

BOARD OF TRUSTEES MINUTES (7.40pm)
MEETING 8th MAY 2018

OPENING PRAYER with Father Vaughan.

PRESENT

Ellen Middendorf (Chair), Trina Eastwood, Ben Donaldson, Sam Williams, Barbara Grubb, Savio Fonseca, Nathan McLean, Heather Breen, Chris Beilby, Father Vaughan Leslie, and Margaret Bennie (Minute Secretary).

CONFLICT of INTEREST Nil.

NETSAFE LIVE

Sam, Ellen and Savio reported on the Netsafe Live seminar held for parents and whanau about keeping young people safe on line. This was a high calibre presentation and they felt that our system on Cybersafety balances around what was being delivered by the presenters. Presenters spoke about the risks, challenges and opportunities of digital technology and the practical ways of keeping young people safe online. Resources for safety will be shared with families over several weeks via the Newsletter.

COL Update – MOU (Memorandum of Understanding)

Follow-up: Ellen sought clarification from Adele Gott (COL Leader) with our queries (March Minutes) prior to our signing the document. She reported the Stewardship group is still in limbo and needs to be clearly defined, and there appears to be some negativity of what is involved in the Governance role. Ellen is currently the only Board member across all schools that is represented on COL and efforts are being made to seek other Boards' representations.

MOTION re MOU: Ellen moved Principal sign the MOU/2nd Nathan. All in favour. Carried.

By signing this memorandum it will enable us to form a Stewardship group. Adele is currently working on creating a COL website for parents once a new domain is set up.

ANNUAL PLAN

Policy Review – Employment

Draft submitted. Will need to establish a review committee to format the Policy.

Action: Trina and Heather will work on this and bring back to the Board; will then follow on with procedures.

General Legislation Policy – Legal Responsibilities

Additional wording to be added to the statement from the Catholic Handbook “as willingness to support Catholic Character”.

MOTION: Trina moved Board accept Legal Responsibility Policy with updated additional wording. 2nd Ben. All in favour. Carried.

PRINCIPAL'S REPORT (Circulated) Full Report on file.

Comments: Re Student Progress Reporting.

Report format completed. Teachers will use the OTJ (Overall Teacher Judgement) format which is based on the previous National Standards. Report will show where students are at mid-year level (June 2018). Emphasis on progress of students.

Self Defence Classes

Positive feedback from girls participating in self defence classes.

Health & Wellbeing

Trina explained the Health & Wellbeing diagram tables.

Diagram outlined how all programmes the school are running link together to the total health and wellbeing of all students. Programmes include:

ALL:	Accelerated literacy learning
ALIM:	Accelerated Learning in Maths
EOTC:	English as second language
PMP:	Perpetual motor programme
STEPS:	Literacy computer programme for identified students

MOTION: Ellen moved that the Board accepts the Principal's Report as circulated. 2nd Sam. All in favour. Carried.

LEGAL COMPLIANCE

Staff Rep Resignation/Election/Appointment Returning Officer

Chris Beilby has offered to resign from the Staff Rep position on the Board. Chris wishes to support staff by being on the PTA Committee following on from the resignation of Sue Wright from the PTA.

Discussed the process to be followed and with the Tri-ennial Elections 1 year away a by-election needs to be held. This involves the appointment of a Returning Officer.

MOTION: Ellen moved Board appoint Margaret Bennie as the Returning Officer to hold Staff By-election to replace Chris Beilby as staff representative. 2nd Barbara Grubb. All in favour. Carried.

As the next Board meeting is scheduled for 20th June election process needs to commence as soon as possible.

Ellen thanked Chris for her contribution as staff rep.

PROPERTY

- B-Safe report carried. All electrical appliances compliant with Government regulations.
- Property Walk-through to take place before next meeting.

Action: Savio, Nathan and Mark to do this.

Student Council Leader to come to meeting – later date.

PTA Report – Julie, Trina and Ellen attended meeting. Shared the budget.

Pub Charities donation been matched - \$5K of the \$10 pledged. To be deposited in Bank A/c.

Matariki celebrations 22nd June.

Chris reported programme is being drawn up. Tim Riwhi invited/accepted to attend.

FINANCE REPORT

- Balance Sheet/Profit & Loss A/cs as at 31st May 2018 presented.
- Credit Card statement presented.
- Audited Accounts to be signed by Trina and Ellen and forwarded to The Ministry.
- Banked staffing usage balance for 2017 greater than entitlement. Overuse shown at \$-1,168.13. Recovery from The Ministry will come from 1st July funding instalment.
- A few minor queries that were relative to some Batch Nos. was raised.

ACTION: Trina to check with Chrissy re this matter.

MINUTES of March meeting (circulated).

Minutes moved as true and correct record with the addition of Ben Donaldson to be shown as present. Moved Barbara Grubb/2nd Trina. All in favour. Carried.

CORRESPONDENCE

Primary Principals/Teachers Collective Agreements to be re negotiated.

Meetings will be held in June. Relievers may be required in order for staff to attend.

Board moved "In Committee" at 9.15pm.