

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

**CONFIRMED MINUTES**

7.00pm Tuesday 30 May 2017 – Staffroom

Present: Liz Heatley (Minutes), Sean Mahony, Helen Kneebone, Cath Fitzgerald, Julius Solia, Rachael Leafe, Michael Barlow, Genevieve Hanify, Tane Wilson (Chair)

Apologies: Vai Lui, Janet Whalen, Fr John Quang

Prayer: Liz

**Declaration of Interests**      None

### **Strategic Decisions**

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

- Priority students identified from 2016 data, testing and teacher observation.
- Learning programmes have been developed for the priority students which are monitored by the SENCO and class teachers and are reviewed regularly
- Several outside agencies including RTLB, RTLit, MOE and Catholic Social Services are involved with the priority students.
- LINC-ED digital reporting has gone live. There were some technical hitches at the beginning but the staff have helped parents gain access. We have had some very favourable comments about the site.
- Junior School OTJ's are ongoing and Senior School progress OTJ's will be added next month.
- Mid-year data will be presented at the next BOT meeting.

### **Strategic Discussions**

#### Principal's Report

- COL expression of interest has been accepted by the Minister. Next step is a meeting with the MOE to explain COL's to BOT's. Wednesday 7<sup>th</sup> June at 6.30pm at SBC- Principal, BOT Chair and Prop Rep to attend
- Very hard to find money to support Special Needs Students. 2 currently have IRF funding
- ADW have sent an architect and the project manager to look at the shed.
- WSNUP is complete.
- Ransomware software has been put on Server, Office Computer and Principal's computer.
- Liz asked for BOT support to apply for a Sabbatical in 2018. Liz mentioned that she expects the sabbatical to be cost neutral for the BOT.

Liz left the meeting

#### **In committee**

Principal Sabbatical

#### **Out of Committee**

BOT supports Principal's application for a sabbatical

Moved Principal's Report be accepted: Michael / Cath

## **Monitoring**

### Finance

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

- The final 2016 audited accounts have been received and signed and will be sent to the MOE tomorrow (31<sup>st</sup> May)

### Fundraising Committee

- Tane reported that he had spoken to Richard Marsden re: Golf Day. This will be investigated further.
- A fundraising calendar will be set up
- Liz will follow up with Kate Wasson about the Frock Swap idea.
- School will sell chocolate.
- Camp fundraising will take up Michael's offer of running the Quiz at the Sprig and Fern for August

### IT Committee

- Report was presented.
- IT Stocktake will take place on Tuesday 25<sup>th</sup> July starting at 6pm. IT Committee to organise

**Moved** the IT report be accepted: Moved: Liz; Second: Rachael

### Policy

- Code of Conduct – This was further tweaked and the BOT has accepted the amended Code which will now be sent out to Parents. BOT to write an explanation of the Code for the newsletter.
- Code of Conduct to be placed on the website in a prominent position

**Moved** the Community Code of Conduct be accepted: Moved: Sean; Second: Julius

## **Agenda Items for Next meeting – Monday 26<sup>th</sup> June 6pm (NB: Early start and change of day)**

- *Frank Wafer to speak to BOT 6-7pm*
- *Mid –year data*
- *Property report*
- *Sp Character Report*
- *Matariki Costs*

## **Administration**

Minutes of the previous Meeting received and confirmed.

Moved: Sean; Seconded: Rachael

### **Matters arising:**

Election of Deputy Chair:

Vai Lui nominated to be Deputy Chair Sean / Julius. No further nominations Vai to be Deputy Chair (Subject to her agreement)

## **Correspondence**

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

Meeting Closure

Prayer next meeting — Julius  
BOT Blurb for Newsletter – Tane  
Meeting Closed – 8.45pm

Confirmed as a true and correct record of the meeting:

Chair: 

Date 26/06/17

	Action Points	Who	Status
1	IT Stocktake 25 <sup>th</sup> July	IT Committee	
2	Gardasil criteria published in newsletter	Liz/Janet	
3	Property Committee Meeting	Property Committee	
4	Sp Character Committee Meeting	Liz	
5	Community Code of Conduct sent out and on website	Liz/Janet	
6	Frank Wafer to come to next meeting	Tane	
7	BOT Packs to be sent electronically	Janet	