

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

**CONFIRMED MINUTES**

7.05pm Wednesday 6 June 2018 – Staffroom

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

Prayer: Sean

**Declaration of Interests** Nil

**Strategic Decisions**

- Resignation letter from Vai Lui (5/6/2018). Tane's last meeting tonight.
- Discussion on the options for replacement of 2 Parent Representatives (Vai and Tane)
- We will advertise as per NZSTA instructions for the selection process.

**Resolution**

The board has resolved to fill the vacancy of two Parent Representatives by the selection process, ensuring any possible applicants meet criteria.

**Moved** Helen; **Seconded** Liz

**Strategic Discussions**

*Principal's Report*

- Polyfest new costumes. Funding received for the material for lava lavas only. Material will be bought, and further applications will be applied for later in the year or early next year for new tops. This year the performers will wear our existing lavalavas and possibly the old white tops.
- Toshiba Copier. Liz has negotiated the buyout of the existing copier and new contract for a brand new Toshiba copier. We will be given a 55" screen to use for whatever we want, and \$200 a year as a donation.

**Moved** the school move our maintenance programme from Programmed Maintenance to Switched On Building Solutions.

**Moved:** Rachael; **Second:** Cath.

*Unconfirmed ERO Report*

- A very good report with lots of positives.
- Next time there will be better accelerated data.
- Liz has asked for a workshop.
- No errors of fact, so can be signed.
- Confirmed Report will be placed on web site.
- Sean congratulated Liz and the staff.
- Liz thanked the board members for coming and speaking to the ERO team.

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

**Monitoring**

*Finance*

- Helen and Liz explained some of the points in Helen's notes and the finance report.

- Audited Accounts for Year Ending 31 December 2017 have been sent to the MOE. The change from Programmed Maintenance from next year has meant we have gone from a large deficit to a small surplus.
- Any extra money received, eg FOSH, will be required for reserves and to meet the budget.
- FOSH are well on target to date.
- Duffy Books – this is an expense we can't afford to sustain, especially as one of our sponsors has withdrawn. Management have decided we will not continue next year. Staff and students can make better use of the local and school libraries.
- Liz has also cancelled expensive dance classes booked for next year.
- The May accounts will show \$9500 ACC reimbursement.

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

Policy

- Rachael and Liz explained changes to revised policies and new procedures.

**Moved** the revised Enrolment, Special Character and Complaints Process, and Appointments Procedures and New Employee Checklist be approved.

Moved: Tane; Second: Cath.

Property (verbal)

- New gates have now all been fitted, perspex sheets going on front fence and gates. New signage for the gates has been ordered.
- New carpet squares in 4 classrooms and corridor, looking into metal kick plates on the doors.
- Broken window in the hall fixed at school's cost. Several other windows are missing timber or are cracked. Parish have been notified.
- Tane reported playground replacement parts are on the way.
- Jared Sowerby is looking in to the netball hoops installation.
- No offers for concreting garden paths as yet.
- Two exterior classroom doors have had repairs made on them.

**Agenda Items for Next meeting Wednesday <sup>27</sup> June 2018**

- Finance
- Property
- Special Character

Note: change of date for next meeting - Wednesday 27 June.

**Administration**

Minutes of the previous Meeting received and confirmed.  
Two minor amendments.

Moved: Helen; Second: Sean

**Correspondence**

Correspondence received. Moved: Sean

Meeting Closure

Prayer next meeting - Liz  
BOT Blurb – Sean

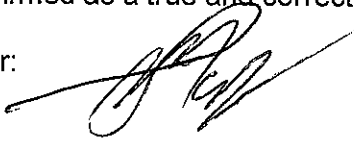
Tane thanked everyone for all their support over the years he has been on the board, and especially as Chair.

Sean thanked Tane for his many years of service to the school and community while he has been on the board.

Meeting Closed – 8.05pm

Confirmed as a true and correct record of the meeting:

Chair:



Date 26 June 2019

	Action Points	Who	Status
1	Advert Hutt News BoT	Janet	
2			
3			
4			
5			