

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

CONFIRMED MINUTES
7.00pm Tuesday 28 February 2017 – Staffroom

Present: Liz Heatley, Tane Wilson (Board Chair), Sean Mahony, Helen Kneebone, Genevieve Hanify, Cath Fitzgerald, Julius Solia, Vai Lui (late), Janet Whalen (Minutes)

Apologies: Michael Barlow, Rachael Leafe

Prayer: Liz

Declaration of Interests

- Tane declared a conflict of interest regarding teacher aide discussions or decisions.

Strategic Decisions

Annual Plan

- Targets stem from the Strategic Plan.
- Discussion on 85% being a realistic target.

Moved Annual Plan be approved: Sean; Second: Cath

Analysis of Variance

- Liz explained and answered questions.
- Minor amendments before sending to the Ministry.

Moved Analysis of Variance be approved: Julius; Second: Genevieve

Liz left the meeting

In committee

Principal Appraisal

Out of Committee

Strategic Discussions

Principal's Report

Additions:

- Maree Mahony has resigned as ORS Teacher Aide at the end of Term 1.
- LINC-ED training this week for Management and Admin staff.
- From the fundraising meeting – Aaron Cardie will be opening the SH Café on Monday 13th in Pōhutukawa.

Moved Principal's Report be accepted: Tane

In committee

Letter from a parent.

Discussion re teacher aides – MOE funding/ board funded and present/future needs

Out of Committee

Monitoring

Finance

- Helen has emailed Ben (AFS) re some questions regarding the budget, but hasn't heard back yet. Therefore no budget has been ratified by the finance committee to bring to the board for approval.
- The budget has been showing a varying deficit over recent weeks, but the AFS January Report shows the end of the year showing a surplus.
- Board may have to revisit funding a teacher aide next year.
- Encouragement will be given to have all Activity Contributions, and as many Donations as possible paid to help with and deficit.
- A successful Fundraising Meeting was held after the Meet the Teacher Evening, with a lot of ideas given. Tane will collate and the Fundraising Committee will co-ordinate and prioritise ideas.

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

IT Committee (verbal report)

- IT Committee have met.
- Stocktake of what is in the school / to correspond with the Asset Register.

Moved the IT Report be accepted: Tane

Policy

- Code of Conduct – put on letterhead. Minor amendment, then Liz will email out.

Moved the Policy Report be accepted: Cath; second: Helen.

Special Character

- Discussion re the organisation of the Sacramental Programme.
 - The Archbishop wants it to be a parish based programme. Parish's responsibility to organise - set dates etc. School will assist with the running of the programme.

Moved the Special Character Report be accepted: Tane

Agenda Items for Next meeting – 28th March 2017

- *Approval Budget*
- *FR committee Report*
- *IT committee Report*
- *Property Report*
- *Whanau Support Group Report*
- *Pasifika Support Group Report*
- *MOE Mar 1 Roll Return*

Administration

Minutes of the previous Meeting received and confirmed.

Moved: Liz; Second: Cath

Correspondence

- NZEI : Paid Union Meeting Support Staff
- NZSTA: Online training & AGM

Correspondence received. Moved: Tane

Meeting Closure

Prayer next meeting — Vai Lui
Meeting Closed – 9.01pm

Confirmed as a true and correct record of the meeting:

Acting

Chair:

E. Matley

Date

28.3.17

	Action Points	Who	Status
1			
2			
3			
4			