

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

**CONFIRMED MINUTES**  
7.00pm Tuesday 28 March 2017 – Staffroom

Present: Liz Heatley (Acting Chair), Sean Mahony, Helen Kneebone, Cath Fitzgerald, Julius Solia (Minutes), Rachael Leafe, Fr John Quang

Apologies: Michael Barlow, Vai Lui, Genevieve Hanify, Tane Wilson, Janet Whalen

Prayer: Liz

Due to the BOT Chair being unwell and the BOT not having a Deputy Chair at present, Liz Heatley chaired the meeting.

**Declaration of Interests**      None

### **Strategic Decisions**

#### • *Delegations*

- Principal and Chair delegated to sign-off of audited accounts.

Moved: Sean      Seconded: Cath.

- Delegations to Principal as per governance manual.

Moved: Sean      Seconded: Cath

### **Review of Strategic Goal 1:**

- Staff have reviewed the way RE is delivered and it was decided to continue with the teaching of strands rather than integrated units until the new national curriculum review is finished.
- Staff are looking at how we assess and report on RE to the parents and the BOT.
- A set of Virtues has been developed and aligned with our school values
- Service opportunities are still being sought for the students
- Eligible students will soon be given the opportunity to participate in the parish Sacramental programme

### **Strategic Discussions**

#### Principal's Report

- March 1<sup>st</sup> Roll return was tabled.
- 2016 Data and this year's Charter were sent to the MOE on the 1<sup>st</sup> March
- Julius outlined use of Pohutukawa room – Workshops, staff meetings, café, Kakapo using it as a break out space.
- Gardasil has this year been given to Yr 8 boys as well. Cath suggested that we find out about eligibility of older boys to have Gardasil injections and pass this information onto the parents.
- Staff are working with LINC-ED to get it ready for roll out to the parents in Week 3 of Term 2. Then we will roll out students having access to their pages to showcase their work.
- ERO information meeting was attended by Liz.
- COL- We are part of an expression of interest to form a Faith- based COL which has currently been sent to the MOE

Moved Principal's Report be accepted: Cath/ Helen

**Whanau Support Group:** Julius reported on this meeting

- Review of the Te Ao Maori Curriculum completed last year and this was discussed
- Events and teacher support for the year were planned
- Goal is that all members of the community will be able to correctly pronounce Room and team names in Te Reo

**Pasifika Parent's Group:** Rachael reported on this meeting

- Small turnout of parents
- Pacific language weeks were discussed
- Pasifika Proud is up and running with about 20 students including 3 students who are Maori.
- Discussed how the group can better engage with parents
- Vai will look at organising another NCEA evening for Pasifika and other interested parents

**Monitoring**

Finance

- Proposed 2017 Budget was presented. Helen explained that our predicted 2017 deficit is now \$3.6k not the original \$15k
- Cyclical maintenance numbers have been changed to reflect the ADW 10 year Property Plan

**Moved** that the 2017 proposed budget be accepted Moved: Helen Seconded: Liz

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

**NB:** The final 2017 budget figure in the February accounts was showing a \$15K deficit and the Staffing was 8.74 which is now 8.94 due to PCT release being added. The Board had previously noted and questioned both these items

Fundraising Committee

- Tane to report at next meeting

Policy

- Code of Conduct – This was sent out for review and Tane made some changes to the complaints process. This will be finally approved at the next meeting and then shared with the community
- Sean has made a couple of minor changes as well.

Property

- Pohutukawa being well-utilised
- Playground markings- Liz to contact other Catholic schools to get contact for this job
- Working Bee date has been set and jobs organised
- New hot water system in the staffroom
- SNUP wireless upgrade- we have expressed an interest in this programme

**Agenda Items for Next meeting – 30<sup>th</sup> May 2017**

- *Fundraising report*
- *Review of Strategic Aim 2*
- *Proprietor's appointees report*
- *Decision around PD with Frank Wafer*
- *Election of a Deputy Chair*
- *Code of Conduct- Final approval*

**Administration**

Minutes of the previous Meeting received and confirmed.

Moved: Sean; Seconded: Helen

**Correspondence**

Correspondence received as per schedule circulated. Moved: Liz Seconded: Julius

Meeting Closure

Prayer next meeting — Vai Lui

BOT Blurb for Newsletter – Liz

Meeting Closed – 8.17pm

Confirmed as a true and correct record of the meeting:

Chair:



Date

30/05/17

	Action Points	Who	Status
1	Review Strategic Goal 2	Liz	
2	Proprietor's Reps report	Prop Reps	
3	Fundraising Report	Tane	
4	Playground markings	Liz	
5	Circulation of Final Draft Code of Conduct	Liz/ Janet	
6	Gardasil criteria published in newsletter	Liz/Janet	