

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

CONFIRMED MINUTES

7.30pm, Wednesday 1 April 2020, Zoom

Present: Liz Heatley, Helen Kneebone, Onieka Tristram, Mark Fairfield, Anita McKegg, Kate Wright, Genevieve Hanify, Emma Gendall (minute secretary)

Apologies: Anna Redfearn, Vaka Lemisio

Absent: Tane Wilson, Henio Kolo

Prayer: Genevieve

Declaration of Interests: Nil

Re-election of chair: Helen nominated by Onieka, no other nominations. Helen elected unopposed. (Note: no election at last meeting as didn't have full board).

STRATEGIC DECISIONS

Draft Budget

- Discussion around whether FOSH budget of \$12k is unrealistic given current climate, and whether to reduce to \$8k. \$8k still a stretched budget, but there are opportunities later in the year to make it achievable. Moved to reduce FOSH budget to \$8k. **Moved/Carried:** Helen/Mark
- Deficit unavoidable, especially given current climate of Covid-19. Increased absenteeism may also adversely affect the budgeted deficit (although Liz advised only two staff currently considered at risk, and there is an opportunity to apply for MOE funding if necessary). There will likely be some off set from cancelled trips, courses etc.

(Note: any adjustments to the budget are explained in the commentary only, the budget set at the beginning of the year does not change)

STRATEGIC DISCUSSIONS

Principal's Report

- Communication from MOE prior to lockdown was good, the school practised good handwashing, distancing etc while waiting direction from the MOE (which eventually resulted in closure)
- It has been odd not being able to celebrate Easter given that we are a catholic school
- Liz has met with her appraiser, Zita Smith, to set up her 2020 Principal's Appraisal
- The Gardasil vaccinations took place at school during term one.
- Camp was a great success, the parent help was great, brilliant reports all around.
- The staff have been maintaining contact with one another during the lockdown with a staff WhatsApp group.

Moved Principal's report be accepted: Helen

Staggered Election

- Further discussion to be held when whole Board present

MONITORING

- Draft Jan Finance Committee Report in board papers for board to review. Moved the Finance Report be accepted, and that the board has compared performance against budget.
Moved/Carried: Helen/Mark.
- No policies to review at present, a policy-sub-committee meeting will be held in term two.
- The March 1st Role Return was 145 students, and expected to rise to 165 by the end of the year

ADMINISTRATION

- Correspondence received - The regular correspondence from NZSTA and EdGazette were received, a letter from the Archdiocese thanking the school for their Proprietor's report, plus a letter from Cardinal John.
- February BOT Meeting unconfirmed minutes received. Moved that they be confirmed as true and correct record. **Moved/Carried:** Helen/Liz
- Matters arising from the Minutes: Nil

GENERAL BUSINESS

- Finance/Property sub-committee - The working bee on the Saturday 22 Mar had a great turnout and a lot was achieved.
- Pasifika Proud – we have been unsuccessful in finding a teacher to take over this position. It was discussed that individual circumstances may have changed during this uncertain time, and that it may be worth advertising the position again.
- Discussion around identifying those who find themselves in a difficult financial situation in these uncertain times, and how we can offer support.
- Discussion about preparedness for extended lockdown/what it looks like when we move from alert level 4 to level 3. Liz advised online learning services (Google classroom, Seesaw) are in place and would continue. The play-based learning model is also key.

Items for Next Meeting

- Annual Accounts
- Staggered elections

Actions

- Helen to contact Henio regarding his availability/position on the board
- Liz to send an email to the wider school community offering support to those who need it and providing links to other sources of support e.g. Covid-19 Government subsidy, Foodbank project, Salvation Army, Vinnies.

Meeting Closure

- Next Meeting Wednesday 27 May (if necessary, a meeting may be called for the end of April)
- Prayer next meeting - Kate
- BOT NL Blurb - NA
- Meeting Closed – 8.20 pm

Confirmed as a true and correct record of the meeting:

Chair:



Date:

27/5/20