

**Sacred Heart School Petone
BOARD MEETING**

CONFIRMED MINUTES

7pm, Wednesday 27 October 2021, Sacred Heart School Petone

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

Apologies: Henio Koloj, Onieka Tristram

Prayer: Genevieve

Declaration of Interests:

n/a

STRATEGIC DECISIONS:

- Principal's Report

Liz ran through the report. Conversation Points:

- Vaccination Mandate
 - From 1 January 2022, schools will need to maintain a register, and ensure only vaccinated staff and support people have contact with children and students. This includes all those support people in our schools such as teacher-aides, administration and maintenance staff and contractors.
 - Liz has started a Staff register and updates this as staff and support staff get vaccinated. We are on course to have our core staff fully-vaccinated by end of year.
 - We will begin a register for anyone else needing to come onsite such as parent volunteers, tutor readers, maintenance staff and contractors.
- Production
 - Under Alert Level 2, we are allowed 150 people in The Little Theatre.
 - Tickets will be \$10 each.
 - If Alert Levels change or we cannot use The Little Theatre, we are exploring the option of holding the performance in the Church and recording it with the intention of selling DVD's in place of tickets.

- Playground - Kirsten Mannix is entering our school into the Mitre 10 “Win a playground” competition.
- Architects were onsite Friday 22 October to measure Tui Class for refurbishment.

Move/Second: Helen K.

STRATEGIC DISCUSSIONS:

- Enrolment Scheme

Discussions centred around the Parish area map and Priority in Enrolment points, using the draft policy tabled at the last meeting. There were some minor adjustments made around the points outlining which suburbs to include in the policy.

Adjustment to Priority 1 (a) – We are including the suburbs of Korokoro, Petone and Ava.

Adjustment to Priority 2 (b) – We are using the wider Te Wairua Tapu Parish area, removing mention of suburbs.

Adjustment to Priority 4 (d) – Include the word “*Children*” and siblings of former students...

Adjustment to Non-Preference criteria – remove 4.b.iii regarding staff or Board members who seek to enrol their children.

Liz raised the need to gain a little more clarification from the MOE on the following points:

- Advertising once enrolments open for the year (in the newspaper etc). What are the legal requirements around this? Do we even need to do this?
- Do we need to keep enrolment spaces available in all year groups?

Helen K and Liz will meet and make the minor adjustments to the draft enrolment policy. This will be tabled at the next meeting.

MONITORING:

- Financial Report

Helen ran through the report.

- There is currently a surplus of 10K. There have been less resources used this year due to Covid (lockdowns and alert level changes) which meant a lot of trips and sporting events didn’t go ahead. There was also some extra funding for Special Needs.
- Despite the surplus, there are some concerns around end of year expenses such as holiday pay for support staff.
- We have applied for another two grants to go towards Production costs.

- FOSH

They are doing a great job of fundraising. We would like an opportunity to use the funds on something that would allow the Board and school to show appreciation of their effort.

In saying this, the school is looking to discontinue using the projectors in classrooms and upgrading to wall-mounted screens with an adjustable arm.

Liz will talk to Onieka about pricing screens, possibly two this year, dedicated to FOSH.

Move/Second: Tane/Kate

- Auditor Proposal – we have accepted this proposal. Fees have increased, though hours and fees are monitored by the Auditor General.
- Staff lunch – Liz moved to request \$500 towards the staff end of year lunch. This was seconded by Helen M. The Board approved the motion.

ADMINISTRATION:

Confirmation of Minutes

Move/Second: Tane/Liz

Correspondence:

Education Gazette

Baker Tilly Auditors Proposal

GENERAL BUSINESS:

Board Election – these have been moved to September 2022. This will possibly include online voting.

ITEMS FOR NEXT MEETING:

Policy Reviews

Policy Updates

End of Year Data

Dates for Board meetings 2022.

Protective Disclosures (Reviewed in November)

Actions:

MEETING CLOSURE:

- Next meeting – Wednesday 24 November
- Prayer next meeting – Helen M
- BOT NL blurb – Genevieve
- Meeting closed: 8.25pm

Confirmed as true and correct record of meeting:

Chair:

Date: