

**MINUTES OF BOARD OF TRUSTEES MEETING – Tuesday 29 August 2017**

**MARIST CATHOLIC SCHOOL, HERNE BAY**

**PRESENT:** Ida Dowling (Chair), Louise Campbell (Principal), Paul Bartlett, Frank Costello, Adrienne Faulkner, Kiri Hannifin, Kerry Marshall, Stacey Mowbray, Scott Munday, Jo Va’auli

**OPENING PRAYER:** Paul Bartlett

**IN ATTENDANCE:** Liz de Kort (for Agenda Item 4), Adrienne Rossiter (for Agenda Item 5), Therese Turnock (Minute Secretary)

**APOLOGIES:** Suzanne Sherwin

	<b>ACTION REQUIRED/ STATUS</b>	<b>PERSON/WHEN</b>
<p><b>1. Ida welcomed</b> everyone to the meeting at 6.35pm and Paul led the opening prayer. Ida especially welcomed Liz de Kort and Adrienne Rossiter and introduced them to members.</p>		
<p><b>2. Conflicts of interest</b> – each member declared their conflict/s.</p>		
<p><b>3. In Committee item – Board self-review feedback</b> 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.</p> <p style="text-align: right;"><i>Ida/All in favour Liz &amp; Adrienne R departed</i></p> <p><b>Into Committee 6.43pm</b> <b>Out of Committee 6.50pm</b></p> <p style="text-align: right;"><i>Liz &amp; Adrienne R returned</i></p>		
<p><b>4. Student Achievement Presentation – Liz de Kort</b></p> <ul style="list-style-type: none"> <li>➤ Liz distributed a NZSTA booklet entitled “Effective Governance – Student Achievement” to members.</li> </ul>		

- The school charter, budget, policies/procedures and Principal’s appraisal tell the Principal what she is empowered to do. These documents are crucial in running a school. The Board needs to ‘ensure’ the Principal and her team must ‘assure’.
- Policies must be appropriate for each school.
- Page 4 “The Board’s powers, functions and focus” was explained and questions asked of Board members.
- Page 5 NZ curriculum – 8 areas plus special character
- Page 6 educational achievement - at MHB, national standards, special character, values, personal development, readiness for next school transition, social skills, student ownership of learning. Leadership of self and others. Creativity, critical thinking, RICH values.
- Student leadership availability at Years 7 & 8 is difficult in a school of Years 7-13.
- Graduate profile – confidence and success as learner. This is in place at MHB.

Reporting against the annual plan should ‘assure’ the Board that different elements are featured and furthered. This reporting is done 4 times a year. Kerry commented that this was useful to a certain degree, but every child was different. She found the Strategic Plan charts on the wall frustrating with too much detail. Teachers had a hard task and it was hard to determine educational achievement. Maths and writing can be measured, but other areas were much more difficult. Reporting needs balance.

Ida noted that we are aiming for 5-6 focus areas to report on, which should be enough for MHB. Liz said a work plan for Board meetings is useful, say for big data at end of Terms 2 and 4. Liz discussed a goal from the MHB Strategic Plan which reported on 5 students’ progress, which was very clear and targets were exceeded. Compliance was demonstrated.

An executive summary was distributed to members. The Board needs to ask Louise to provide the level of detail they require. The difference between ‘ensure’ and ‘assure’ is important to highlight, as are due diligence and transparency. If there is no smoke and no fire, how much detail is required? Frank thought that the Board would not be ‘assured’ if the amount of information was reduced. Adrienne R noted the Board had to direct Louise on this.

Liz described the dysfunctional behaviour of the Pike River Board. No Board member knew anything about coal mining and they did not ask questions.

Government priorities (Page 9) were very important to report on (Maori/Pasifika, high achievers).

Stacey noted the changes to the Education Act this year. Liz said these changes were essentially different terminology about what she has been talking about. Measuring success may be different.

Kiri raised the issue of asking questions in Board meetings. She felt questions were not always welcome. Kiri understood the boundaries between governance and management. Liz said it was appropriate to ask questions on targets, but perhaps these should be pre-advised to Louise so she is not surprised. Kiri said asking questions at Board meetings seems to be viewed as criticism or doubt. Liz replied that an answer could be deferred if it was not known at the time. The Board Chair can advise if issues raised are management matters. Sometimes it is the spirit in which questions are asked.

Ida explained the Chair had to move things along in meetings, but apologised if this caused frustration. Stacey noted the Board Retreat was in 2 weeks and she thought this would be a good time to air concerns. Meetings should be under 2 hours. Adrienne R advised that the Code of Conduct stated dissension was to be discussed at meetings in a respectful way.

