

PRESENT: Ida Dowling (Chair), Louise Campbell (Principal), Paul Bartlett, Adrienne Faulkner, Kerry Marshall (6.55pm), Stacey Mowbray, Scott Munday, Suzanne Sherwin, Jo Va’auli

OPENING PRAYER: Adrienne Faulkner

IN ATTENDANCE: Therese Turnock (Minute Secretary)

APOLOGIES: Kiri Hannifin, Kerry Marshall (for lateness)

	ACTION REQUIRED/ STATUS	PERSON/WHEN
1. Ida welcomed everyone to the meeting at 6.30pm and Adrienne led the opening prayer.		
2. Conflicts of interest - no new conflicts declared.		
<p>3. PRINCIPAL’S REPORT</p> <p>3.1 Inclusion of St Joseph’s Primary, Grey Lynn, in Community of Learning RESOLVED to approve bringing St Joseph’s Primary, Grey Lynn, into the Central Catholic Community of Learning.</p> <p style="text-align: right;"><i>All in favour Carried</i></p> <p>3.2 Policy and Procedure – Decommission of Enrolments Policy with Enrolments Procedure to Take Its Place Louise reported she had looked at the Special Character Policy, and there were no procedures. There is a new direction from the Diocese requiring Special Character reviews every 3 years. Louise has written a procedure to accommodate this. She has converted MHB’s Enrolments Policy into an Enrolments Procedure and shared this with the proprietor representatives and Policy</p>		

Committee. All of them are happy with the change.

RESOLVED: That the existing Enrolments Policy is decommissioned and replaced with the new Enrolments Procedure.

*All in favour
Carried*

3.3 Personnel Changes

- These have been noted. Three teachers are leaving and each one will have an exit interview.
- The advertisement to replace Emma Costello as a tagged teacher has closed. No applicants met MHB’s level of training or expertise so it is planed to readvertise this position as fixed term non-tagged for 2018 and continue the recruitment process into 2019 for a tagged teacher.

3.4 Springboard Leadership Programme

Louise advised that she has been accepted into this programme for next year.

3.5 New Building

- Louise advised that the keys to the new building will be handed to the school on Thursday.
- Fr Rory has been asked to bless the building.
- Fit-out will occur over the Christmas holidays.
- Looking at an opening date of 22 February.

RESOLVED:

To accept the Principal’s Report.

*Adrienne/Stacey
All in favour
Carried*

4. 2017 DATA REVIEW

- End-of-year anniversary information was shown. There were similar results to last year in maths. Reading is very strong, better than last year. Writing was a little less on ‘at’, increase in ‘above’. More data was explained and comparisons given. Numbers for Maori and Pasifika were given.
- The current rate of progress needs to be maintained.
- Programmes for maths will continue to receive focus, particularly for Pasifika children.

Kerry arrived 6.55pm

- Comparisons with MHB, national CoL and Waitemata were given. Pasifika reading is ahead.
- Louise noted that National Standards are still mandated, even with the change of Government. The CoL will continue next year with national standards as a frame of reference.
- Twelve-month kids will continue to be monitored to catch up.
- Writing is ahead for Maori and Pasifika, and whole school statistics have improved.
- There were good results for targets in the Annual Plan, especially for reading.
- 2018 targets will be formulated early in 2018.
- Louise believed the Board could be well satisfied that MHB’s targets are meeting the needs of the students in the school, however the focus needed to be shifted from writing to maths.

RESOLVED:

To accept the 2017 Data Report and congratulate the staff.

*Ida/Scott
All in favour
Carried*

5. 2018 ANNUAL PLAN SUCCESS INDICATORS

- Ida, Adrienne, Kiri formed a working group to plan and measure key strategies for 2018, with the assistance of Liz de Kort. Strategies will be around teaching and learning, with target students identified.
- The Special Character Review is due in 2018. This review should be used as a main measure of success against this strategy.
- Reporting will be on the Special Character requirements.
- There are 5 levels within solo taxonomy to measure progress.
- The landscape is changing with National Standards.
- Adrienne provides a termly report to the CoL.
- Targets will be required for roll growth.
- Funding for another whole teacher will be required.
- Louise commented that there was no pressure to fill the new building. Additional reading recovery funding was received this year. This will not happen next year.

RESOLVED:

That the Annual Plan for 2018 is adopted.

