

ST TERESA'S SCHOOL

Minutes of the Board of Trustees Strategic Meeting 7.00 pm on Thursday 5th November 2020 Teresa's School Ruma Manuka and Zoom

Present

Sarah Simmons (Chair), Blair Renwick (Deputy Chair) from 7:20, Mary-Angela Tombs (Principal), Rebecca Dymond, Brad Gallen, Geoff Ward-Marshall, Mike Smith, Lauren Mercer (Minute-taker)

Apologies

Deirdre Brown, Phil Simpson, Fr Bennett

Opening Prayer

Rebecca led a prayer.

Declarations of Interest

Sarah Simmons 3.3.

Trustee Code of Behaviour Policy

The Board will act in an ethical and respectful manner.

In-Committee

Motion: **Moved** Chair

That the public be excluded from the following parts of the proceedings of this meeting, namely agenda items: 1.3, 2.2, and 4.2. **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 Makara Model School request

The Makara Model School have officially moved in and would like to stay for an extended time due to delays with a building project at their home site. The group seeks board agreement to extend their stay beyond end of Dec 2020. Discussion around whether or not payment continues through school holidays, the group agrees that since the classroom is still 'occupied' fees should still be in place.

Motion: **Moved** Principal **Seconded** Chair

To extend lease beyond current memorandum of understanding as determined by Board chair and Principal. **Carried**

1.2 Community Update

The Board would like to be included in the regular school newsletter.

1.3 MoE staffing entitlement 2021 (in committee)

2. Monitoring

2.1 Principal's Report in relation to the annual plan

2.1.1 Catholic Character Report

Three teachers have attended "Living Life to the Full" – sexuality from a Catholic Character perspective workshops with Catholic Training Institute (CTI). This has been a challenging but positive experience.

The children have been learning about St Therese as the school's Tupuna and a piece of artwork is going to be created to display at the school.

2.1.2 Remaining Report

Concerns were raised around the reliability of Hero app. Possible solutions were discussed and the group decides to take a deeper dive into the contract for more details.

There have been changes to the Privacy Act – Principal has reviewed and updated privacy procedures in light of these changes.

2.1.3 Target Updates

Phillipa Cook (Deputy Principal) presented on key targets (3) for 2020;

- 1) Accelerated Learning and Literacy (ALL).
- 2) Pasifika learners in writing.
- 3) Boys' writing.

Overall findings in all 3 studies show that boys are underperforming in comparison to girls. An actio for next year will be to discuss and reflect on practice overall to support boys' learning.

The group discussed how much of an impact COVID-19 had on these results and reflected that there was a large period where children were not having daily practice of these skills.

2.1.4 Kāhui Ako update

No discussion at this time

2.1.5 Financial report

No discussion at this time. Budget to be discussed in committee.

2.1.6 Roll Strategy Update

Principal provided an update on strategies for roll growth. There are a high number of enrolments, but the roll is expected to drop overall next year due to a large number of year 8 students moving on and 3 families leaving the area.

2.2 Risk Register (in committee)

2.3 Annual Proprietors Attestation Report

Principal has begun working on this report. Help required from proprietors rep.

Action: Michael Smith to coordinate Proprietor's appointees to complete this report

2.4 Auditor Response

The Chair had invited the Board to send responses to the Auditor's question.

2.5 Grant Applications

No discussion at this time.

Minute Taker Left the room to allow the meeting to go in committee 08:05pm.

Minute Taker re-entered the room 8:40pm.

3. Strategic Discussions

3.1 Debrief – Hautu Tool Workshop

No discussion at this time.

3.2 Governance Professional learning opportunities:

3.2. ADW Leadership consultant

Frank Wafer would like to come and meet the group at the first meeting of 2021.

3.2. MAC Facilitator

Kim Nikora has made herself available for any board training that is required.

Sarah left the room 8:40pm

3.3 Board elections update

No nominations for the Board received

The group discussed if it is possible to operate as a board without these positions being filled.

The group highlights the need for a more diverse group to represent the school community.

Sarah re-entered the room 8:51pm

3.4 Policy reviews:

3.4.1. B4 Trustee Remuneration and Expenses Policy

Motion: **Moved** Principal **Seconded** Blair

Trustee remuneration and expenses policy to be adopted as amended.

Carried

3.4.2 B4 – Conflict of Interest Policy

Motion: **Moved** Mike **Seconded** Rebecca

Conflict of interest policy to be adopted as amended.

Carried

3.4.3 D9 – Concerns and complaints Policy

Rebecca queried the complaint procedure. The group clarified the procedure.

Motion: **Moved** Rebecca **Seconded** Brad

Concerns and complaints policy to be adopted as amended.

Carried

4. Administration

4.1 Confirmation of Minutes

4.1.1 21 May 2020

Amendment: Deirdre led the prayer

Motion **Moved** Principal **Seconded** Geoff
to move minutes from 21st May with adopted amendments.

Carried

4.1.2. 21 June 2020

Principal closed meeting with prayer and meeting closed at 9:25.

Motion: **Moved** Brad **Seconded** Geoff
to move minutes from 21st June with adopted amendments.

Carried

4.1.3 13 August 2020

Motion: **Moved** Brad **Seconded** Rebecca
to move minutes from 13th August.

Carried

4.2 Confirmation of in-committee minutes

4.3 Correspondence

No discussion at this time.

5. Meeting Closure

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

Closing prayer

Blair closed the meeting with a prayer.

The meeting closed at approximately 9:10pm.

ACTION LIST

From Board of Trustees Meeting 5 November 2020

Meeting date	Item	Action	Responsibility	Timing
5 Nov	1.2	Community Update - Update to be included in newsletter (If no volunteers the chair will do an end of year update).	Chair	Ongoing
5 Nov	2.1	Principal's Report in relation to the annual plan – A hard copy letter with updates on Hero to be circulated to the community.	Principal	
5 Nov	2.1	Principal's Report in relation to the annual plan – Hero contract to be circulated to the group.	Principal	
5 Nov	2.3	Annual Proprietors Attestation Report – To be completed.	Mike (Proprietors rep) & Principal	1 Dec 2020
5 Nov	3.3	Board elections update – Follow up on election process with NZSTA. What timeframe is required for appointing by selection?	Rebecca	Next meeting
5 Nov	3.3	Board elections update – Ask Phil and Sarah if they would like to be nominated.	All	Next Meeting
5 Nov	3.4	Policy Review – B5	Geoff	Next Meeting
5 Nov	3.4	Policy Review – B6	Blair	Next Meeting