

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

CONFIRMED MINUTES

7.00pm Tuesday 26th March 2019 Staffroom

Present: Liz Heatley (Acting Board Chair), Helen Kneebone, Genevieve Hanify (Minutes),
Cath Fitzgerald, Emma Gendall, Henio Koloj

Apologies: Sean Mahony, Janet Whalen, Julius Solia, Rachael Leafa,

Prayer: Cath

Declaration of Interests Nil

Strategic Decisions

Election Planning

- Janet has received her Returning Officer letter
- Postal vote but ballot box in office
- Everyone to give some thought to who might stand and help with promoting the role of the Board
- Janet as Returning Officer will follow dates set by NZSTA
- Posters are available on the NZSTA website
- You can nominate yourself or be nominated by someone else
- Candidates need to provide a candidate profile with a photo.
- Not going to have a meet the candidate's evening

Principal Appraisal

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

Strategic Discussions

Principal's Report

- March 1st Roll Return tabled
- Roll on March 1st 153
- Pasifika Parents Meeting has been rescheduled to May 1st due to Hutt City Vigil for Christchurch being on the same night
- Organisation of the Marae visit has proved very challenging
- Sacramental programme starts May 2nd

Moved that the BOT apply for a grant of \$8422.30 from Pelorus Trust to purchase Junior Reading Books

Moved: Liz; second: Cath

Moved the Principal's Report be accepted.

Moved Liz; second: Helen

Monitoring

Finance

- February accounts presented.

- Looking good but a lot of the money is not yet received. Money is coming in quite well this year.
- Discussion about the 2019 Budget. We are expecting a small net surplus of \$1000 but it will be tight
- We received a pastoral care donation of \$3000 from a parishioner to support families in need.
- The Board approved extra T/ Aide cover for a student in Tui class with learning needs.
- We should get some Banked Staffing money back in July
- Auditor is visiting on May 2nd

Moved the 2019 Budget be approved

Moved: Genevieve; second: Liz

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: Liz; Second: Genevieve

Correspondence received. Moved: Cath Second: Emma

Items for Next Meeting

- Elections update
- Approval of audited accounts
- Principal's appraisal Sign –off
- Policy report
- Special Character report

Meeting Closure

Next Meeting Tuesday 28th May (Last meeting for current Board)

Prayer next meeting - Emma

BoT Blurb - Henio

Meeting Closed – 8.00pm

Confirmed as a true and correct record of the meeting:

Chair:

Date