

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

**CONFIRMED MINUTES**

7.00pm, Wednesday 24 February 2021, Sacred Heart School, Britannia St

Present: Liz Heatley, Helen Kneebone, Onieka Tristram, Vaka Lemisio, Mark Fairfield, Kate Wright, Genevieve Hanify, Helen Mollo, Tane Wilson (7.20pm), Emma Gendall (minutes)

Absent: Henio Koloï

Prayer: Liz

Declaration of Interests: Nil

Re-elect Chairperson: Mark nominated Helen Kneebone. Seconded by Vaka. Helen unanimously re-elected as Chairperson.

### **STRATEGIC DECISIONS**

#### Annual Plan

- Liz ran through the recently revised annual report that will be sent to the Ministry if approved.
- Some items in the 2020 report do not reappear in the 2021 report as they have been achieved.
- The school will be undertaking a special character review in 2021.
- The school would like to build on the careers programme that started in 2020, perhaps getting people from a few different career paths in, such as people working in the trades.
- The school continues to look for ways to get more of the school community involved in school events. Perhaps fun oriented events rather than fundraising events would get more interest.
- Sacred Heart continues to encourage the use of Hero and is keen to ensure all families have access and can log in. Having to log in to read a complete message may put people off, we may need to survey the parents to see how they are finding Hero.

**Moved/Carried** Annual Plan be approved: Helen K/Onieka

### **STRATEGIC DISCUSSIONS**

#### Principal's Report

- The school back into the swing of things four weeks into the new school year.
- We have had some movements in the COVID-19 alert levels, meaning there was no Ash Wednesday Mass this year while in level 2.
- There were several strong applications for the Office Manager's position, and interviews will be conducted tomorrow, 25 February.
- The staff attended a retreat at the beginning of the year.
- A new Archbishop has been appointed and will arrive around Easter. He will be Cardinal John's assistant.
- Touch and Netball (Yr 1&2) have started.

- Student testing has been carried out in the classrooms, which helps identify target students.

**Moved/Carried** Principal's report be accepted: Kate/Mark

#### Enrolment Policy

- The Ministry is calling for clarity & transparency around the enrolment policy of non-preference students at our school, the policy must be on our website by 12 March.
- If a student has a preference certificate then they are accepted if there is a place, which is part of the Integration Act.
- Discussion around how easy or difficult it is to get a preference certificate, and whether there are clear criteria that the priests adhere to.
- Mark suggested write to Jenny Gordon, to request that the Cardinal clearly sets out the criteria to the priests. Liz is happy to write this letter.

**Moved/Carried** Enrolment Policy be accepted: Liz/Tane

#### Camp RAMS (Risk Analysis Matrices)

- Yr 7&8 Camp RAMS presented to the Board.
- Helen needs to sign off the RAMS for each activity once they are approved by the board.

#### Workplan

- The Board of Trustees agree to meet on the last Wednesday of each month, excluding April (school holidays) and July (first week back after school holidays).
- The Board delegates responsibility for audit sign off to the Principal & the Chairperson **Moved/Carried: Tane/Kate**

## **MONITORING**

#### Finance Committee Report

- December accounts show that we finished the year very close to budget with a deficit of \$16k, after depreciation/write-off of fixed assets.
- January report only received from the accountants today so not a lot of time to look over them, however being so early in the year there has not yet been much spending and the accounts are looking OK.

Moved to accept Finance Committee report and noted that the board has compared performance against budget. **Moved/Carried: Mark/Helen M**

#### Budget 2021

- We have budgeted an operating profit of \$7.5k and a small cash surplus, however after adding in depreciation we expect to end the year with a \$16-\$17k deficit.
- ORS funding is still about \$21/hour; however some Teacher Aides are paid \$26-\$28/hour. We hope to get additional funding from the Ministry each quarter to meet the difference, as part of the TAPEC claim. There is a risk that this does not eventuate and the cost to the school could blow out.

- Reliever costs is another unknown and could blow out due to unforeseen events such as sickness.
- FOSH have indicated \$10k is an achievable budget, predominantly through the school holiday programme. Liz is also going to organise chocolates, the proceeds of which will go under FOSH.

## ADMINISTRATION

- November BOT Meeting unconfirmed minutes received. Moved that they be confirmed as true and correct record. **Moved/Carried:** Gen/Helen
- Correspondence received - The regular correspondence from NZSTA and EdGazette were received.

## GENERAL BUSINESS

- Discussion around the proposed hangi at Matariki and the general logistics around it. Tane said he has sourced the wood. It was suggested that the hangi be lifted during school time, with a gold coin donation from the students.
- Concerns around the parish hall and the ongoing health & safety risks it poses. Liz has written to the parish to express our concerns.
- Mark questioned the school policy/procedures around student access to the student's school google account once the student has left the school, and how staff keep sensitive information secure when using/taking their school-issued device offsite. Liz advised that student access was now shut off as soon as a student left the school, and that staff are aware of the school policies around keeping information secure.

## Items for Next Meeting

- March 1<sup>st</sup> Roll Return

## Actions

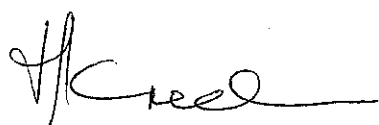
- The board to think about how we can make a connection with the Parish, perhaps through events such as the hangi.
- Liz to write to Jenny Gordon regarding the Preference criteria

## Meeting Closure

- Next Meeting 31<sup>st</sup> March
- Prayer next meeting - Tane
- BOT NL Blurb - Kate
- Meeting Closed – 8.35 pm

Confirmed as a true and correct record of the meeting:

Chair:



Date:

31/3/21