

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

CONFIRMED MINUTES

7.00pm Tuesday 28th May 2019 Staffroom

Present: Liz Heatley, Sean Mahony (Board Chair), Helen Kneebone, Julius Solia, Rachael Leafe, Genevieve Hanify, Cath Fitzgerald, Emma Gendall.
Janet Whalen (Minutes)

Apologies: Henio Koloj

Prayer: Emma

Declaration of Interests Nil

Strategic Decisions

Election

- 6 nominations for 5 parent rep places.
- 1 nomination for staff Rep – Onieka Tristram
- Voting papers and statements posted this morning
- Voting closed Friday 7th June.

2018 Principal Appraisal Reporting to Board

In Committee 7.17pm

Liz left the meeting.

Out of Committee 7.21pm

Liz returned to meeting

- Board Induction
 - Acronyms
 - Contact details
 - Pink Book
 - General school profile

Liz and Janet will prepare a pack for the new board.

Sean highly recommended attending new trustee training.

Strategic Discussions

Principal's Report

- Kahui Ako. Liz has accepted one of the 2 positions assisting Sue Jury.
- Funding application for ipads and charger.

Moved that the BOT apply for a grant of \$5767.25 from Infinity Foundation to purchase 10 Ipads and a Charging Unit for the Junior School.

Moved: Helen; second: Emma

- Matariki – the whole school will be going to the Matariki exhibition at Te Papa.

- Skylight & noticeboard damage - Liz is seeking quotes for the repair of both.
- Noho Marae – discussion on ensuring enough parents would be available.
- Liz will re-apply to further trusts for funding for reading books.
- FOSH – Helen and Liz discussed the need for parents to see a return for their fundraising, and at the same time explain the vital role they play in helping fill the financial shortfall gap. We will continue to acknowledge any new purchases at school in the newsletter.
- The new board will look at forming a new playground committee.

Moved the Principal's Report be accepted.
 Moved Helen; second: Genevieve

Monitoring

Finance

- Helen spoke to the monthly accounts.
- Budget, tracking okay.
- Costs for things that pop up during the year affect the budget.
- Approach the parish for donations from parishioners
- Annual accounts not back yet. Helen is going back to AFS with queries.

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

Administration

Minutes of the previous Meeting received and confirmed.
 Moved: Cath; Second: Liz

Correspondence received.

- Support Staff Paid Union Meetings in June

Moved: Sean

Items for Next Meeting

- Election Chair
- Approval of audited accounts
- Committees

Meeting Closure

Next Meeting Wednesday 26th June
 Prayer next meeting - Liz
 BoT NL Blurb – Janet/Election Voting

Liz acknowledged the 4 people leaving the BoT – Rachael Leafe (6 years), Cath Fitzgerald (5 years), Sean Mahony (3 years) and Julius Solia (5 years). Gifts were presented to say thank you.

Meeting Closed – 8.25pm

Confirmed as a true and correct record of the meeting:

Chair:

Date