

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

CONFIRMED MINUTES

7.00pm, Wednesday 19 February 2020 Library

Present: Liz Heatley (Minutes), Helen Kneebone, Onieka Tristram, Mark Fairfield, Anita McKegg, Anna Redfearn, Tane Wilson

Apologies: Janet Whalen, Kate Wright, Genevieve Hanify, Vaka Lemisio

Prayer: Helen

Declaration of Interests: Nil

Strategic Decisions

Draft Budget

- Will be discussed at Finance meeting on 26/02 and then sent out to the BOT

Strategic Discussions

Principal's Report

- Good start to the year.
- Camp preparations going well
- New Caught Having Good Values system in place
- Thanks to Janet and Mike Whalen and helpers for organising the car parking and for their donation.
- Going to apply for a couple of grants in the next month one for the Accessit Library programme and another for Chromebooks.
- Annual Plan will be sent to the MOE by the 1st March

Moved Principal's report be accepted: Helen

Action: Anita is going to make a template for Grant resolutions.

Staggered Elections

- Good idea for succession planning
- Mark has talked to NZSTA about how we would start the process
- Good idea to look at a succession plan anyway
- Further discussion to be held when whole Board present

Monitoring

Finance (Report)

- Finance report for December 2019 received from AFS.
- Tane thanked Helen and the team for the good result last year.
- Final preparations for the Audit are ongoing
- BOT will provide morning tea for staff as a thank you for their good work with the budget constraints of 2019

Moved that the Principal and Chairperson be delegated to sign the Annual Accounts

Moved: Anita/ Anna Carried

Moved the Finance Report be accepted, and that the board has compared performance against budget: **Moved:** Helen/ Mark **Carried**

Administration

- The Pubertal Change Programme was sent to the Proprietor for consultation and has been approved
- Liz will email the Policy Committee to set up a meeting
- Finance / Property Committee will discuss working bee

Minutes of the previous Meetings (November and January) received and confirmed.

Moved: Mark/ Tane Carried

Matters arising from the Minutes: Nil

Correspondence received. Moved: Helen

Matters arising from the Correspondence:

- A late item was received from the ADW regarding Board of Trustees PD

Items for Next Meeting

- Draft Budget
- Staggered elections
- Report from the Whanau Support Group

Meeting Closure

Next Meeting **Thursday 26 March, 7pm** (Change of date to allow people to attend the ADW training for Boards on Wednesday 25th March)

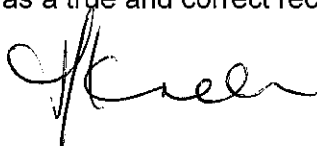
Prayer next meeting - Genevieve

BoT NL Blurb – Helen

Meeting Closed – 8.17pm

Confirmed as a true and correct record of the meeting:

Chair:



Date

27/5/20