*Liz departed 7.55pm*

**5. Principal’s Appraisal Process and Targets**

*Louise departed 7.56pm*

**Into Committee 7.56pm**

**Out of Committee 8.35pm**

*Louise returned 8.35pm*

Ida told Louise that Adrienne R had given excellent feedback to the Board and thanked Louise for her hard work.

**6. 2018 Strategic Planning Session Summary**

- This item required consultation with the school community. There was still 4 months to go.
- In the interests of time it was decided to defer this item to the next meeting. Members are to read the points in preparation.
- Need to decide if these are the points the Board wants reported to it every month and to be Louise’s targets. There are 3 main goals and day-to-day management is not included.

**RESOLVED:**

**That the Board agrees to look at the one-page and supporting documents and confirm whether this gives an accurate picture of educational achievement at MHB and confirm strategic focus for next year.**

*Ida/All in favour*

Defer to next meeting

Ida

**7. Principal’s Report**

Endorsement of the Community of Learning Strategic Plan is sought.

**RESOLVED:**

**To endorse the Auckland Central Catholic Kahui Ako 2017-20 Strategic Plan as subset of Community of Learning.**

*Ida/All in favour*

**7.1 Addendum on Drainage**

Louise advised that geotech work was required for the drainage plan which was outside of budget. \$3,000 + GST was required. Ida noted that Suzanne was happy to support this proposal as she was unable to attend. Louise noted the quote was ‘mates rates’. She would check whether GST was included.

**RESOLVED:**

**That \$3,000 + GST for the geotech work on the drainage plan, which is above budget, is approved.**

*Frank/Paul  
All in favour  
Carried*

Check on GST

Louise

**8. Committee Reports**

**8.1 Risk Report**

- Scott advised that the Risk Report needs updating – have the playground repairs been done? The Hazard Report requires updating. Louise will update as indicated by Scott.
- Scott noted there were to be 2 variations of speed bumps considered for the school driveway. This risk should be on the register as ‘live’. He also noted that the fire evacuation time should read ‘4.56 minutes’, not seconds.
- Adrienne R thought reporting of minor incidents was not necessary for the Board, just major incidents. However Scott said an incident register was required. Paul noted the reasons for the breakdown was the particular thing causing the injury. Adrienne R explained that Louise should be advising the Board but hold the register in the office. Louise should be reporting on risk to the Board.

**RESOLVED:**

**That major incidents only will be reported to the Board in the future, with minor incidents recorded and available in the office. A line in the report could reflect minor incidents are recorded in the incident report in the sick bay and trends to be identified and reported.**

*Ida/All in favour*

**8.2 Property**

➤ **Tiger Turf**

Ida reported that approval had been received from the Ministry of Education to fund the Tiger Turf. She thanked Louise for her work on this. Louise advised this would be paid out of MHB funds.

➤ **Shade Sails**

- Ida showed members the 3 options for shade sails. Kerry noted Ponsonby kids were burning their feet on the turf, even though they have 2 big umbrellas. She thought there were too many shade sails in the options.
- Louise said an alternative could be sunscreen stations in the summer.
- Frank believed a cost-effective sun shelter was required. This plan would compromise the classrooms for some of the year.
- Kerry asked about rain shelter.

Update Risk & Hazard reports

Louise

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- Stacey thought further investigation was required.
- Frank advised that back-filling would occur soon for the new build, with occupation of the building expected on 31 October.

**RESOLVED:**

**That the Board does not accept any of the proposed options.**

**8.3 Finance Report** – next meeting

**8.4 Health & Safety Report** – next meeting

Finance report next mtg  
H & S report next mtg

Louise  
Louise

*Kiri and Adrienne R departed 9.10pm*

**9. MINUTES 25 JULY 2017 / MATTERS ARISING**

- 1) Page 3 Finance Policy report – next BoT meeting
- 2) Page 6 Playground check results
- 3) Page 6 Quotes for draining front field
- 4) Page 6 Talk to parent Michael Davis re hall
- 5) Page 6 Investigate local RSA events
- 6) Page 7 Strategic goals meeting 15 August
- 7) Page 7 Discuss gardening with Boffa

**Moved that the minutes of the Board of Trustees meeting on 25 July 2017 be accepted, with the above amendments.**

*Frank/Ida  
All in favour  
Carried*

**Moved that the In Committee minutes of the Board of Trustees meeting on 25 July 2017 be accepted with handwritten amendment.**

*Adrienne F/Frank  
All in favour  
Carried*

OPEN  
CLOSED  
CLOSED  
OPEN  
OPEN  
CLOSED  
OPEN

**10. CORRESPONDENCE**

**Inwards:**

No correspondence tabled.

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**Outwards:**

No correspondence tabled.

**MEETING CLOSED: 9.15pm    NEXT MEETING: 6.30pm Tuesday 26 September 2017**

**PRAYER:**