

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

7.09pm Tuesday 31 January 2017 – Staffroom

Present: Liz Heatley, Tane Wilson (Board Chair), Michael Barlow, Rachael Leafe, Helen Kneebone, Genevieve Hanify, Cath Fitzgerald, Vai Lui, Julius Solia, Janet Whalen (Minutes)

Apologies: Sean Mahony,

Prayer: Rachael

Declaration of Interests No specific items noted

Strategic Decisions

Election of Chair

Tane Wilson Nominated: Genevieve; Second: Helen
- Unanimous

Draft Strategic Plan / Annual Plan

- The Strategic Plan needs to be approved, to enable the Annual Plan to be finalised and in to MOE by March 1st.

Moved Strategic Plan be approved: Cath; Second: Helen

Strategic Discussions

Principal's Report (verbal)

- The Staff have had 2 very good planning days (30th/31st Jan)
- Liz, Julius and Jacqui have had a meeting with LINC-ED re our school's specific setup.
- The multipurpose space is finished.
 - Council compliance needed before use.
 - Official Opening Wednesday 15th February at 2pm.
- Meet the Teacher/Picnic and look around new multipurpose space on Thursday 16th February, 5.30pm.
- 2 Masters of Education students will be working with Jacqui and Julius this year doing their practical.
- Danika Bloxham is the new Fixed Term teacher in Kea.
- Ash Wednesday Liturgy will be on Wednesday 1st March at 2.15pm.
- Easter play at the end of Term.
- Swimming starts next week.

Moved Principal's Report be accepted: Tane

Monitoring

Finance verbal (committee held meeting prior to board meeting tonight)

- Liz to arrange a meeting with AFS re questions about the budget.
- Draft budget will be emailed out as soon as it is ready, with a view to seeking approval next meeting.
- TLIF project/funding finishes in June.
- The Homework Study Grant (approved for 5 years) finishes next year, so will need to reapply for funding.
- More grant applications will be made this year, following such a good response last year.

- Discussion re fundraising. The BoT to 'host a meeting to gather ideas for targeted projects and interested people. Projects to be linked back to the Strategic Plan and what parents wanted.
- Tane to complete letter to be sent out with Activity Contribution and donations invoices.

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

- NZSTA Mini Conference – anyone interested to contact Tane by Friday.
- Frank Wafer, Tane and Liz will meet on Thursday to sign off Principal Appraisal.
- Offer from Frank to run BoT session and/or go through BoT Handbook.
- Staring Roll 146, will reach maximum by end of Term 3.

Agenda Items for Next meeting – 28th February 2017

- *Code of Conduct*
- *Approval Budget*
- *Principal Appraisal*
- *Annual Plan*
- *FR committee Report*
- *IT committee Report*
- *Policy Report*
- *Special Character Report*

Administration

Minutes of the previous Meeting received and confirmed.

Moved: Helen; Second: Liz

Correspondence

- Reading Recovery funding increased by 0.05 due to Onieka still completing training.
- Michael Barlow will be resigning in June/July. Congratulations on a new baby coming.

Correspondence received. Moved: Tane

Meeting Closure

Prayer next meeting — Vai Lui

Meeting Closed – 8.07pm

Confirmed as a true and correct record of the meeting:

Chair: 

Date 28/02/17

	Action Points	Who	Status
1	Approve Budget	Finance	CARRIED
2	Pr Appraisal Sign Off	Tane	✓
3	Draft Annual Plan	Liz	✓
4	Send updated Fees/Donations Letter	Tane	✓