

**Sacred Heart School Petone
BOARD MEETING**

CONFIRMED MINUTES

7pm, Wednesday 29 September 2021, Sacred Heart School Petone

Present: Liz Heatley, Onieka Tristram, Helen Kneebone (Presiding Member), Tane Wilson, Anna Wilson (Secretary), Kate Wright, Helen Mollo, Vaka Lemisio, Mark Fairfield, Genevieve Hanify

Absent: Henio Koloï

Visitors: Ross Hampton (MOE), Shelley Govier (MOE)

Prayer: Kate

Declaration of Interests:

STRATEGIC DECISIONS:

- Principal's Report

Liz ran through the report. Conversation Points:

- First Communion – postponed until 28th November.
- Production – this is going ahead at The Little Theatre. There is a possibility to film this and sell digital copies to supplement the cost. There will be a matinee/dress-rehearsal and one night show.

Move/Second: Tane/Kate

STRATEGIC DISCUSSIONS:

- Enrolment policy (Ross and Shelley from the MOE led the conversation.)

The purpose of creating an Enrolment Scheme is to help manage school roll numbers. It will be a legal document based on a Board approved Enrolment Policy. The current plan is to have a policy in place for use for 2022 Enrolment process for 2023 school year.

Next steps:

1. Board Policy Committee need to work out priority points based on draft enrolment policy. MOE suggestion on draft policy: (Page 2, 4a). Take out actual numbers in the draft policy and use percentages, as if numbers change the entire policy will need to be re-done.

2. MOE conduct a formal consultation with Board and school community, and any other group or organisation (i.e., other schools/Iwi/EOC's) that may be affected by the proposal.
3. MOE will provide information to distribute to school community with Enrolment Policy proposal including home zone map and consultation details.
4. MOE will meet again with Board to provide feedback, peer-review and legalise the policy.

Q. What is our reasonably convenient home zone?

A. This needs to be defined first before other priorities such as sibling enrolment can be fine-tuned. The Policy Statement can define the home zone, followed by other priorities. MOE will consult surrounding area schools and provide feedback.

Q. Pasifika Community – many attend our church and have a connection to the school but may live out of zone. How can we capture these people?

A. Change the wording and define what a reasonable “Connection to our school” means.

Q. Parish area is very large – can we cut the zone down?

A. As long as there is another local school for people who live in that area, we can. You can also cut the home zone down but include a wider-area zone as one of the lesser priorities.

Q. Can we increase the roll?

A. No. The area footprint is too small.

Mid-Year Data

On the whole, the figures are good. A small number of junior students were reclassified.

Year's 1,3,5 and 7 only had 6 months at that level, and we have a high number of special needs students which contributes to some of the numbers being low.

Year 8 Maths – Some are currently below. This can be due to three of the students having learning needs.

Students who are below are being monitored by our SENCO, who has and is implementing learning support and strategies.

Liz has put in application for Reading Recovery 2022.

July Roll Return - this was tabled.

Survey – Rongohia Te Hau Survey

The experience was positive and we received a decent number of replies.

Racism and Bullying have been identified as concerns. Staff will work out ways to unpack the exact meaning of racism and bullying. These need to be defined so we have a clear understanding of these terms, and how to identify and resolve them.

Camp Update

Camp 2022 will be at Kaitoke Camp. Fundraising and parent help notices have been sent out. There is an option for families to pay the full amount and opt out of fundraising, or opt in to fundraise and split the proceeds.

Q. Will the Board have to cover any families?

A. There may be a couple families that may need pastoral care or a subsidized amount but that is unclear at this point in time.

Special Character Report

There were two recommendations which will be discussed and reviewed on the Teacher Only day. The Report has been uploaded to the website.

Policy Committee

Protected Disclosure Policy

Review in November. Will send to Policy Committee in October. Legislation needs to be checked.

MONITORING:

● Financial Report

There is a current surplus, though we are watching this as traditionally December can be expensive.

❖ Property Money (96K)

This is tagged to essential maintenance. There are strict guidelines on how it can be used. Playground matting may be allowed, falling under Health and Safety.

Other ways to use it:

- Tui refurbishment. Looking at ways to expand room space or enclosing the deck.
- Fencing around the school.
- Back wall – possibly asbestos that may need to be removed.
- Switchboard – completely out of date, needs upgrading.

❖ FOSH

The Frock Swap fundraiser went really well. Over \$800 was raised including ticket sales and on-the-night proceeds.

FOSH will be running a School Holiday Programme for the first three days of the October School Holidays. (Monday 4th – Wednesday 6th). The shorter week is due to low numbers of volunteers able to run it.

Move/Second: Mark/Liz

New Teacher

All candidates were good quality. Employment was offered to Clare, who has accepted the job position in writing 29/9/21. She will start in Kea 2022.

ADMINISTRATION:

Confirmation of Minutes

Move/Second: Tane/Mark

Correspondence:

Caritas Letter

Tui Motu Magazine

GENERAL BUSINESS:

Lockdown Survey (Learning Packs) – Liz has sent this out. Replies are healthy.

Student Incident (RP)– reviewed and discussed. Class Teacher and SENCO met with MOE and parents. Safety Plan is now in place. Side gates are now locked to help prevent this happening again.

ITEMS FOR NEXT MEETING:

Enrolment Policy - Zones


Finance Committee meeting re: AFS (Helen/Liz will complete AFS survey)

Actions:

MEETING CLOSURE:

- Next meeting – October
- Prayer next meeting – Genevieve
- BOT NL blurb – Helen (T4 W2)
- Meeting closed: 8.22pm

Confirmed as true and correct record of meeting:

Chair:  Date: 27/10/21