  
7:00pm on Thursday 27 February 2020  
Ruma Manuka Room, St Teresa's School, 299 Karori Road, Karori

## Present

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

## In attendance

Kym Nairne, Minute Secretary

## Opening Prayer

Mike Smith led a prayer

## Declarations of interest

Principal – 1.7

## 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:*

1.4, 1.5, 1.7, 2.2

*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 Elect Chair and Deputy Chair

Principal ran the election to appoint the Chair and Deputy Chair.

Chair Position - Sarah nominated by Mike

There being no other nominations, Sarah was duly re-elected to Chair

Deputy Chair Position - Blair nominated by Deirdre

There being no other nominations, Blair was duly re-elected to Chair

1.2 Approval of Charter, including 2020 Annual Plan  
Taken as read.

Principal advised that the strategic and annual plans have been updated following discussion at the last Board meeting honouring the Treaty of Waitangi and Environmental Sustainability.

The archdiocese provided feedback on the Charter with no suggestions. There was discussion around the format of the annual plan that is provided to the Board. After discussion status quo was decided on with reflection during the year.

The Chair brought everyone's attention to BAU 1D regarding Stewardship, and the need to identify action points. There was a discussion around what stewardship means and how to focus collective skills and thinking.

The Principal advised that there is a MAC (Maori Achievement Collaborative) facilitator who can be available to do a session with the board to talk about the treaty. It was agreed to put it on the agenda for the next meeting to discuss getting a MAC facilitator in.

***Agreed: that the Charter as presented this evening be approved.***  
*Moved: Principal – Seconded: Brad – CARRIED*

1.3 Set 2020 parent donation request  
Small amendments made to existing letter.

***Agreed: that the general school donation request be set at \$125 per child.***  
*Moved: Rebecca – Seconded: Mike – CARRIED*

1.4 Approval of final budget for 2020 (in committee)

1.5 Authority to approve Caretaker/cleaner contract (in committee)

1.6 Elect representative on Kahui Ako Stewardship Committee  
Mike will represent the Board at these meetings. The first meeting being held at 4.30pm on 1 April at St Catherine's College.

Mike left the meeting at 8pm.

1.7 Principal's Appraisal (in committee)

## 2. Monitoring

2.1 ~~Final~~ Principal's Report in relation to Annual Plan  
Taken as read. Roles have been divided up and teachers are taking leadership responsibilities and reporting back on their actions.

2.1.1 Catholic character report  
Teachers all attended an annual Commissioning Mass on Tuesday with teachers from all around Wellington.

2.1.2 Kāhui Ako update  
Principal updated the board. Part of the process is also the Deputy Principal role as Within School Lead Teacher.

2.1.3 Proprietor's Appointees Report 2019.  
Father Ron will arrange a time within the next week with Amy-Rose, Deirdre and Mike to meet and the report will be presented at the next meeting.

2.2 Risk Register (tabled in committee)

2.3 Property – Proprietor's Reports.

2.3.1 Condition Survey Report  
This is based on a survey done of the school property, looking at what the Proprietor believes need to happen. Some items have already been carried out.

2.3.2 Suggested Capital Works Report  
This is the list of works the Proprietor has prioritised to carry out.

2.3.3 Cyclical Maintenance Plan  
The plan is correct (in response to a question from a member of the finance committee), probably won't do stage 4 which is the stairwell, due to the major capital works to be carried out by the Proprietor in Block A

2.4 Finance Report  
There was nothing to note in the January report.

2.4.1 Upcoming audit process  
The December report remains in draft version until the audit is finished, has been sent to the subcommittee and questions have been responded to. The finance subcommittee will meet to review the report, then it goes to the auditor, who comes back with queries. The Audit process is normally completed around May.

2.4.2 Grant applications  
A new standing item in meetings so resolutions from board meetings can support applications for grants.

There are possibilities listed in the tabled paper. Next meeting will discuss ethics around applying for grants. Any volunteers or suggestions for grants application person, let the Principal and Chair know.

2.5 Governance Actions (refer Charter discussion 1.2 above)

### **3.0 Identify agenda items for next meeting**

3.1 Health and Safety Policy Review  
Geoff has reviewed the policy. It was compared to the NZSTA template, and they were the same except Geoff has now added a list of related policies.

**Agreed:** The changes made to the Health and Safety Policy are approved and adopted.

Moved: Geoff – Seconded: Phil – CARRIED

#### 4. Administration

##### 4.1 Confirmation of minutes for December 12, 2019

**Agreed:** that the minutes for the meeting held on 12 December 2019 be approved and adopted as a true and correct record.

Moved: Rebecca – Seconded: Amy-Rose - CARRIED

##### 4.2 Confirmation of in-committee minutes for December 12, 2019

**Agreed:** that the in-committee minutes for the meeting held on 12 December 2019 be approved and adopted as a true and correct record.

Moved: Phil – Seconded: Rebecca - CARRIED

##### 4.3 Correspondence

The thank you letter from Jenny Gordon, Vicar for Education re the Catholic Character Attestation for 2019 was passed around for the board to read.

Father Ron reported his informal discussion with two engineers about the state of the church and hall structures. The Parish will be working through their options and responsibilities and Father Ron will keep us up to date as required.

##### 4.4. Meeting Closure

##### 4.5 Comments on Meeting Procedures and Outcomes

##### 4.6 Preparation for Next Meeting

The Chair advised that she has planned out the year of meeting responsibilities. Next meeting someone is to write a piece from the Board for the newsletter.

Deirdre closed the meeting with a short prayer.

The meeting closed at approximately 9.20pm.

## ACTION LIST

### Actions from Board of Trustees Meeting 27 February 2020

	Meeting & Item Number	Action	Responsibility	Timing
1	4.0	Proprietor's Appointees 2019 Report Meeting	Amy-Rose, Deirdre Mike Father Ron	To meet

## DELEGATIONS LIST

**Finance Committee** – Geoff, Principal, Mike, Sarah

**Appointments Committee** – Deirdre