

**BOARD OF TRUSTEES MINUTES**  
**Wednesday 29 September 2021 Meeting**  
***School Library***  
**Cardinal McKeefry School**

**PRESENT**

Tania Savage (Principal), Antonio Ybarra (Presiding Member), Bridget Wylie (Staff Rep), Duncan Scott, Priscilla Agius, Brigitta Kijono-Utomo, Martin Fukac, Father Ron Bennett, Jo-Anne Day (Board Secretary)

**APOLOGIES** Mike Hartley

**PRAYER** Martin

**MEETING COMMENCED 6:37 pm**

**DECLARATIONS OF INTEREST**

- No new declarations of interest were noted.

**ADMINISTRATION**

**Confirmation of Minutes & Review of Actions from the Previous Meeting**

***Approval of the Board Minutes was moved by Duncan and seconded by Father Ron***

**The Board went into Committee at 6:40pm**

**In Committee Staffing for 2022**

**The Board went out of Committee at 8:00pm**

**STRATEGIC DECISIONS**

**Marketing Update**

- The photos have now been taken and shared with the marketing team, and they are in the process of developing the leaflets, which will be presented to the Board in the form of various leaflets drafts for consideration.
- Tom Montague has taken on the role of redesigning the website.

### **Board of Trustees Elections 2022 - Appointing Electoral Officer (See website)**

- The Board discussed the elections process.
- The Board made the decision to again use the company (CES) that we engaged in the prior election that we held.

**Decision- The Board decided to use CES to manage our 2022 Board of Trustees Elections.**

### **Camp R1 Y7-8**

- The camp is taking place 2-5 November.
- Antonio volunteered to assist Duncan with reviewing the camp folder.
- Final approval will be given at the October Meeting.

### **Grants Update**

- No Grants Update as Mike was absent at the meeting.

### **POLICY REVIEW**

#### **Confirm completion prior to meeting in Term 3 Reviews**

- Concerns and Complaints
- Behaviour Management

### **PRINCIPALS REPORT**

- *The Board discussed the current Principals Report.*
- *The Board noted the Principals Report as read.*

### **Start Dates for 2022**

- *Proposed Teacher Only Day 26 Jan, Teacher-Family Meetings 27-28 Jan*
- *Last day of school for 2021 is Friday 17 December.*

***The Principals Report was moved by Duncan and seconded by Father Ron.***

***The Monthly Finance Report was moved by Duncan and seconded by Father Ron.***

**CHARTER DEVELOPMENT** Below carried over from July's meeting:

### **Strategic Plan Exploration**

- Reviewed

## **Board Comms**

- Martin has volunteered to lead Board communication to the school community.
- Discussed Board presence in the weekly newsletter

## **OTHER MATTERS**

### **BOT's Expectations/Goals for Academic Performance of our Students**

- Asking the Board if they perceive this as an important topic.
- If it is, how will we add this to the agenda for future meetings.
- How will we seek parent opinions on this topic.

**Action- Martin to seek input from NZSTA, to research this item that he has raised for discussion further and present a more formalised format, to write a paper to present to the Board.**

## ***AGENDA ITEMS FOR NEXT MEETING INCLUDING STANDING ITEMS***

**Prayer - Mike**

## **ADMINISTRATION**

- Review of Actions from Previous Meeting
- Confirmation of Minutes

**Kim Nakora visiting to introduce Maori Achievement Collaborative**

## **STRATEGIC PLAN**

**Hātu Review Area 1**

## **PRINCIPALS REPORT**

## **POLICY ASSURANCE**

- Appraisal of Staff
- Appraisal of the Principal
- Classroom Release Time
- Provisional Registered Teachers
- Teaching Certification and Police Vetting
- SUE report

**BOT TRAINING** with MAC facilitator Sacred Heart Cathedral School 1 November providing we are in Alert 1, otherwise it will be a zoom link.  
"Catholic Schools working together to understand Te Tiriti o Waitangi".

**NEXT MEETING Wednesday 27 October 2021**

**Meeting Concluded at 9:25 pm**

Board Chair 

8/12/21

Date