

**Sacred Heart School Petone
BOARD OF TRUSTEES MEETING**

CONFIRMED MINUTES

7.00pm Tuesday 29 August 2017 – Staff Room

Present: Liz Heatley, Sean Mahoney, Cath Fitzgerald (Minutes), Rachael Leafe,
Helen Kneebone, Tane Wilson (Chair), Genevieve Hanify

Apologies: Michael Barlow, Julius Solia, Janet Whalen

Absent: Vai Lui, Fr John Quang

Prayer: Liz Heatley

Declaration of Interests none

Strategic Decisions -

Strategic Discussions

Principal's report

- Roll return was tabled and reviewed.
- Mid-year National Standards data for 2017 was presented and discussed.
Liz will analyse the data to see if it is possible to assess the effectiveness of Pasifika Proud.
- There is concern that fundraising for the Year 7 & 8 Camp is not progressing as well as it should. Liz to apply for Grants from Infinity and Pelorus Trust later in the year but their success is not guaranteed. Julius to follow up with the fundraising committee to ensure fundraising efforts will continue.
- Staff will review Numicon at the end of the year.

Resolved by email on 22 August 2017 to apply to Hutt Mana Charitable Trust for a grant to cover the cost of \$2,332.00 for hiring staging for the School Production. The Board of Trustees ratified this resolution.

Moved Principal's report be accepted: Rachael; Second: Helen

Monitoring

Finance

Moved the Finance Report be accepted, and that the board has compared performance against budget: Moved: Sean; Second: Liz

- Helen to follow up with questioning the June figures.

- IT stocktake was completed last month. Inventory to be added to Xero.
- Old headphones have been thrown out. Given their limited life span, in future maybe these should be treated as consumables.
- Tane to provide an IT and fundraising report for next meeting.

Fundraising

- Tane to follow-up with Kate Wasson re the frock swap fundraiser and when a date can be set for that.
- The Board questioned if there would be enough parental support to be able to successfully organise a corporate golf tournament. It was felt that a Twilight Gala might be a better fundraising venture to pursue next year.

Property

Moved the Property Report be accepted: Moved: Liz; Second: Sean

- The auditor has recommended a 10 year property plan that includes painting. Liz to talk to Ben and Natasha about getting painting quotes, so they can be added as Programmed Maintenance finishes next year.
- Liz to get update on shed.
- Electrical testing – Liz to look into how to progress this.

Special Character

Minutes of their last meeting were presented.

Moved that the Report be accepted: Moved: Tane

Policy

- Liz is working on writing a procedure for use of physical restraint. This will be run past the policy committee at their next meeting.
- The Tiriti o Waitangi Policy was presented, after having been reviewed by the Policy Committee and run past the Whanau Support Group.

Moved that the Tiriti o Waitangi policy has been reviewed and approved. Moved: Rachael; Second: Genevieve

Discussion re Matariki celebration. Tane advised that he believed \$49 was left over after all the bills were paid. Janet to check spreadsheet to confirm the amount of money left over.

Moved that a \$50 koha be made to the people who supplied firewood to the school. Moved: Liz;
Second: Rachael

Agenda Items for Next Meeting – Tuesday 26th September

- Religious Education Review

Administration

Minutes of the previous Meeting received and confirmed.

Moved: Liz; Second: Cath

Correspondence

Correspondence received as per schedule circulated. Moved: Tane

Meeting Closure

Prayer next meeting – Julius

BOT Blurb for Newsletter – Genevieve

Meeting Closed 8.25pm

Confirmed as a true and correct record of the meeting:

Chair:

Date