

Board Meeting Agenda – Wednesday 30 March, 7pm

Prayer – Helen Mollo

Present:

Apologies:

Declaration of interests:

Strategic Decisions

- Board Elections and Returning Officer nomination

Strategic Discussions

- Principal's Report
- Finance Report
- March Roll Return
- Covid plan
- Enrolment Scheme update

Monitoring

Board to receive the following subcommittee reports:

- Finance (Budget)

Administration

- Confirmation of minutes
- Correspondence -
 - Ed Gazette March
 - Board Matters (via email/printed and attached to packs)

General Business

Identify Agenda Items for Next Meeting

Meeting Closure

Preparation for next meeting –

**Sacred Heart School Petone
BOARD MEETING**

CONFIRMED MINUTES

7pm, Wednesday 30 March 2022, Sacred Heart School Petone

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

Apologies: Helen Mollo (Covid)

Prayer: Kate W

Declaration of Interests:

n/a

STRATEGIC DECISIONS:

- Board Elections and Returning Officer

Election date - 7 September 2022

Returning Officer – The Board has agreed on the Election date and Anna Wilson has been asked by the Board to be Returning Officer. Anna had agreed to be Returning Officer.

Move/Second: Tane/Helen

STRATEGIC DISCUSSIONS:

- Principal's Report

Liz ran through the report. Conversation points:

- Cross-country cancelled due to students recovering from Covid.
- March Roll Return has been tabled. **Move/Second: Liz/Genevieve**
- Caretaker – Zero interest. Potentially hire someone (Mr Green etc.) until the end of 2022 to take care of lawns. End of year, perhaps find a company that can combine caretaking and cleaning. Possibly share caretaker with another school? Liz to follow-up with other principals. with Neighbourly/Trade Me?
- Plumbing leak in staff toilet wall. Dan Mooney will plaster and paint. Big expense.

- March Roll Return was tabled. **Move/Second: Liz/Genevieve**

- Enrolment Scheme update

- Shelley - Reviewed and approved, next step consultation beginning in Term 2. Need consultation done quickly in time for enrolments (close Sept.)
- Kate to follow up with Shelley.

Move/second: Helen/Liz

- Finance Report
 - December 2021 accounts – have not yet received final accounts from Auditor. Cash surplus 17k, deficit after depreciation.
 - January accounts - nothing to report as school closed.
 - February – Budget is loaded but profiling is off, allocating Budget across the year which skews the monthly accounts.
 - Finance committee – reviewed budget. Operating surplus, loss after depreciation.
 - Staff Wishlist – Google Doc shared to staff. Furniture seemed to be main concern. (Mismatched heights of chairs to desks.) Liz to look through it. Finance committee to look through and prioritise items.

Question: Do we need to meet with AFS and speak to Ben D?

Suggestion: Meet with Education Services to see what package they can offer.

Helen K to contact Education Services. Report next meeting.

Move/second: Kate/Onieka

ADMINISTRATION:

Confirmation of Minutes:

Move/Second: Kate/Mark

Correspondence:

Ed Gazette March issues

Tukutuku Korero

GENERAL BUSINESS:

- Tui Classroom – update
 - Contractors in regularly.
 - Wall out, no beam. There will be room for the storage cupboard.

ITEMS FOR NEXT MEETING:

Policy Meeting report

Enrolment Scheme – Kate

Election – mid-term? Mark to send info

Finance update re: AFS

Actions:

- Helen K to contact Education Services regarding school accounting package.
- Kate to contact Shelley (MOE) regarding Enrolment Scheme timeline.

MEETING CLOSURE:

- Next meeting – Wednesday 25 May
- Prayer next meeting – Kate W
- BOT NL blurb – Mark
- Meeting closed: 8.05m

Confirmed as true and correct record of meeting:

Presiding Member:



Date:

25/5/2022..