

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

**CONFIRMED MINUTES**  
6.00pm Monday 26 June 2017 – Pohutukawa

6 – 7pm Frank Wafer - tagged positions

Present: Liz Heatley, Sean Mahony, Cath Fitzgerald, Julius Solia, Rachael Leafe, Genevieve Hanify, Tane Wilson (Chair), Janet Whalen (7pm)

Apologies: Michael Barlow, Helen Kneebone, Vai Lui, Fr John Quang

Prayer: Frank Wafer

Tane thanked Frank for giving up his time, a valuable session for the board.

**Declaration of Interests** Tane Wilson – conflict of interest Teacher Aide funding.

### **Strategic Decisions**

#### **Review of Strategic Goal 2:**

- Mid-year data will be presented at the next BOT meeting – Teachers are still entering data.

### **Strategic Discussions**

#### Principal's Report

- Teacher Aide for Special Needs child. Proposed extension of board funded teacher aide.

**Moved** the BoT fund \$687.20 to cover 10 week continuation of the teacher aide. Moved Sean: Second Rachael.

We have a very good RTLB working with teachers and students.

- Email approval to accept quote for Playground Markings ratified.
- Property Maintenance Plan – Property Committee to look at options for when the existing Programme Maintenance Contract runs out.
- A successful whole school Tsunami Evacuation was held this morning.
- Proprietors Report is not due till later in the year.
- Matariki this Wednesday – hāngi sold out.
- SH Feast Day this Friday. The whole school will be going to SH Thorndon School/Cathedral followed by activities.

**Moved** Principal's Report be accepted: Tane

### **Monitoring**

#### Finance

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

- Sean will follow up on comment in AFS Report on balance sheet '...which is down \$51k from 30 April'.
- Tane will email hāngi costs.

### Special Character

- Liz will email committee minutes when she receives them from Foi.
- Synod – 3 topics have been chosen that are applicable to school. Staff and BoT will look at the same. BoT to have another 6pm session before August meeting.
- Michael Barlow leaving will leave a Proprietors Appointee position available. Thought to be given to this and anyone suitable. Sean suggested an option to swap him from Parent Rep to Prop App.

**Moved** the Report be accepted: Moved: Cath; Second: Julius

### **Agenda Items for Next meeting – Tuesday 29<sup>th</sup> August**

- *Mid –year data*
- *IT stocktake*
- *Finance Report*
- *Property report*

### **Administration**

Minutes of the previous Meeting received and confirmed.

Moved: Tane

### **Correspondence**

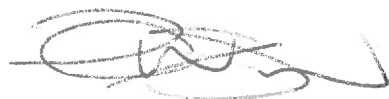
Correspondence received as per schedule circulated. Moved: Tane

### Meeting Closure

Prayer next meeting - Julius  
 BOT Blurb for Newsletter - Genevieve  
 Meeting Closed - 8pm

Confirmed as a true and correct record of the meeting:

Chair:



Date 29/08/17

	<b>Action Points</b>	<b>Who</b>	<b>Status</b>
1	IT Stocktake 25 <sup>th</sup> July	IT Committee	
2	Mid-Year Data	Liz	
3	Property Committee to look at options for new Property Plan.	Property Committee	
4	Follow up on AFS Report comment.	Sean	
5	Email hāngi costs.	Tane	
6	BOT Packs to be sent electronically	Janet	