

MINUTES OF BOARD OF TRUSTEES MEETING – Tuesday 25 July 2017

MARIST CATHOLIC SCHOOL, HERNE BAY

PRESENT: Jo Va’auli (Acting Chair), Louise Campbell (Principal), Paul Bartlett, Frank Costello, Ida Dowling, Adrienne Faulkner, Kiri Hannifin, Scott Munday, Suzanne Sherwin

OPENING PRAYER: Jo Va’auli

IN ATTENDANCE: Therese Turnock (Minute Secretary)

APOLOGIES: Kerry Marshall, Stacey Mowbray

	ACTION REQUIRED/ STATUS	PERSON/WHEN
1. Jo welcomed everyone to the meeting at 6.30pm and led the opening prayer.		
2. Conflicts of interest – none declared		
In Committee item I move that the public be excluded pursuant to Section 48 of the Local Government Official Information and Meetings Act. The reason is to discuss a matter of personnel. <i>Jo/All in favour</i> Into Committee 6.31pm Out of Committee 6.45pm		
3. PRINCIPAL’S REPORT Taken as read.		



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Nag 4 Finance

- Kiri asked if the reallocation of funds agreed by email would be an issue for relievers in the future. Suzanne replied that it would not, as there was still half of the relievers' budget left, which was not used in the first half of the year.
- Frank said kids were still moving around classes – there was no resource for his daughter, a target student recently. Jo requested Frank re-word his statement in light of his governance responsibilities, to encompass all target students. Frank asked if everything possible was being done for target students with regard to teacher support. Jo said the data showed MHB was tracking well. Frank thought it was a governance responsibility for allocation of funds. He thought the motion in the email was different, and was around expenditure for curriculum which had not been done. Frank said all BoT members had accountability to the Crown and stakeholders for expenditure and allocation.
- Jo suggested Louise could report for the August meeting on target children, what they were receiving and what they could receive. She reiterated there was enough money for relievers for the rest of the year and extra resources could be available if necessary.
- Ida explained further, and said more information was to come for the 2018 budget planning. There was a lack of resources such as maths, etc.
- Paul asked for clarity as MHB had struggled to get relievers and had to split classes. Jo said classes has been split due to a lack of relievers 5 times this year. Louise thought this was a management issue. However Paul believed funding and welfare of children belonged to governance as well as there was an overlap.
- Kiri asked about splitting the Year 4s from Room 7 while the Year 5s were on camp. Louise clarified that there were 7 students who had a set programme which was undertaken in other classes. It was not a good use of school funds to get a reliever for 7 students.
- Jo asked for anyone with difficulties to speak to the Board Chair. She highlighted the massive shortage of teachers in Auckland. The Ministry tracked relievers as well. MHB has done well in comparison to other schools.
- Louise noted a request was made for any questions before the Board pack is distributed.
- Frank thought the motion should have been clearer. Funding should not be a hindrance for extra teacher support.



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<p>RESOLVED: Based on the mid-year financial report, \$17,000 will be moved towards student resources. <i>Jo/All in favour</i></p> <p>Turf Design The cost of this design has increased from \$69,300 to \$72,600, due to modifications put forward by MHB.</p> <p>RESOLVED: To accept the quote of \$72,600 for the modified Tiger Turf design. <i>Ida/Kiri All in favour Carried</i></p> <p>Ezilunch RESOLVED: To switch to Ezilunch. <i>Jo/All in favour</i></p> <p>Feedback on Disco ➤ This was a successful event, with \$1,000 extra being raised. ➤ The Board was pleased with security, separation and appreciated the PTA contribution. Moved to accept Principal's report. <i>Jo/All in favour Carried</i></p>		
<p>4. POLICY Finance Policy report to be held at the next meeting.</p>	<p>Finance Policy report</p>	<p>Next BoT meeting</p>
<p>5. REPORTING 5.1 Finance – taken as read ➤ Suzanne reported everything was on target and the forecast had been redone. The school is</p>		



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- in good financial shape.
- Attendance dues collection has improved.
- There is assistance available from the Diocese for the Tiger Turf installation.
- Budget to be done in October so the strategic direction is required.

RESOLVED:

That the Financial Report for May and June is accepted.

*Kiri/Paul
All in favour
Carried*

5.2 Mid-Year Data Report

- Louise reported that things were tracking well – there was a shift between start of year and mid-year.
- Plans for students ‘below’ are catered for, a diagnosis affects some kids. Teachers target students and some students through diagnosis have individualised programmes with plenty of support. ‘Below’ means end-of-year standard so there is room for improvement at this stage of the year. Louise felt ‘below’ should be termed ‘working towards’ – the November results would be better.
- There should be no surprises for parents when reports are received.
- Discussions are held with parents about their obligations to assist their children.

