

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

CONFIRMED MINUTES
7.05pm Wednesday 26th June 2019 Staffroom

Present: Liz Heatley, Onieka Tristram, Helen Kneebone, Henio Koloj, Anita McKegg, Vaka Lemisio, Kate Wright and Anna Redfearn (7.35). Janet Whalen (Minutes)

Apologies: Genevieve Hanify, Mark Fairfield

Prayer: Liz

Acting Chair: Liz Heatley

Welcome to all new board members.

Declaration of Interests: Anita McKegg declared the City Mission was one of her clients, although not directly linked to Britannia House project.

Election of Chair:

Henio nominated Helen Kneebone, second Onieka. Unanimous.
Helen accepted the position and took over as Chair.

Strategic Decisions

- Board Induction Packs given out and explained.
- Board Training – members encouraged to attend, very valuable. Register online.
- Meeting Dates – to continue with last Wednesday of the month, 7pm. Possibly look at Pohutukawa – more table space.
- Committees: discussion on changing the number of committees.
 - Special Character – not needed as a separate committee. All members should be involved with Special Character, and currently reported on in the Principal's Report.
 - Finance and Property to become one.
 - Helen, Liz, Janet, Anita, Mark and Henio.
 - Policy still required.
 - Genevieve, Liz, Vaka, Kate, Onieka and Anna.
- Discussion on the Parish hall.
 - Fr Marlon has indicated to Liz that once the hall update is completed, he would like to hand it over to the school (eg purchase for a \$1 and then integrate).

Strategic Discussions

Principal's Report

- City Mission – Social Housing: Liz has met with the City Missioner and the Operations Manager and is satisfied everything has been put in place to keep the school community safe.
- The Mid Year Data is not quite complete and will be presented at the July board meeting.

Moved the Principal's Report be accepted.
Moved Anita; second: Kate

Monitoring

Finance

- Helen spoke to the monthly accounts.
- The last few years the school has run with a deficit, both accountant and auditor have said this can't continue.
- This year we are tracking to make a small surplus, but the budget is very tight. The FOSH fundraising is vital. Unexpected items like a broken skylight can cause a budget overspend.
- We need a plan to coordinate all fundraising in the school (camp, FOSH and school), also better communication re fundraising within the school community.
- The board will need to discuss the government offer of \$150 per student once clarification of details are known.
- Camp fundraising this year is held over for the camp in 2020.
- Liz explained the impact teacher aide costs have, and how the funding works. Eg ORS funding received, we take off GST, Holiday pay, and the figure left is to pay for TA hours.
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Moved the Finance Report be accepted, and that the board has compared performance against budget: Moved: Onieka; Second: Liz

- The Audited Accounts were signed off (as per delegation) by Liz and previous Chair and sent to the MOE by May 31st.

Administration

Minutes of the previous Meeting received and confirmed.

Moved: Helen

Correspondence received.

Moved: Helen

Items for Next Meeting

- July 1 Returns
- Mid Year Data
- Strategic Plan – discuss consultation process

Code of Conducts

- Read and signed

Meeting Closure

Next Meeting Wednesday 31st July, 7pm

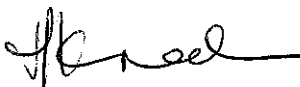
Prayer next meeting - Helen

BoT NL Blurb – Helen

Meeting Closed – 8.45pm

Confirmed as a true and correct record of the meeting:

Chair:



Date

31/7/19.