

PRESENT: Ida Dowling (Chair), Louise Campbell (Principal), Paul Bartlett, Frank Costello, Adrienne Faulkner, Kiri Hannifin, Kerry Marshall (6.45pm), Stacey Mowbray, Suzanne Sherwin

OPENING PRAYER: Suzanne Sherwin

IN ATTENDANCE: Therese Turnock (Minute Secretary)

APOLOGIES: Scott Munday, Kerry Marshall (for lateness), Jo Va’auli

	ACTION REQUIRED/ STATUS	PERSON/WHEN
1. Ida welcomed everyone to the meeting at 6.30pm and Suzanne led the opening prayer.		
2. Conflicts of interest – Paul declared a conflict for Item 3.2.		
<p>3. PRINCIPAL’S REPORT</p> <p>3.1 Nag 4 Finance: Funding is required for swimming and te reo lessons. RESOLVED: To apply for funding for swimming and te reo lessons from the Lion Foundation:</p> <p style="text-align: right;"><i>All in favour</i></p> <p>3.2 Nag 4 Finance:</p> <ul style="list-style-type: none"> • A proposal received from a Social Enterprise company was explained and discussed. • Paul declared a conflict of interest. • Frank noted that while a funding request tagged to an activity such as the Lion foundation was a BOT and school activity a commercial endorsement for non tagged income was not a BOT matter. 		

RESOLVED:

To decline the proposed fundraising initiative where a parent is affiliated to a social enterprise company.

*All in favour
Paul Bartlett abstained*

3.3 Nag 4 Finance:

- Permission is sought to spend an additional \$2,203 + GST for effective height-adjustable netball and basketball hoops installed alongside the Tiger Turf.
- Tiger Turf endorse the adjustable hoops and will install them.
- Total expenditure \$7,860 + GST.

Kerry arrived 6.45pm

RESOLVED:

To spend an additional \$2,203 + GST for the required netball and basketball hoops to be installed by Tiger Turf.

All in favour

3.4 Nag 4 Property/Health & Safety:

- The installation of speed humps in the driveway is proposed.
- Scott is concerned about the health and safety situation in the driveway.
- Fr Rory has agreed to the installation of additional speed humps.
- It was agreed that the risk was acceptable for a short term given there had been to date no incidents.
- The contractors working on the new build have suggested installing hot mix humps when the quad is sealed.
- The job would be done during the school holidays.

RESOLVED:

That Cassidy Construction’s suggestion to install asphalt speed humps be accepted.

All in favour

3.5 2018 Staffing (question from Frank Costello)

- Provisional staffing from the Ministry of Education has been received which is currently 10.42 teachers less 0.8 FTEs from this year. Based on July roll numbers differing from funding in 2017, July roll numbers dropped so staffing dropped. When the maximum roll increases,

<p>further staffing can be requested. The roll to start 2018 currently sits at 182.</p> <ul style="list-style-type: none"> • Enrolment promotion is being undertaken. Louise would like to get to 47 per cohort. • Up to 5% non-preference students are permitted (about 10 next year, currently 4). The maximum is 15 students. • Kerry noted she had received queries from non-preference parents about enrolment at MHB. Louise explained the process to her. If there were more than 15 non-preference students, decisions would have to be made. MHB has an enrolment procedure. • Discussion was conducted reminding members of the 5% maximum non preference policy under the school integration agreement. • Members thought a framework for deciding on non-preference students should be formulated. <p>Conclusion:</p> <ul style="list-style-type: none"> ➤ Develop a framework for the enrolment of non-preference students. ➤ Louise will report further on 2018 staffing. ➤ The information on tagged staff needs to go into the Proprietor’s Report. <p>RESOLVED: To accept the Principal’s Report.</p>	<ul style="list-style-type: none"> • Develop enrolment framework • Further report on 2018 staffing • Information on tagged staff to Proprietor’s report 	<p>Louise</p> <p>Louise</p> <p>Louise</p>
<p>4. 2018 STRATEGIC PLANNING DISCUSSION</p> <ul style="list-style-type: none"> ➤ The Term 3 Annual Plan update was included in the Board pack. ➤ Louise advised that she had been approached to be interviewed by the Springboard Trust. If she is selected she will work with a business mentor during 2018 and attend 8 workshops for a deep strategic review. Louise will advise the Board if she has been selected. This training will help guide the Board with strategic planning. ➤ Ida thought the Term 3 summary was very concise and easy to read. She would like to decide on what level of reporting is required for next year from Louise. A working group could discuss this. ➤ The internal review mechanism and Catholic character reviews will change, especially in supporting teachers to support learners in faith formation and using the school as an evangelising tool. 		

