



Board of Trustees Meeting Minutes 12 June 2023

1.0 OPENING

Karakia: Stuart Houliston

1.1 BOT Training: Board Self review To be covered in August Meeting

2.0 ADMINISTRATION

2.1 Apologies: Michael Chinnery, Kerry Jones

2.2 Board Attendance approved: in attendance, Karen Mitchell, Siobhan Harrod

2.3 Board meeting leave request

MATTERS ARISING

| Task | Responsible | Due Date |
|---|-------------|------------------------|
| ACTION: Board PLD from Catholic Education Services: Board Members asked to watch this video. | All | Ongoing |
| ACTION: Giving Effect to Te Tiriti o Waitangi - Part 1 Board members asked to sign up for this training webinar on the 30th May or any of the other times. | All | Ongoing |
| ACTIONS: For this month's Channel magazine, SK to organise a write up of Grace Stratton, the winner from last year. KM to revise the advertisement for the upcoming award with dates and criteria on the newsletter and website etc | SK KM | Completed Completed |
| ACTION: SK to follow up on the Waikato University programme and to continue researching programmes for the acquisition and retention of teachers. Result: They are looking at whether it will be funded next year. SK | SK | Completed |
| ACTION: SK to follow up on the PPTA agreement for entitlement re Leave of Absence | SK | June |
| ACTION: SK and KM to reflect on people who could be approached to join the | SK KM | Ongoing |

| | | |
|---|--|--|
| <p>subcommittee to address bi-cultural and multi ethnic concerns.</p> <p>ACTION: Board members to reflect on what commitment they could make to the sub-committee.</p> <p>ACTION:SK, JS and AB to address both proposers to clarify some of the questions brought up in the Board discussion.</p> | <p>ALL</p> <p>SK JS AB</p> | <p>August</p> <p>Completed</p> |
| <p>ACTION: That the May 2023 08Op- Reducing student distress and use of physical restraint.docx be reviewed by AB, JRH and PB.</p> | <p>AB, JRH, PB</p> | <p>Completed</p> |

4.0 BUSINESS

4.1 Pastoral support/leadership/well being update

- Everything comes down to staff capacity and personnel.
- Explicit versus implicit teaching of wellbeing (e.g. through RE) Big decision going forward
- Gap - link between school and home
- Goodspace will give the overall picture of school wellbeing.
- There is a need for a range of approaches

4.2 Confirmation of previous minutes:

Resolved that the Minutes of May 8th, 2023 be taken as read and confirmed as a true and accurate record. **JS/PB Carried**

4.3 Principal's Report

- New street signage comes on at 6.30 am and turns off at 8pm
- PB signalling that there should be a subcommittee to learn more about alumnae
- PTFA would like to be involved
- Discussion occurred around the difficulties involved in the rolling strikes
- Decision to employ D & G Consulting for work with the Strategic Plan
- NCEA Level 1 changes are in a state of flux. Decisions will be made once the requirements become clear. Literacy and numeracy standards are being assessed at present.

Student achievement update: Years 7 - 10 Learning progress

- This will provide the data for the Analysis of variance 2024

4.3.1 May 2023 08Op- Reducing student distress and use of physical restraint policy document

- Teachers will watch a module addressing this issue by the beginning of next year.
- Board to delegate to Principal the authority to approve eligible non-teaching staff for this qualification
- Board to be informed about any restraint events and then a summary of trends etc in an annual report.

Action: JS to review the Delegation to include the above authority delegated to the Principal

Resolved that

- the Principal's Report including the Requests for Leave be approved and the Reducing student distress and use of physical restraint Policy Document be taken as read and accepted

SK/CM Carried

4.4 Special Character Report

Resolved that the Special Character Report is accepted by the Board

PB/JS Carried

4.5 Property Report Summary

Noted that:

- The appointment of a new Fire Alarm Monitoring Company, B2B Fire, to replace SPFP from the 28th June..
- Grant Julius is to become the new Property Manager and recruitment for an assistant to Grant is underway.
- Monthly, Quarterly, Six monthly and Annual testing has been carried out as per Item 5.0 of the May Meeting Minutes.
- New canopy to top courts is still in for Building Consent approval, if received in time works will commence in July school holidays.
- Capital works and maintenance will occur in the holidays.
- Vandalism caused damage to the units under the staffroom.
- Security systems at the gates are being upgraded.
- Noted that the Strategic Plan could impact property plans.

Resolved that the Property Report is received, and information noted.

KM/JS Carried

4.6 Finance Report

Noted that:

- There is a surplus ahead of budget for the month of April.

Resolved that:

- The Finance Committee report is received and information noted.
- April 2023 accounts are accepted.

SH/JS Carried

4.7 Health & Safety Report

Noted that:

- All EOTC procedures will be assessed including one day high risk activities and all changes to planned

activities.

- Dressage event this weekend included in the approvals for this month.
- Waterwise issues continue to be monitored.

Moved that:

- That the Health and Safety Committee Report is received and information noted.
- That the trip approvals to date for 2023 be accepted.
- That the H&S connect report be accepted. JRH/AB

5.0 Correspondence

Moved that:

- The resignation from Deborah Goudie be received with regret.
- The Requests for Leave of Absence from Rosie Shanks and Liz Walker be approved.
- Liz Walker's application for a Ministry sabbatical next year to look at UDL and how it can be used to engage students be approved.

Resolved that the Correspondence is received and accepted. JS/SK Carried

6.0 In committee


Resolved that the Board move into Publically Excluded Committee at 7.43 pm for the purpose of protecting personal privacy and commercial privacy and receiving Minutes JS/CM Carried

Resolved that the Board move out of Publically Excluded Committee at 8.17 pm JS/CM Carried

Closing:

Karakia: Grant O'Donoghue

There being no further business, the meeting concluded at 8.20 pm

Signed 
J Scott

Date 10 August

The next meeting will be on August 10th, 2023

Opening Prayer/Karakia: Kerry Jones

Closing Prayer/Karakia: Julie Scott

MATTERS ARISING:

| TASK | Responsible | DUE DATE |
|---|--------------------|-----------------|
| ACTION: to review the Delegation to include the above authority delegated to the Principal | JS | August |