

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

CONFIRMED MINUTES

7pm, Wednesday 27 May 2020, School library

Present: Liz Heatley, Helen Kneebone, Genevieve Hanify, Anita McKegg, Kate Wright, Onieka Tristram, Vaka Lemisio, Mark Fairfield, Tane Wilson, Henio Koloï, Emma Gendall (minute secretary)

Apologies: Anna Redfearn

Absent: N/A

Prayer: Kate

Declaration of Interests: Nil

STRATEGIC DECISIONS

Annual Accounts

- Audit completed and the annual accounts were signed today, 27 May, and emailed to the auditors, who will provide an audit report and the Audited Annual Accounts.
- No major adjustments were made to the original accounts, and because the audit was completed during lockdown it was more work for Janet Whalen, who provided photos of assets, copies of invoices etc for the auditors.
- The Audited Annual Accounts are due to be submitted to the MoE by 31 May 2020.

Staggered Elections

- Discussion around whether we should we move to staggered elections going forward (election held every 18mths, rather than every 3 years).
- Staggered elections could provide continuity to the board as only some of the board members are up for re-election at each election, while the balance of the members remain and keep up the experience, knowledge, and expertise. It also gives new families a sooner opportunity to join the board, rather than potentially waiting 3 years to run.
- There was discussion around the timing of the potential staggered election (Dec 2020) and it being yet another thing for families to think about, adding to pressures families are already facing this year. Additionally, the board would risk losing valuable members when it is working well as a group and is still a relatively newly formed board.
- Liz has worked in a school with staggered elections but has never set it up. There are questions around how staggered elections would affect Proprietor's Reps and numbers. Liz will contact Jenny Gordon for some more information and ask of any catholic schools that have staggered elections. Mark is going to contact STA for names of schools who run staggered elections to see if we can get a better understanding of how it works.

STRATEGIC DISCUSSIONS

Principal's Report

- Attendance Dues – The Bishop advised that they will still be sending Attendance Dues statements, but there will be some leniency. Liz has rebated the ADW fees for two families and can rebate up to 10% of families.

- Everything planned for term 2 (sport, PLD etc) has been cancelled, or rescheduled for terms 3 & 4. Netball NZ has advised club netball can restart on or after 19 June, and we have a date for the Southern Western Zone Cross Country for Term 3.
- Staff worked hard during the 'term break' to organise their online learning platform. Students enjoyed receiving their home learning packs. Liz has ordered five packs for our ORS funded students.
- The students seem to be good and happy to be back into things. They have happily adopted the handwashing, sanitising, distancing rules etc. They have not had assembly but have had school prayers in the church all spaced out across the space.
- Masses are unlikely to resume as normal until alert level 1.
- Kathryn McMillan has resigned as Teacher Aide and is leaving to retrain as an ECE teacher. Her role has been advertised along with the Pacifica Proud position.
- Once we go to alert level 1 families will be able to come back onsite, in the meantime anyone onsite must sign in for contact tracing purposes.

Moved Principal's report be accepted: Helen

MONITORING

Finance Committee Report

- Profit for the month ended 30 Apr shows >\$11k profit, however it does not reflect the true position since no invoices were paid in April due to lockdown. It will likely take a few months to get an accurate picture, and we hope that savings in relievers and other expenses during lockdown will still mean a profit.
- FOSH have some good fundraising ideas for the rest of the year, but the revised \$8k from fundraising in the budget may still be unrealistic. There is grant money from the MoE from 2019 for 'Furniture & Fittings' that we may be able to spend, Helen is waiting to hear from the accountant about what we can use it for. Perhaps IT or playground equipment.
- We need to opt back into the 2021 government school donation scheme by 01 July. In hindsight opting in has been a good decision for 2020. Liz thinks we have seen more prompt payments from families for other expenses (e.g. stationery) since opting in.
- The MoE paid support staff throughout the term break (adjusted dates due to lockdown), paid by the MoE i.e. it does not come out of school money.
- We put in an application to the MoE for one of our high needs students to be reclassified as very high needs. It was turned down and we have now requested a review. The next step is for the MoE to come in and observe.

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

March 1 Return tabled – not tabled at the March meeting due to lockdown

ADMINISTRATION

Confirmation of Minutes

April 2020 BOT Meeting unconfirmed minutes received. Moved that they be confirmed as a true and correct record – **Moved/Carried**: Helen/Mark

21 April 2020 BOT Covid-19 update meeting received. Moved that they be confirmed as a true and correct record – **Moved/Carried**: Helen/Mark

Correspondence N/A

GENERAL BUSINESS

- We hope that people will advise of anyone they know in the school community that needs financial support at this time.
- Paul Ferris is meeting with the Minister with regards to the inequity in funding between integrated and public schools. He has a QC involved.
- There is no student data this month due to lockdown.

Items for Next Meeting

- Review Strategic Plan
- Come up with an activity for the school community once we move to alert level 1 to reconnect with one another (could tie in with FOSH or Matariki)

Actions

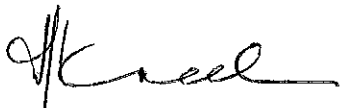
- Liz to contact Jenny Gordon regarding the implications of staggered elections on Proprietors Representative, and whether she knows of any Catholic schools that run them.
- Mark to contact STA to get more information on how to set up staggered elections, and whether they can give us the name of any schools that run them.

Meeting Closure

- Next Meeting – 24 June 2020
- Prayer next meeting - Henio
- BOT NL Blurb - Genevieve
- Meeting Closed – 8.10pm

Confirmed as a true and correct record of the meeting:

Chair:



Date:

24/6/20