

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

**CONFIRMED MINUTES**

7.00pm Wednesday 2 May 2018 – Staffroom

Present: Liz Heatley, Tane Wilson (Board Chair) *late 7.30pm*, Sean Mahony, Helen Kneebone, Rachael Leafe, Genevieve Hanify, Cath Fitzgerald, Julius Solia, Janet Whalen (minutes)

Apologies: Vai Lui

Prayer: Cath

**Declaration of Interests** Nil

**Strategic Decisions**

- Liz has spoken to a parishioner about becoming a Proprietors Rep.
- Liz explained an email received from AFS about the timing of board reports and meeting dates. To follow up with AFS to see how soon the reports could be out to allow finance committee to meet before board meetings.

**Strategic Discussions**

Principal's Report

- ERO visit. Liz asked board members if anyone could attend the Whakatau and meet with visitors after. Also meet on Thursday for reporting back, time to be confirmed.
- New gates are underway around the school for security for our new student (ORS funded).
- Garage building consent has been given.
- Programme Maintenance quote for school painting – Liz met with their representative. Very unsatisfactory.
- Still waiting on ACC payments for Julia Havell.
- Incident with a child – Board approved 4 extra hours aide per week for Term 2.
- The teacher relieving in Kakapo for T3 has been to school relieving in that class last term.

**Resolution**

The board approves that we apply in the name of the school to Pelorus Trust for a grant to cover the cost of \$3685.00 for the purchase of kapahaka uniforms.

**Moved** Liz; Seconded Cath

**Moved** Principal's Report be accepted: Liz; Second: Genevieve

**Monitoring**

Finance

- Helen explained some of the points in the finance report.
- End of the year is tracking well.
- The auditors will be visiting school tomorrow.

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

## General Business

- There is money available should any board member wish to attend the Catholic Convention June 13 – 15<sup>th</sup>. Liz and Foi will both be attending.
- Tane has spoken to NZSTA re Vai's position on the board and meetings missed. Tane will check legislation re casual vacancy, co-opting replacement, or waiting until election next year.
- Tane resigned as Chair because of family commitments, but will continue until after the ERO visit. Liz thanked Tane for everything he has done as Chair. Sean is happy to fill in as Chair until next year's election. The board is happy there is no conflict of interest for Sean, noting he has two sisters working part time at the school.

Liz nominated Sean as Chair for the remainder of the board term. Second: Rachael  
Unanimous.

## Agenda Items for Next meeting Wednesday 5 June 2018

- Finance
- Policy
- Property: Playground, shade sail
- ERO feedback

## Administration

Minutes of the previous Meeting received and confirmed.

Moved: Helen; Second: Sean

## Correspondence

Correspondence received. Moved: Tane

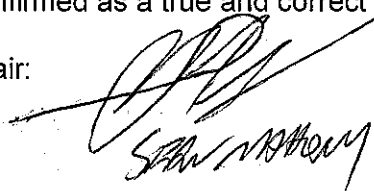
## Meeting Closure

Prayer next meeting — Sean  
BOT Blurb – Rachael

Meeting Closed – 8pm

Confirmed as a true and correct record of the meeting:

Chair:



Date 26/6/18

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