

MINUTES OF THE BOARD OF TRUSTEES MEETING **HELD ON 10th FEBRUARY 2025**

PRESENT: Sarah Kemble, Kerry Jones, Catherine Mackisack, Stuart Houliston, Julie Scott (Presiding Member), Sophie Nehemia, Andrew Blewden, Tiana Mioceвич, Jo Redfern-Hardisty, Pravina Singh, Michael Chinnery

IN ATTENDANCE: Karen Mitchell

The meeting opened at 5.30 pm.

1. OPENING

Karakia – Sarah Kemble

2. ADMINISTRATION

2.1 Apologies – Bernadette Stockman

2.2 Confirmation of previous minutes of

Resolved that the Minutes of 9 December, 2024 be taken as read and confirmed as a true and accurate record.

JS/JRH Carried

2.3 Board Attendance

Resolved that the Attendance List for 10 February be received. **JS/JRH Carried**

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

2.5 Sub-committee membership: Committees to remain as they are at present. Any change/requests to JS.

2.5 Code of Conduct and Conflict of Interest: Code of Conduct on School Docs - all current members have reviewed and accepted this. Sophie Nehema has signed both documents.

2.7 Board Training: List of modules available. JS encouraged Board members to complete them and notify the Board Secretary upon completion.

3. Matters arising

4. BUSINESS

4.1 Principal's Report

Noted that:

- Days Open Assurance was accepted.
- Analysis of NCEA results will be presented to the Board once the results have been finalized by NZQA.
- SLT and Staff structure document was accepted.
- English, Maths and Science curriculums, in particular, are still in a state of flux.
- The criteria for a 5.4 preference certificate has changed in Auckland and the impact of this is unknown at this point.

Resolved that

- the Principal's Report be taken as read and accepted.

SK/JRH

Carried

4.2.1 Policy and Assurance Reviews: To be found in the Board Folder which outlines the 2025 policy review schedule and Board Assurance schedule.

4.2.2 Governance procedures: The following governance policies have been revised from earlier editions, reviewed by the Board and accepted as governance procedures. To be reviewed yearly. These sit as one document and are available in the governance folder.

- Board remuneration and expenses
- Presiding member role description
- Staff representative role description
- Student representative role description
- Relationship between Presiding member and Principal

Moved that: the above document be approved.

JS/MC

Carried

4.3 Strategic Plan and Implementation Plan

- SK commented that Gabrielle's contract will be renewed for the 2026-29 strategic cycle for consistency; after that, a change in facilitator will be considered with a focus on bringing new perspectives.
- Discussion was held around accountability for actions from the implementation plan and SK commented that the SLT was about to unpack this and look at how it will report back to the BoT.
- The recent Catholic Character review influenced changes to the Catholic Character section of the implementation plan.
- The role of Atawhai time was discussed and SK explained that if it is actually teaching time, not only pastoral administration, it needs to be accounted for in timetables.
- The implementation plan has been introduced to the staff and a discussion was held around increasing the participation of staff in the development of the plan. The suggestion was made that frequent reporting back to the staff will increase interest.

4.4 Property: No committee meeting report this month.

- **Moved that:** the board provisionally approves the budget required for the maintenance costs for the integrated buildings in the 10-Year Property Plan (10YRPP) for the 2025/26 FY subject to cross-checking of numbers by Claudia and confirmation by Karen.

AB/KJ Carried Abstained PS

4.5 Finance Report

Noted that:

- The final 2025 budget was presented and changes from the draft budget of Dec 2024 were outlined. The year projection is a net positive.
- PS advised that, at the last CCAL finance and risk committee meeting, the underspending of the Special Character budget was noted and there was potential for more strategic use of these funds in line with recommendations from the Special Character review. This line is not included in the school budget and is noted as a separate point to the school budget approval.

Resolved that:

- the Finance Committee report is received, and information noted
- the Budget 2025 is accepted
- the International fees for 2026 are accepted.