RESOLVED:

That the Mid-Year Data Report is accepted.

*Adrienne/Ida
All in favour
Carried*

5.3 Annual Report Update

- The new slim version was shown. However Louise said it was double-handling for her. Jo said the new version was easier to read and update.
- Frank wondered if it was a good idea to include reference points in the Principal’s Report. It was generally agreed that it was.
- Louise was happy to use the new version if it worked for the Board.



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<p>RESOLVED: That the Annual Report Update is accepted.</p> <p>5.4 Special Character Review Report taken as read – no questions.</p> <p>RESOLVED: That the Special Character Review is accepted.</p>	<p><i>Paul/Adrienne All in favour Carried</i></p> <p><i>Kiri/Frank All in favour Carried</i></p>	
<p>6. BUILDING UPDATE <i>Frank reported:</i></p> <ul style="list-style-type: none"> ➤ There had been slight delays due to bad weather. ➤ Compliance to be signed off in 2 areas. ➤ Public use certificate is critical. ➤ Anticipated opening date 30 October but this could change. ➤ Louise said she could ask for use of the church for assemblies. 		
<p>7. HEALTH & SAFETY 7.1 Incident at Camp</p> <ul style="list-style-type: none"> ➤ Jo reported on an incident at camp and apologised for mishandling the incident. Board members should be informed when a child is taken to hospital. There is a report in the Board pack on the incident. The boy is back at school for half a day at present. He is attending the concussion clinic. ➤ Louise noted that Worksafe advised the incident was not notifiable. ➤ Jo advised that all procedures were followed and the correct ratios were there. Someone had to accompany the boy to hospital. 		



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<p>➤ Frank said the camp operators were very helpful and had procedures in place which they followed.</p> <p>7.2 Risk Register</p> <ul style="list-style-type: none"> ➤ Scott said a review should be done every quarter and completed risks should be archived. Only orange (current) risks were to be considered. ➤ Playground check results will be in the next agenda. ➤ Louise reported that the bees in the beehive have died, which is thought to be due to sprays. New bees will arrive in spring. <p>RESOLVED: That the Health & Safety Report is accepted.</p> <p style="text-align: right;"><i>Jo/All in favour</i></p>	<p>Playground check results on next agenda</p> <p style="text-align: right;">Ida/Louise</p>	<p>8. MINUTES 2 MAY 2017 / MATTERS ARISING</p> <ol style="list-style-type: none"> 1) Page 2 – quotes for draining front field 2) Page 2 – talk to parent Michael Davis re hall 3) Page 3 – investigate local RSA events <p>MINUTES 30 MAY 2017 / MATTERS ARISING</p> <ol style="list-style-type: none"> 1) Page 1 Item 3.2 – Louise reported, not Suzanne 2) Page 2 Item 3.3 – Comparison quotes were discussed and agreed not to seek as alternatives not viable. 3) Page 3 Item 3.5 – Ida and Louise have met with the architect parent for ideas on extending the hall. 4) Page 4 Item 5.3 – Marketing Committee to action draft of brochure, and Paul to action revision of logo <p>Moved that the minutes of the Board of Trustees meeting on 30 May 2017 be accepted, with the above amendments.</p> <p style="text-align: right;"><i>Frank/Scott All in favour</i></p>	<p>OPEN OPEN OPEN</p>

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<p>Moved that the In Committee minutes of the Board of Trustees meeting on 30 May 2017 be accepted.</p>	<p><i>Carried</i> Adrienne/Ida All in favour <i>Carried</i></p>		
<p>9. CORRESPONDENCE Inwards: 1) Board workshops to attend. 2) No other correspondence tabled. Outwards: 1) Kiri reported the Board wrote to the Diocese requesting money be used for our playgrounds. The reply was positive and it was confirmed. Now will send to the Minister. 2) No other correspondence tabled.</p>			
<p>10. OTHER MATTERS 10.1 Strategic Goals ➤ These need to be decided. Budget planning will be around September. Need to complete budget by the end of the year. Senior leadership team members have to be involved. Board and staff members could meet (suggest 3.30pm). Ida suggested Tuesday 15 August and will notify all Board members. 10.2 Working Bee ➤ Frank would like to have another Working Bee in the 4th term, to repaint if funds allow. He would like the whole school to look the same, with no beige! ➤ Ida will discuss gardening with Boffa. ➤ Scott asked for risk of scaffolds etc. to be monitored.</p>		<p>Strategic Goals mtg 15 August</p> <p>Discuss gardening with Boffa</p>	<p>Ida/Louise</p> <p>Ida</p>
<p>MEETING CLOSED: 8.20pm NEXT MEETING: 6.30pm Tuesday 29 August 2017 PRAYER:</p>			



