

**Sacred Heart School Petone
BOARD MEETING**

CONFIRMED MINUTES

7pm, Wednesday 23 February 2022, Sacred Heart School Petone

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

Apologies: Tane Wilson, Genevieve Hanify

Absent: Henio Koloï

Prayer: Helen K

Declaration of Interests:

n/a

STRATEGIC DECISIONS:

Presiding Member appointment

- Helen K would like to step down as Presiding Member.
- Helen K has nominated Kate Wright as Presiding Member/Mark has seconded this.
- Kate Wright has been elected as Presiding Member.

STRATEGIC DISCUSSIONS:

Principal's Report

Liz ran through the report. Conversation points:

- Parents/caregivers have been complying with signing and scanning in.
- Kakapo Camp will go ahead at this point. Whaea Katy is keeping camp parents updated as we navigate through covid times.
- Des Jago has resigned as caretaker after 17 years. The job has been advertised in the school and Parish newsletter. The position will also be advertised in the Hutt News.
- Heat pump quotes for Ruru class:
 - o Two quotes have been received from Excel Refrigeration and Chillzone.

Move/second: Mark/Kate

Charter

- The 2022 Charter was tabled at the meeting.

Covid plan

- Question: If the school needs to shut due to Covid, who decides this?
 - Answer:
 - The MOH will advise the school if cases are becoming a cluster. Liz will then call the MOE, who will help the school to implement the MOH advice. Liz will also contact the Board, who make the call to stay open based on staffing numbers.
- Liz has signed on for the school to receive RAT tests. It might be worth having staff sign the declaration to receive RATs to keep on file before we need them.
- The MOE have provided disposable 3-ply masks for staff and a CO2 air tester. Child size masks will be available in the coming weeks.

Fundraising – how does the school feel about selling Whittakers chocolate this year?

- Due to covid illness and associated isolations, Kate has suggested we revisit the idea in May.

Move/Second: Onieka/Helen M

Finance Committee report (Budget)

Helen K ran through the Finances and Budget overview. Main points of note:

- Teacher Aide funding is an issue. The ORRS deficit is roughly \$30,000.00 (across all Spec Ed students). The school may receive a pay equity top-up this year. This is the last year the school will get this.
- After depreciation the school will run at a loss.
- Last year the school did not receive any grants.
- FOSH – The holiday programme and Frockswap fundraiser went really well. Liz will speak to Kate Wasson to see if she'd like to stay on as convenor and what events will run this year.
- Pak n' Save – is there any way to hook into community funding/sponsorship? After a short discussion, it has been decided we will revisit this option/idea at a later date.
- December accounts – there was an Operating Surplus of \$17,000.00. Helen K would like to thank Liz for running a tight ship during 2021.
- Audit findings 2020 was sent to the school and tabled for the Board. The recommendation is that the current level of deficit cannot be sustained. The focus is on the school's ability to maintain assets.

Helen K would like to catch up with the finance committee to confirm the budget. This will be tabled at the March Board meeting.

Board delegation

- Kate and Liz move that the Board delegate to Kate (Presiding Member) and Liz (Principal) the annual accounts audit sign-off.

Move/second: Mark/Vaka

GENERAL BUSINESS:

Playground update

- Kate would like to acknowledge the work Ollie Mannix has put into our playground.
 - Kate will speak to Ollie Mannix to finalise the job he started ie plans/quotes. At present the school cannot go ahead due to the exorbitant cost.
 - Kate will float the idea of Ollie leading a parent-led Playground Committee with a five-to-seven-year fundraising plan.
 - Onieka has indicated she can be attached to this committee and liaise with the Board.
 - A lack of grants and current covid environment may make this difficult.
 - Scott Duncan will try and repair the parts that are broken/rotting to extend playground life.
 - The Catholic School Board will not fund a playground.
 - Question: Could it be a community asset?

Camp RAMS

- Kate to sign once she had read them. (Due to the Presiding Member cross-over.)

Henio Koloï (Board Member)

- Kate will call Henio to discuss his position on the Board.

Pasifika funding

- Vaka will meet with Liz to clarify Pasifika numbers for a language programme (similar to Pasikifa Proud).

ADMINISTRATION:

Confirmation of Minutes:

Amendment - add Mark as an apology for the November minutes.

Move/Second: Onieka/Helen M

Correspondence:

Caritas update 3 Dec 2021

Ed Gazette Dec and Feb issues

Tukutuku Korero Dec

ITEMS FOR NEXT MEETING:

Finance committee – Budget.

March Roll return tabled.

Enrolment Scheme – update.

Covid plan

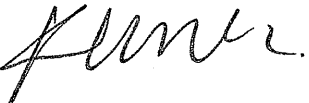
Actions:

- Liz will follow up with Shelley from MOE in regard to the Enrolment Scheme.
- Kate will speak to Henio.
- Kate will catch up with Ollie.

MEETING CLOSURE:

- Next meeting – Wednesday 30 March
- Prayer next meeting – Helen M
- BOT NL blurb – Kate W.
- Meeting closed: 8.39pm

Confirmed as true and correct record of meeting:

Presiding Member: 

Date: 30/3/2022.