MC/JS

Carried

4.6 Special Character

Noted that:

- The Board would be interested in seeing a strategic vision for how the recommendations of the Special Character Review would be actioned.

ACTION: SK to discuss with Rosanna Fouhy the development of a strategic vision for how the recommendations of the Special Character Review would be actioned.

Resolved that the Special Character Report is accepted by the Board

JS/PS

Carried

4.7 Health & Safety Report:

Action: To review teacher reporting mechanisms of health and safety concerns at the next health and safety meeting.

Resolved:

- That the Health and Safety Committee Report is received and information noted.
- That the L3SPS Surfing trip, the Year 12 Camp and the Pegasus Cup trip be approved.

JRH/MC

Carried

4.8 Policy and Risk Management Committee

Noted that:

- Term 4 2024 policy reviews have been completed except for 1 property policy which is to be completed.
- Term 3 2024 policy reviews in progress
- SK is reviewing how evidence to support Board assurances can be provided where necessary, ensuring the robustness of this process.

Resolved that:

1. That the Policy and Risk Report is received, and the information noted.
2. That the Actions are assigned and actioned by the due date.

AB/JS

Carried

4.9 Delegations:

Noted that: Minor edits to the 2024 version were made to reflect the new year. No edits made to the detail of the delegations.

Moved that: the Schedule of Delegations May 2024 be accepted with the addition of the recently completed Risk Management delegation to be added to the 2025 schedule.

JS/JRH

Carried

ACTION: JS to include the Risk Management Delegation in the Schedule of Delegations.

5.1 BOT Triennial Plan:

Noted that:

- One of the biggest changes from the previous plan is the three yearly curriculum updates to replace a yearly summary update.
- AB commented that he felt there was a gap in technology reporting in the work plan.
- SK commented that significant work has been done around security in the IT space.
- SK will finalize the reporting times of the curriculum areas.

Resolved that: The BoT Triennial Plan be approved as a working document

JS/JRH

Carried

5.1.1 HOD Curriculum Board Report:

A proposed template for HOD reporting was reviewed. Additional item to be included - a finance line with some budget analysis

- Individual HODs to choose whether or not to present to the Board.
- Tiana M suggested reporting on structured numeracy as an example of what could be required in the Board reports.

ACTION: JS will finalise the requirements for the HOD Curriculum Board report and forward this to Graham Atkinson and the SLT to create a template for the HODs.

5.2 Principal performance agreement - proposal for 2025

Noted that: The Principal's professional growth cycle information is readily available to all Board members in the drive, including our school policy, MOE and NZSTA advice and collective agreement requirements.

Resolved that: the Principal's performance agreement - proposal for 2025 be approved. **JS/TM Carried**

5.3 The International Students Plan discussion is moved to the March meeting.

- The Board has requested that the Plan include a comparative analysis of the financial impact of the various options for hosting students and a simplified business plan model be used with support provided as needed to do this.

ACTION: SK to give Board feedback and provide necessary support to Trudy Freeman regarding the format of the above Plan for the next meeting.

6. CORRESPONDENCE

Noted that:

- SK and Graham Atkinson are handling the current rural bus concerns and are working with families.

Resolved that the Correspondence is received and accepted.

JS/MC Carried

7. 7.0 In committee

Resolved that: the Board move into the Publicly Excluded Committee at 7.25 pm for the purpose of protecting personal privacy. **JS/JRH Carried**

Resolved that: the Board move out of the Publicly Excluded Committee at 7.35 pm. **JS/JRH Carried**

8. CLOSING: The Board acknowledged the sudden passing of Des Mitchell and assured Karen of its love and support in the months ahead.

Karakia – Pravina Singh

There being no further business, the meeting concluded at 7.45 pm



Julie Scott
Presiding Member

Date: 10 February 2025

The next meeting will be on 10th March 2025