

**Sacred Heart School Petone**  
**BOARD OF TRUSTEES MEETING**  
**CONFIRMED MINUTES**  
6.30pm Tuesday 6 December 2016 – Library

Present: Liz Heatley, Tane Wilson (Board Chair), Genevieve Hanify, Julius Solia, Janet Whalen (Minutes)

7pm start Rachael Leafe, Fr John, Helen Kneebone

Apologies: Michael Barlow, Sean Mahony, Cath Fitzgerald, Vai Lui

Prayer: Fr John

**Declaration of Interests** No specific items noted

### **Strategic Decisions**

- Delegations In Governance Manual

**Moved** Delegations in Governance Manual approved.

Moved: Rachael; Second: Liz

- Draft Strategic Plan  
Policy Committee meeting minutes tabled.
  - 'Management' comments have been removed and will be addressed next year.
  - Look at a different way of collating data, eg rank in order
  - Board to look at over the holidays and approve at the January meeting.

### **Strategic Discussions**

#### Principal's Report

- National Standards data discussed. (our targets 90%)
  - Our Maori students are doing well.
  - Students that are well below can be clearly identified with reasons why.
  - Interventions will keep getting put in place as needed.
  - SENCO Report (still to come) will show the many interventions put in place for students.
  - Learning with Play should show more good results.
  - Numicon should show greatly improved results as it progresses.
  - Pasifika Proud target PI students' needs.
- B McGuinness resignation
  - Hopeful we will have a Fixed Term Reliever for 2017 employed soon.
- New building – waiting on ceiling tiles, internal painting taking place.
- Liz thanked everyone for their support over the last few weeks.

Moved Principal's Report be accepted: Genevieve; Second: Julius

### **Monitoring**

Finance (committee had not met because of Liz's absence)

- Liz has been in contact with Ben re the budget.
- Draft budget will be presented at January's meeting for approval.

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

Policy

- Code of Conduct draft will seek approval at January's meeting.

Special Character

- Virtues – will look at with a view to marry up with our values.

**In committee 8.05pm**

**Out of Committee 8.15pm**

**Agenda Items for Next meeting – 31<sup>st</sup> January 2017**

- *Election of Board Chair*
- *Approval Strategic Plan*
- *Draft Budget*
- *Code of Conduct*

**Administration**

Minutes of the previous Meeting received and confirmed.

Moved: Tane

Correspondence received

Moved: Tane

**BOT Fees**

Tane explained BoT Fees. These will be deposited in trustees bank accounts. New trustees, please provide Janet with a bank account.

**End of Year Function**

Julius to email something out re an event in January.

Meeting Closure

Closing Prayer – Fr John

Prayer next meeting — Rachael Leafe

Meeting Closed – 8.24pm

Confirmed as a true and correct record of the meeting:

Chair:

Date

	<b>Action Points</b>	<b>Who</b>	<b>Status</b>
1	Draft Budget	Finance	
2	Pr Appraisal Sign Off	Tane	
3	Code of Conduct / Procedures reviewed/ Draft Strategic Plan	Policy	