

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

CONFIRMED MINUTES
7.00pm Wednesday 28 March 2018 – Staffroom

Present: Liz Heatley, Tane Wilson (Board Chair), Sean Mahony, Helen Kneebone, Rachael Leafe, Genevieve Hanify, Cath Fitzgerald, Julius Solia, Janet Whalen (minutes)

Apologies: Vai Lui

Prayer: Rachael

Declaration of Interests Nil

Election of Chair

Rachael nominated Tane.

Cath nominated Rachael – Rachael declined

Tane Wilson declared Chair – unanimous

Strategic Decisions

- Principal appraisal 2017 sign-off

In committee 7.07

Liz left the meeting

Out of committee 7.21

- Pre ERO discussion (visiting school 7th May)
 - The ERO team focus on student learning. Board not interviewed, except Chair.
 - Liz will direct them to RISE UP and observing in classrooms.
 - Liz will email the board a list of questions sent by ERO.
 - Board to have any suggestions in by Friday 13 April.
- BoT Workplan
 - Liz will change meeting dates to enable the Finance Committee to meet prior to the board meetings. First Wednesday in the month.
 - Liz will email out updated workplan.

Strategic Discussions

Principal's Report

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

Te ao Maori Curriculum

- Whanau Support Group report tabled for information.
- Te ao Maori Curriculum presented, PD sessions held for staff, teachers using in class every day.
- The school, classes and students have completed their pepeha.

Review of Strategic Goal 1

- Covered in Principal's Report

Monitoring

Finance

- Helen explained some of the points in her report. She is to speak to AFS re aligning some of the budgets to the appropriate part of the year.
- Easter Raffle - thanks to Maree Mahony and FOSH for this very successful raffle. Profit of \$960. This is going to support the school budget.
- Annabel Langbien evening coming up in May. Licence to sell alcohol is being applied for. This should prove a good fundraiser too.
- 2019 budget – finance committee to start making notes now for next year's budget and account alignments etc.

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

Property

- Tane reported on some of the costings for playground repairs. Flying fox to be repaired immediately.
- Asphalt has been completed around the shed. Waiting for council sign off.

Moved the Property report be accepted: Liz; Second: Cath

Special Character

- Synod – Foi and Liz have chosen 3 practical actions.
- Liz is hoping to load the revised RE goals on to LINC-ED before leaving on sabbatical.
- Liz has reviewed the supplied overdue Attendance Dues list. Anyone who has not made payments including last year will be receiving notification from the debt collectors. Liz can write-off debts for those making an attempt to make payments.
- Ideas for students to do volunteer work within the community.

Moved the Special Character report be accepted: Tane

March 1 Roll Return tabled.

Agenda Items for Next meeting Wednesday 2 May 2018

- Liz will send out policies for committee to look at before meeting
- Finance RE budget
- 3 quotes available for painting
- Progress of playground maintenance
- Shade sail follow up
- ERO feedback

Administration

Minutes of the previous Meeting received and confirmed.

Moved: Sean; Second: Rachael

(Minutes will be emailed out as soon as completed)

Correspondence

Correspondence received. Moved: Tane

Meeting Closure

Prayer next meeting — Cath
BOT Blurb – Julius

Meeting Closed – 8.17pm

Confirmed as a true and correct record of the meeting:

Chair:



Date

07/05/18

	Action Points	Who	Status
1	Email policies	Liz	
2	Email minutes	Janet	
3	Playground maintenance	Tane	
4	Shade sail	Liz	
5	Painting quotes	Liz	