

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

CONFIRMED MINUTES
7.00pm Tuesday 27 February 2018 – Staffroom

Present: Liz Heatley (Minutes), Tane Wilson (Board Chair), Sean Mahony, Helen Kneebone, Rachael Leafe

Apologies: Genevieve Hanify, Cath Fitzgerald, Julius Solia, Vai Lui, Janet Whalen

Prayer: Liz

Fr Marlon spoke to Liz about Fr John stepping down from our BOT and joining the BOT at St Claudine's in Wainuiomata. Liz will liaise with Fr Marlon to appoint a new Proprietor's appointee

Declaration of Interests Nil

Strategic Decisions

- Principal appraisal 2017 sign-off deferred to March
- Principal's Appraisal 2018- Frank Wafer to do it again- BOT to ratify in March
- Election of Chair –deferred to March
- There was a discussion around BOT meeting nights and it was decided to try Wednesdays. Tane will contact the rest of the BOT and Liz will update the BOT workplan.

Annual Plan

- The Draft Annual Plan was presented and discussed

Moved Annual Plan be approved: Helen; Second: Sean

Analysis of Variance

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

Moved Analysis of Variance be approved: Rachael; Second: Sean

Strategic Discussions

Principal's Report

Additions:

- Property issues as outlined
- Pasifika Data presented as requested
- Management and staff are working through the changes required to report on Progress and Achievement instead of National Standards

Moved Principal's Report be accepted: Helen; Second: Rachael

A discussion was held about trying to set dates for future Sub – committee meetings. It was suggested that Finance be held the Wednesday before each BOT meeting.

Finance: Wednesday 21st March at 7pm

Property: Monday 19th March 7pm

Special Character and Policy to be arranged

Monitoring

Finance

- Helen explained the Budget process and went over the Budget Assumptions paper

Moved that the 2018 Budget be approved Sean; Second: Helen

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

Delegations

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

Moved: Helen; Seconded: Rachael.

Friends of Sacred Heart (FOSH) meeting:

- About 10 people attended. 3 others have offered to join the group. Great to see new people.
- Madeline Loudon is the Convenor
- Great ideas suggested

Property: (Verbal report)

- Refer Principal's report
- Liz getting quotes for the Tui deck sunshade. A Grant will be applied for, for this project.
- Tane is sorting out the remaining playground repairs. Costs for these have been included in the budget.

Moved the Property report be accepted: Tane

Agenda Items for Next meeting – 28th March 2018

- MOE Mar 1 Roll Return
- Pr Appraisal Summary & Pr Appraisal 2018
- Te ao Maori curriculum report
- Playground and Painting Quotes updates
- Elect the Chair
- Policy review dates
- Pre ERO discussion

Administration

Minutes of the previous Meeting received and confirmed.

Moved: Tane; Second: Helen

Correspondence

- NZEI: Paid Union Meeting Teachers
- Insurance
- NZSTA

Correspondence received. Moved: Tane

Meeting Closure

Prayer next meeting — Rachael Leafe
BOT Blurb – Helen

Meeting Closed – 8.50pm

Confirmed as a true and correct record of the meeting:

Chair: 

Date 23/03/18

	Action Points	Who	Status
1	Update workplan dates	Liz	
2	Contact BOT re change of meeting night	Tane	
3			
4			