

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

CONFIRMED MINUTES

7.04pm Tuesday 26th February 2019 Staffroom

Present: Liz Heatley (Acting Board Chair), Helen Kneebone, Julius Solia, Rachael Leafe, Genevieve Hanify, Cath Fitzgerald, Emma Gendall (7.30), Janet Whalen (minutes)

Apologies: Sean Mahony, Henio Koloj

Prayer: Genevieve, read by Helen.

Declaration of Interests Nil

Strategic Decisions

No appointment of Chair – Chair will be elected after new Board elected. Sean has indicated he will continue as Chair until elections.

Delegations

Moved the Principal and Chair are delegated to sign off the audited accounts.

Moved Helen; Second: Julius

Annual Plan

- REBD (Religious Education Bridging Document) Staff have been using this document and will embed this year.
- Faith Journals for every student have been set up this year to assist with RE assessment.
- BoT Election will be the focus for engaging the community this year.
- Once approved the Annual Plan will be sent to the MOE along with the Charter and Analysis of Variance

Moved the Annual Plan be approved.

Moved Liz; second: Cath

Election

- Liz explained the election procedure process.
- Template will be used to calculate payments for Returning Officer.

Moved Janet Whalen is appointed Returning Officer for the Board of Trustees Election 2019.

Moved Liz; second: Helen

Workplan

- Meetings to be on the last Tuesday of the month for next 2 meetings, new board can then revise.

Principal Appraisal

- This has been signed off, Sean will report back next meeting.

Strategic Discussions

Principals Report

- Senior swimming sports were very successful, well organised by Penny.
- Playground has been fixed for now, thanks to Tai Vaka. This will need replacing in the future. Liz will seek people interested in joining a group to look in to new playground ideas. Liz will apply for a grant when the time comes. Our playground will certainly fall within the community use criteria.
- Sharon has set up a Friends of Sacred Heart page on facebook, and is promoting the car boot sale. Sharon will monitor for any negative comments etc.
- End of Year Data presented – very pleasing results. This year reporting will be done mid and end of year. Staff are identifying target students with testing at present.

Moved the Principal's Report be accepted.

Moved Helen; second: Rachael

Monitoring

Finance

- December and January accounts presented.
- End of 2018 – we did okay. When finalised they will go to the auditor.
- Approximately \$39,000 spent on teacher aides. (MOE & board)
- 2019 budget, although tight, looks like we will be in the black at the end of the year.
- Budget will be approved in March. (late changes by AFS).

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

Administration

Minutes of the previous Meeting received and confirmed.

Moved: Genevieve: Second: Cath

Correspondence received. Moved: Liz (acting Chair)

Items for Next Meeting

- Election Planning
- March 1 Return

Meeting Closure

Next Meeting Tuesday 26th March

Prayer next meeting - Cath

BoT Blurb - Helen

Meeting Closed – 8.10pm

Confirmed as a true and correct record of the meeting:

Acting
Chair:

E. Hatley

Date 26/3/19