

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

CONFIRMED MINUTES

7pm, Wednesday 26th May, Sacred Heart School library

Present: Helen Kneebone (Chair), Liz Heatley (Principal), Helen Mollo, Tane Wilson, Onieka Tristram, Kate Wright, Vaka Lemisio, Anna Wilson (Secretary)

Absent: Genevieve Hanify, Mark Fairfield, Henio Koloï

Prayer: Vaka

Declaration of Interests: Please add to Google Doc

Mark has filled it in.

Liz will check who she has shared it with.

STRATEGIC DECISIONS:

Principal's Report

Liz ran through the principal's report. Discussion centred on our Enrolment Policy as follows:

- Enrolment policy – this is not legal and cannot be enforced. We currently keep places open for siblings/those with school connections. The problem is due to this we are not technically full, so other Catholic parents can enrol their child. Jenny Gordon has suggested an enrolment scheme, meaning we can hold places for siblings. Jenny is meeting with MOE and will advise on a possible scheme/policy.

Pass/Move – Kate/Tane

STRATEGIC DISCUSSIONS:

Special Character Report

Liz to put on Doc and send it out. Liz ran through questions with BoT members present:

1. What are our Special Character strengths?
RISE values, kindness, RISE challenges, our Sense of Community, supporting our wider community in events such as death, Pastoral care.
2. How well has the BOT implemented recommendations from last review?

We focused on Special Character rather than religious education. We have specifically included Special Character in the strategic plan consultation. Assessment – we have

reviewed and set goals and embedded them. We have worked with an advisor around knowledge-base and putting it into practice what we've learned.

3. How have you as board members assisted to develop your understanding of Catholic Character Governance and what it means to be a part of a Catholic Community?

Board training courses have been offered, as well as STAR courses (General and Governance). The Covid Pandemic has affected some training opportunities. Non-Catholic Board members have learned from each other.

4. What are your next steps for Catholic character development?

Through student curriculum, scriptures and readings in class. Awarding school certificates based on RISE values. Continual review and feedback from parents. Receiving feedback from our Parish. Our Sacramental programme is currently school-led.

- Liz will set up a timetable, which will be available for BoT members after school on Monday 28th June to come and speak to Zita.
- Wednesday 30th June at 2pm verbal feedback will be given to DRS, Chair, Principal and other BoT members. Zita would like to speak to parents – she could possibly go out into the playground.
- Thursday 31st June – feedback to staff.

Special Character policy is up for review in June – **Kate** to look through and check. Will need a policy meeting.

Social Media – parent filmed and uploaded Easter play video to social media. Non-Consensual students were in the video. The church isn't technically private but it was a school event. We need to put out some correspondence to the school community emphasizing privacy and awareness around sharing video and images of students. Make it clear there are parents at our school who have not given consent for their child to be on social media. Quote the privacy act. Correspondence to come from the BoT. **Kate** to write up first draft and **Helen** to publish.

- Policy committee to discuss making it into a Social Media policy – at this stage we will make it a note before formalizing it in the event incidences continue.

Uniform policy – body piercings. A student has an extra piercing on their ear despite policy specifying one set of earrings. The issue has been raised as there were concerns around safety in the schoolyard and sporting events, but issue parked for now.

MONITORING:

Financial Committee Report

- April accounts show a surplus of \$14,000. Not true due to Kahui taking \$4K.
- ESOL surplus due to Covid.
- Relievers overspend – Liz keeping an eye on things.
- Uniform cost unfavourable – bought more than sold.
- April Creditor payment issue – payments were set-up but Authorisation cross-over meant Janet's signatory was revoked and payments failed. Payments were made later than usual due to this.

Annual Audited Accounts

Signed off by Auditor and sent to MOE ahead of due date. Uploaded to Portal and uploaded to website under BoT Annual accounts. There were a couple adjustments but nothing major.

Pass/Move – Kate/Onieka

Property Money integrated schools (Budget)

- Lucy Duncan will inspect playground over the weekend to check for safety issues. She will also send a quote for bark chip replacement.
- (NZCO) Catholic Ed. Office – we are expecting a minimum of 50K through the settled Property Claim. It must be used for property. Archdiocese will be in touch over the amount received and when it will arrive. It will not be used for the school hall as this is Parish property and will increase our space footprint which affects integration status. Liz to keep BoT updated.

Question: Can it be used for IT equipment?

ADMINISTRATION:

Confirmation of Previous Minutes:

- Pass/Helen

Correspondence:

Helen ran through correspondence. Items of interest were:

- Kahui – looking at BoTs building relationships with other BoT's. An interesting concept.
- Preference letter written to Parish – they will speak to Priests and clarify the Preference criteria.

Pass/Move: Liz/Helen

GENERAL BUSINESS:

- Privacy and Protective disclosures - committee meeting to be set at a later date.
- Pasika parents meeting – Vaka to catch up with Liz next week.
- Whanau Support Group – a decision needs to be made on how this will look going forward.
- Mid-Year report – Presented at August BoT meeting as Liz still collecting data.

ITEMS FOR NEXT MEETING:

Special Character Review

Actions:

Kate to write draft Newsletter blurb re: social media and Helen to publish.

Kate to check Special Character Policy

Liz to put Special Character Report on Google Doc.

MEETING CLOSURE:

- Next meeting – Wednesday 30th June
- Prayer next meeting - Onieka
- BOT NL blurb – Kate and Helen
- Meeting closed: 8.08pm

Confirmed as true and correct record of meeting:

Chair:

Date: