

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

**CONFIRMED MINUTES**

7.05pm Wednesday 27 June 2018 – Staffroom

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

Apologies: Genevieve Hanify

Prayer: Liz

**Declaration of Interests** Nil

**Strategic Decisions**

- New Board members  
Vaka Lemisio (*thinking about it, no feedback received to date*) and Henio Koloï (*keen, will seek confirmation*) have both been approached re going on the board as a Parent Rep. Emma Gendall has offered to go on the board as a Parent Rep.
- Janet will confirm any or no objections received, and let Sean know after the 10<sup>th</sup> July.
- Liz could contact Lily Cartwright re Prop Appointee at a later stage if meeting days were changed back to a Tuesday.

**Moved** the board approach Henio and Emma officially to join the board if the required percentage of objections is not received by 10<sup>th</sup> July.

Moved Liz; Seconded Rachael

**Strategic Discussions**

Principal's Report

- Management meeting today, reviewing LincEd and reporting of target students. Drop in parent numbers booking 3 Way Conferences, due to LincEd? Schools using LincEd for longer have reported large reductions.
- PUM Friday 29. Liz explained possible outcomes – worst case scenario future strike, Wednesday 15<sup>th</sup> August. In the case of a strike there would be no supervision for any students. The school community will be kept fully informed with as much notice as possible should the strike eventuate.
- Explanation of Lockdown procedures.

Confirmed ERO Report

- This has been received, with no changes, and has been put on the website and the School App.
- Acronyms. Liz went over some of the acronyms used in her report. We will recirculate the list when new board members start.

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

**Monitoring**

Finance

- Helen and Liz explained some of the points in Helen's notes and the finance report.
- Fundraising going well. Raising Resilient Children ticket sales have been slow to date.
- Liz and Janet will continue chasing up money owed to school.
- Homework study funding should arrive July/August.
- Tabled the Draft Audit Report
  - Helen explained the management comments.

- Liz talked about the SUE Report comment. Extremely hard to understand. AFS check this as well. Possibly Helen could look at Janet's coding sheet / SUE report.
- Deficit budget 2017, funding special needs. This year a more realistic budget.
- Going forward we will require more savings.

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

Property

- Pohutukawa stove – insurance will cover.

**Moved** Property Report be accepted: Sean.

- Special Character

**Moved** Special Character Report be accepted: Helen; Second: Liz

**Administration**

Minutes of the previous Meeting received and confirmed.  
Incorrect date amended.

Moved: Rachael; Second: Cath

**Correspondence**

Correspondence received. Moved: Sean

Items next Meeting

- Finance
- Property: carpet & gate
- Special Character
- Target Student reporting
- Welcome new members
- Look at meeting nights.

Meeting Closure

Prayer next meeting - Julius  
BOT Blurb – Liz

Sean wished Liz all the best for her Sabbatical next term, and looked forward to working with Julius in his role as Acting Principal.

Liz will be absent for the next two board meetings.

Meeting Closed – 8.14pm

Confirmed as a true and correct record of the meeting:

Chair: 

Date 03/08/18

	Action Points	Who	Status
1	Janet to check objections, notify Sean	JW	completed
2	Acronym list	JW	completed
3			