

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

**CONFIRMED MINUTES**

**7pm, Wednesday 30<sup>th</sup> June, Sacred Heart School library**

**Present:** Liz Heatley (Principal), Onieka Tristram, Helen Kneebone (Chair) Helen Mollo, Tane Wilson, Mark Fairfield, Kate Wright, Genevieve Hanify, Anna Wilson (Secretary)

**Absent:** Vaka Lemisio

**Prayer:** Onieka

**Declaration of Interests:**

**STRATEGIC DECISIONS:**

Principal's Report

- Rongohea Te Hau survey sent out today in writing and by email. Classroom/playground observations will be occurring. Discussion around not having a non-applicable option for some answers and having to specify ethnicity.
- Property money - approximately \$650 per child. (Based on July 2020 roll return). Looking at playground and front lawn upgrade once we know what it can be used for.
- Learning conversations: There was a moderate reply. Perhaps we could add a satisfaction question etc with more online communications.
- Donation scheme: Will we stay in it? (\$150 per child on the roll).
  - BOT voted and motion passed in unison to opt back into donation scheme for 2022.

Move/Second – Helen/Mark

## **STRATEGIC DISCUSSIONS:**

### Special Character Report Review

Zita and Lisa interviewed staff, parents and BOT. Feedback is very positive. Impressed with RISE values and school community in general. They had recommendations for curriculum. Report will be received next week for review.

**Report will be tabled once we have received it.**

## **MONITORING:**

### Financial Committee Report

- May accounts didn't quite match due to AFS locking accounts. They did not lock accounts in May so extra invoices went through.
- Additional wellbeing funding for student.
- Ops Grant Bank Staffing money received July 1
- Production money showing more profit than we have due to monthly set up.
- Relievers overbudget. PLD, sickness, bereavement etc (Liz is monitoring situation).
- Surplus \$15K
- Fundraising chocolate money still to come in
- Dishwasher – taking quotes for replacement
- FOSH – holiday programme and frock swap FOSH might like feedback on where money was spent.
- AFS – RE Donation - it's a cost, not a donation.

### Conversations of interest:

- Accounting Firms review: BOT looking to arrange a meeting with them and air concerns. Finance committee need to meet to itemise concerns before arranging a meeting with AFS.
- Resolution to be sent out by Liz regarding grant for 20 ipads with covers once Onieka receives all quotes.

Pass/Second: Tane/Kate

**ADMINISTRATION:**

Confirmation of Minutes

Pass/Second: Kate/Liz

Correspondence:

NZSTA magazine

Caritas Update brochure

NZCEO update brochure

**GENERAL BUSINESS:****Hangi**

\$600 approximate cost at this point.

\$2 Koha from students. BOT to cover remaining cost. Weather and Covid dependant.

Classes to help prepare small amount of food if possible. BYO plates/cutlery.

5/6 adult helpers to pull irons out. Cater to students/staff/helpers.

**ITEMS FOR NEXT MEETING:**

Mid-Year data

Survey results

SPC report

Policies – Protective Disclosures

Updated enrolment scheme


Table Roll return

Finance Committee meeting re: AFS

**Actions:****MEETING CLOSURE:**

- Next meeting – August 25th
- Prayer next meeting - Genevieve
- BOT NL blurb – Mark
- Meeting closed: 8.05pm

Confirmed as true and correct record of meeting:

Chair:  Date: 27/8/21