All in favour

<p>➤ Discussion continued, salient points being:</p> <ul style="list-style-type: none"> • Evangelisation of families is a key purpose of a Catholic school • School should see itself as a Parish • Our faith is demonstrated by our pastoral care • The new review process is built on the document • Two elements in formation of faith: establish connection between student and their maker, and expression of faith as community. <p style="text-align: right;"><i>Kerry departed 7.20pm</i></p> <p>➤ Discussion was held on the wording of the points, salient points being:</p> <ul style="list-style-type: none"> • Is 2.3 necessary? • 2.1 - change to 'towards' instead of 'reflected in' strong National Standards data, or 'including progress in' National Standards, or "..... students work 'across curriculum' to the best of their ability" • How to measure students' agency? • Important to measure 'well-rounded' • Strengthen partnerships within school and CoL • Strengthen partnerships in general <p>➤ Rewording was decided as follows:</p> <p>2.3 - "Leverage Community of Learning (CoL) membership to strengthen student membership"</p> <p>3.1 – "Enhance our school 'environment' to replace 'grounds'</p> <p>Conclusion: A working group (Adrienne and Kiri) to give thought to wording, with additional funding available from Liz de Kort to assist with the measuring stage.</p>	<p>Working group to consider wording</p>	<p>Adrienne/Kiri</p>
<p>5. COMMITTEE REPORTS</p> <p>5.1 Finance Policy Taken as read. RESOLVED: To ratify the proposed financial management policy</p>		

*Adrienne/Frank
All in favour
Carried*

5.2 Finance – capital approvals, depreciation schedule

- Suzanne explained the approval levels and adjustments.
- Addition to clause: “The Board and the Principal will act with integrity at all times in all financial matters.” – Replace with: “The Board and Principal should act with integrity **within the law** at all times in all financial matters.”

RESOLVED:

To accept the authority levels as presented.

*Paul/Suzanne
All in favour
Carried*

5.3 Finance Committee update

Suzanne reported:

- Performance good, saved \$20k
- Purchased additional maths and literary resources
- Speed bumps budget \$14k plus a door for Room 9
- Louise will plan how to spend any additional funds
- New capital approval process supported
- Depreciation was explained
- Schedule of capital projects explained – hall will have to be funded somehow
- There will be deficits going forward
- When assets are used up will have to fundraise to replace

RESOLVED:

To accept the Finance Report.

*Frank/Kiri
All in favour
Carried*

5.4 Property Report

Frank reported:

- Frank updated members on the new building – handover expected 31 October

7. MINUTES 29 AUGUST 2017 / MATTERS ARISING

Moved that the minutes of the Board of Trustees meeting on 29 August 2017 be accepted.

*Frank/Ida
All in favour
Carried*

Moved that the In Committee minutes of the Board of Trustees meeting on 29 August 2017 be accepted.

*Adrienne F/Frank
All in favour
Carried*

8. CORRESPONDENCE

Inwards:

- 1) June, July, August, September - Tukutuku Korero
- 2) August - Lighting New Fires
- 3) School rebate flier
- 4) Certificate in Leadership and Catholic Culture flier
- 5) August – Integrated Schools achievement flier
- 6) June, July, August – Education Gazette
- 7) August – Approval to lay Tiger Turf (MoE)
- 8) July – letter from CDA re Tiger Turf
- 9) July – NZEI - notice of paid union meeting
- 10) June – NZ Catholic Education Office
- 11) Photo life
- 12) Spring – Heart NZ
- 13) School caretakers and cleaners collective agreement
- 14) Caritas Update
- 15) July – NZSTA news

Outwards:

- 1) August – letter to MoE seeking approval to lay Tiger Turf
- 2) July – letter to CDA re Tiger Turf

MINUTES OF BOARD OF TRUSTEES MEETING – Tuesday 26 September 2017

MARIST CATHOLIC SCHOOL, HERNE BAY

MEETING CLOSED: 8.35pm **NEXT MEETING: 6.00pm Tuesday 28 November 2017**
LAST 2017 MEETING: 6.30pm Tuesday 12 December 2017 (& dinner)
FIRST 2018 MEETING: 6.30pm Tuesday 27 February 2018 (Budget)

Tentative dates for 2018:

27/2, 27/3, 24/4, 29/5, 26/6, 31/7, 28/8, 25/9, 30/10, 27/11, 11/12