

**Sacred Heart School Petone
BOARD MEETING**

CONFIRMED MINUTES

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

Present: Liz Heatley, Kate Wright, Helen Kneebone, Anna Wilson (Secretary), Helen Mollo, Katy Grant, Fiona Daniel, Tiran O'Hagan, David Prior, Genevieve Hanify

Apologies: Maria Dalope

Absent: Vaka Lemisio

Prayer: Helen K

Declaration of Interests:

n/a

STRATEGIC DECISIONS:

N/A

Move/Second:

STRATEGIC DISCUSSIONS:

Strategic Plan (Verbal Update)

Kate sent out the feedback the school has received so far to the School Board. There have been nine replies so far. The Board would like to focus on the general theme of feedback rather than individual opinions.

- Anna to put the link in the next school newsletter and on Hero and the School App.
- The policy committee will meet early next year to put together a draft Strategic Plan to present to the Board.

Principal's Report

Liz ran through the principal's report. Conversation points:

- ERO have made contact and Liz will meet with Mary Ely (Evaluation Partner) on December 2nd.
- Kate Mooney has been appointed as SENCO for 2023 and will continue to run the Reading Recovery Programme.
- Micah Collano has been appointed for the Kea Class fixed-term position 2023.

- Anna Bourke has been appointed as the ORS Specialist Teacher and will work with three students two days per week.
- Liz would like to say thank you to the Board and Staff for their hard work this year.

Question: What does EDI mean?

Answer: EDI = Education Development Initiative. This is money from the government given to schools who receive students from closed or merging schools to support the student.

End of Year Data

Question: How does the data work? Is there a standard?

Answer: There is no standard. The School uses Hero goals for each student which are based on the curriculum. This will then show as progression once the student reaches this goal and moves onto the next goal.

Main point so discussion:

- Low Attendance is a major contributing factor to students showing as "Below or Well Below"
- Students who are showing as "Below" have supported interventions in the form of Reading Recovery; RTLB (Resource Teacher; Learning and Behaviour; Assistive Tech; TA (Teacher Aide) hours; Tutor Readers.
- Covid Effect in Reading - Year 1's and 2's. This seems to have come right.
- Reading in the Senior Classes reflects better in the data as opposed to the Junior Classes as these year levels are independent readers.
- Writing - All Students - 87% At/Above
- Numicon and Algebra - All Students - 86% At/Above
- Reading - All Students - 80% At/Above

SENCO Report

The SENCO report was tabled. Julia has written a very comprehensive report. Thank you Julia.

Question: What is In-Class Support?

Answer: This is funding given to students with undiagnosed learning difficulties who need extra support within the classroom. This funding is very hard to access.

Reading Recovery Report

The Reading Report was tabled. Thank you Kate Mooney.

Move/Second: Helen K/Helen M

Policy Report

The Policy and Procedures were tabled at the Board meeting.

Delegations from Governance Manual

The Delegations from the Governance Manual were tabled at the Board meeting.

Note: Add Anna (Board Secretary) to the Finance Committee.

Move/Second: Genevieve/Helen M

Painting update

The plan is to paint over the summer holidays. Lance from Carus (and his foreman) met with Liz to inspect the buildings for any repairs that need to be made prior to painting. They also need access to the school, which includes a key and security code.

Cyclical Maintenance

The Board has approved the cyclical maintenance painting plan with Carus.

Artificial Turf

Kate Wasson has come and measured the front lawn for the turf that a school family would like to donate to the school. The family has declined any form of payment and will let the school know what date they will be laying the turf.

Shared Fence

Anna has spoken to the Property Manager. He is currently on leave but will be in contact to discuss a plan once he returns to work. Dan Mooney has proved the first quote and the School is awaiting the second quote.

Finance Report

October Accounts

- The Auditors were very happy with our processes and feedback has been positive.
- The accounts are showing a surplus but most of it is related to the additional funding received from the MOE for specific children in the form of Assistive Technology or Educational Programmes. This money will be spent.
- December is traditionally expensive with end of year expenses. The School is still awaiting Kakapo trip to Somes Island expense (Ferry/Train); holiday pay for support staff and school picnic costs.
- The Finance Committee will meet in the new year to go over the 2023 Budget.

Move/Second: Helen M/Liz

Special Character Internal Evaluation

Liz has distributed the new template to the Board. The Teaching Staff looked at this on the Teacher Only Day.

ADMINISTRATION:

Confirmation of Minutes:

Minor amendment. Remove random numerals under the Declaration of Interest.

Move/Second: Helen M/Fiona

Correspondence:

Education Gazette – October Issue

Office for the Vicar of Education (Letter of Acceptance for staffing 2023)

GENERAL BUSINESS:

N/A

Move/Second:

ITEMS FOR NEXT MEETING:

Board Plan

Presiding Member election

PLD for Board Members

Draft Budget

Financial Delegations

Actions:

- Kate to have a conversation with a current Board Member regarding three consecutive missed meetings and confirm the first meeting of 2023 will be essential to attend.

MEETING CLOSURE:

- Next meeting – Wednesday 22 February
- Prayer next meeting – Kate Wright
- BOT NL blurb – Kate Wright
- Meeting closed: 8.40pm

Confirmed as true and correct record of meeting:

Presiding Member:



Date:

22/2/23