



MINUTES OF THE BOARD OF TRUSTEES MEETING HELD ON 5th DECEMBER, 2022

PRESENT: Sarah Kemble , Peter Beckett, (by zoom) Michael Chinnery, Joanna Redfern-Hardisty, Catherine Mackisack, Sr Rosemary Revell, Julie Scott (Chair), Kerry Jones, Andrew Blewden, Ana Antic (by zoom), Hannah MacDonald

IN ATTENDANCE: Karen Mitchell, Claudia Office (with speaking rights)

Meeting opened at 5.00pm

1. OPENING

Karakia – Catherine Mackisack

2. ADMINISTRATION

2.1 **Apologies** – Hannah Macdonald

2.2 **Confirmation of previous minutes:**

Moved that the Minutes of 14th November 2022 be taken as read and confirmed as a true and accurate record

JS/AB Carried

2.3 **Board Attendance**

Moved that the Attendance List for 5th December be received. JS/CM

2.4 **Board meeting leave request**, if any please email J. Scott.

3. MATTERS ARISING

Task	Responsible	Due Date	
ACTION: To send a letter of acknowledgement and thanks from the Board to Sister Anna, Rosanna and Rebecca	JS	Nov	
ACTION: to investigate the details of the Health and Safety delegations to see if the year 7 surfing trip should have come to the H & S committee and the Board for approval.	JS	Dec	Completed

4. BUSINESS

4.1 **Principal's Report**

Noted that:

Discussion included:

- Difficulties around the literacy and numeracy assessments and why there is so much work to be done by the Ministry.

- What are we not providing for those leaving schools. Would be interesting to know the drop off rate in Baradene, Rosmini etc.
- Smaller roll numbers in year 13 have ramifications for Year 13 options and staffing but it is really important to keep as many subject options as possible.
- AB - Look at the viability of having a specialist to come in to assure the school re: IT safety. Discussion included the following comments: Auditors do audit safety. We have LInewise for students. We need assurance as a board that the processes are robust. Cost of audits possibly a few thousand. We have Assurances but not a risk register. H & S has a risk register. Look at assurances in more detail.
ACTION: to look at the creation of a risk register JS
ACTION: Sarah to do some research on cyber auditing.
- Strategic plan for Maori and Pasifika: Need to look at how we are supporting our Maori students. Matua and Kelly together are getting traction. An equity focus is vitally important and understanding different perspectives.
- No COL update because there is nothing happening in that space at the moment.

Moved that

- the Principal's Report be taken as read and accepted *Scott/Chinnery* **Carried**

4.2 Governance Policies to be tabled: Covered in the Principal's report

- 100p Tiriti o Waitangi
- 130p Online safety
- 160p International students

4.3. Special Character

Noted that from R. Fouhy's report:

- Service hours are down, particularly in Year 10

Moved that the Special Character Report is accepted by the Board *Scott/Chinnery* **Carried**

4.4 Property Report - Noted that:

- There have been further spikes in water use. Absolutely no idea how this is happening. Ongoing talks with Watercare
- The pricing for toilets, windows and toilet refurbishment will be \$160,000 approx.

Moved that the Property Report is accepted by the Board *Jones/Scott* **Carried**

4.5 Finance Report

Noted that:

- In the October report, there was a big increase to operational grants because of pay equity award and backpay.
- Should stay in surplus for the year which is a positive result.
- November is always a busy month.
- Mangahigh renewal was ratified because of 36 months in length.
- Budget 2023 - In summary the school is budgeting for a cash deficit in 2023 as it did in 2021 and 2022. However, the school achieved a cash surplus in 2021 and is aiming for the same in 2022.
- The Capex budget is lower than previous years.
- Discussion around the sensitive points for risk - The roll is the most significant. We need to be careful to keep students and funding needs to support this area.
- Difference in Covid requirements will help the relief budget
- One sabbatical this year because of the tight budget and will look at reviewing the nature of sabbaticals.
- Concern about the amount of equity index funding reducing. In review at the moment.

- **Thanks** to Claudia Officer for the amazing job that she does in helping to keep the school financially sound.

Moved that

- the Finance Committee report is received, and information noted
- the October accounts are accepted
- Mangahigh renewal is ratified
- Budget 2023 is accepted

Chinnery/Scott

Carried

4.6 Health & Safety Report:

Noted that:

- The Board will need to give its approval in January for the Volleyball to go to the Mount.
- Some discussion around the question of public liability insurance and the responsibility of individual stall holders. If we were to waive liability, we would need to have documents. Was there RAMS done? Not completely. Some around electricity. First aid available.

ACTION: to look into the requirements from an insurance perspective and look at Ministry information around implications for the Board.

Moved 1. That the Health and Safety Committee Report is received and information noted.

2. That the trip approvals to date for 2022 be accepted.

3. That the H&S connect report be accepted

Scott/Jones

Carried

4.7 Work Plan 2023

- Some discussion around how the HOD quality assurance report could be presented which would be more useful to the Board.
- Possibility of ERO visit in March - different procedure from previous visits
- Policies and procedures are currently being reviewed by Sarah and these will be added to the Work Plan.
- SchoolDocs for our school would be \$2,400 yearly **Benefits:** That it's a legal firm that holds the responsibility so as soon as there are changes from the Ministry, they update our policies. And then make sure that our procedures match those policies.

Discussions re detail for Work plan 2023

- Strategic planning organization will begin next year
- Approval of 2023 property maintenance provision in the first meeting.
- Discussion around how we run the HoD assurance.
- Overview of teacher exit interviews
- Appraisal Focus for SK about the relationship between HOD and SLT and look at trends. Perhaps report back to the Board once or twice a year.
- A Learning support report could be included.
- Overview of Pastoral, student leadership and wellbeing.
- Overview of careers information

5. CORRESPONDENCE

Resolved that the Correspondence is received and accepted.

Scott/Revell

Carried

6 IN COMMITTEE

Resolved that the Board move into Publically Excluded Committee at 5.22 pm for the purpose of protecting personal privacy and commercial confidentiality.

Scott/Kemble

Carried

Resolved that the Board move out of Publically Excluded Committee at 5.30 pm

Scott/Kemble

Carried

7. CLOSING:

Farewell and thank you to Ana Antic, Student Representative

Farewell and thank you to Sr Rosemary Revell, Proprietor Representative

Karakia – Ana Antic

There being no further business, the meeting concluded at 7 pm



Signed _____
J Scott

Date 5 December 2022

The next meeting will be on 20th February 2023

ACTIONS ARISING FROM MEETING

Task	Responsible	Due Date
ACTION: Sarah to do some research on cyber auditing.	SK	
ACTION: to look at the creation of a risk register	JS	
ACTION: to look into the requirements from an insurance perspective and look at Ministry information around implications for the Board.	JS	
ACTION: To move the purchase of SchoolDocs	SK/JS	Feb
ACTION: Thank you to PTFA for the superb Christmas Market	JS	Dec