	<i>All in favour</i>	
<p>6. 2018 BUDGET</p> <ul style="list-style-type: none"> ➤ Suzanne reported a surplus of \$1.8k against budgeted \$8k deficit – tracking well. ➤ The overall position was shown with the risk of trying to grow the roll and keeping class numbers low. ➤ Three options were given to the Board with varying levels of deficit projected. ➤ There followed lengthy discussion on the 3 scenarios. Roll growth of 90 students has been granted with no additional staffing. MHB held \$350k in the bank as a buffer. ➤ Louise explained the consequences of keeping risk/deficit low. It would mean that she and Sharon would be required in the classroom for teacher release. Allowing a higher level of risk/deficit would mean lower class numbers. ➤ This budget is based on provisional staffing for 2018. Option Two would require one teacher to be funded by the Board of Trustees. ➤ A draft marketing plan was shown to members. ➤ PTA funds will reduce the deficit. ➤ This is an investment in the future of MHB. ➤ Louise has already received 10 enrolments up the year levels for 2018. Currently there were 9 non-Catholic enrolments and 15 are permitted. <p>RESOLVED: That Option Two (with \$70k deficit) is accepted, provided it is supported with a marketing plan to mitigate risk by achieving roll growth and monitored via Board reporting.</p> <p style="text-align: right;"><i>Scott/Adrienne All in favour Carried</i></p>		
<p>7. 2018 DONATION LETTER</p> <ul style="list-style-type: none"> ➤ A \$10 increase in attendance dues per student is proposed, to reflect the annual increase nationally. Louise explained that attendance dues received are payable to the Diocese. ➤ It was suggested to rename the ‘General Purpose’ contribution to ‘Quality Education’ 		

<ul style="list-style-type: none"> ➤ Could increase the Family Assistance fee to \$50. ➤ Louise explained that the school was entitled to charge extra for activities such as Athletics. ➤ Ida will circulate Board members for agreement on conditions of extra charges. <p>RESOLVED: To increase the Family Assistance contribution by \$50 to \$65 per family, with a commentary about ability to contribute more.</p> <p style="text-align: right;"><i>Scott/Paul All in favour Carried</i></p>	<p>Circulate Board members on extra charges</p>	<p>Ida</p>
<p>8. 2017 PROPRIETOR REPRESENTATIVES’ REPORT This report was tabled and discussed.</p> <p>RESOLVED: That the Proprietor Representatives’ report for 2017 is accepted.</p> <p style="text-align: right;"><i>Adrienne/Kerry All in favour Carried</i></p>		
<p>9. In Committee item – Personnel matters 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</i></p> <p>Into Committee 8.45pm Out of Committee 9.00pm</p>		
<p>10. COMMITTEE REPORTS 10.1 Policies</p> <ul style="list-style-type: none"> ➤ Employment and Personnel Policy <p>RESOLVED: That the Employment and Personnel Policy be approved.</p> <p style="text-align: right;"><i>Kerry/Jo All in favour</i></p>		

<p>➤ Fostering Student Achievement RESOLVED: That the Fostering Student Achievement Policy be approved.</p> <p>➤ Property Management and Protection of Assets RESOLVED: That the Property Management and Protection of Assets Policy be approved.</p> <p>➤ Kerry's policy will be circulated to Board members for approval at the December meeting.</p> <p>10.2 Marketing Plan Will be discussed at the December meeting.</p> <p>10.3 Health & Safety</p> <ul style="list-style-type: none"> ➤ No issues to report. ➤ Incident with suspicious person in the school vicinity was dealt with by NZ Police. ➤ Sunscreen has been donated by the Cancer Society. ➤ The school is asbestos-free. 	<p><i>Carried</i></p> <p><i>Jo/Suzanne</i> <i>All in favour</i> <i>Carried</i></p> <p><i>Stacey/Paul</i> <i>All in favour</i> <i>Carried</i></p> <p>Circulate policy</p> <p>Discuss marketing plan</p>	<p>Kerry</p> <p>December meeting</p>
<p>11. MINUTES 26 SEPTEMBER 2017 / MATTERS ARISING</p> <ul style="list-style-type: none"> ➤ All outstanding actions completed. ➤ Working bee to be postponed until 2018. <p>Moved that the minutes of the Board of Trustees meeting on 26 September 2017 be accepted.</p>	<p><i>Stacey/Ida</i> <i>All in favour</i> <i>Carried</i></p>	

12. CORRESPONDENCE

Inwards:

- 1) NZCEO Convention June 13-15 flier
- 2) NZCEO Publication and Website Update flier
- 3) MoE – Support Staff in Schools’ Collective Agreement
- 4) NZSTA Open Letter
- 5) NZSTA 2018 Subscription
- 6) Catholic Diocese of Auckland – Training information
- 7) March 2017 - Bishop’s Appointees’ Newsletter
- 8) September 2017 – Good News and the News Newsletter
- 9) March 2017 – Lighting New Fires newsletter
- 10) October 2017 – Lighting New Fires newsletter
- 11) October 2017 – NZSTA News
- 12) September 2017 – NZSTA News
- 13) April, September, October, November 2017 – Education Gazettes

Outwards:

- 1) None.

**MEETING CLOSED: 9.10pm NEXT MEETING: 6.30pm Tuesday 12 December 2017 and dinner
FIRST 2018 MEETING: 6.30pm Tuesday 27 February 2018**

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