

BOARD OF TRUSTEES MINUTES
Wednesday 29 June 2022 Meeting
School Library
Cardinal McKeefry School

PRESENT

Satvinder Bains (~~Acting Principal~~), Antonio Ybarra (Presiding Member), Bridget Wylie (Staff Rep) (via Zoom), Duncan Scott, Mike Hartley, Priscilla Agius, Father Ron Benett, Martin Fukac, *Peter Hijarzen*

APOLOGIES

PRAYER Peter

MEETING COMMENCED 6:35 pm

DECLARATIONS OF INTEREST

- No new declarations of interest were noted.

ADMINISTRATION

FINANCIALS

2022 Budget –Peter & Duncan

The Board reviewed the Budget, and Financial Statements for April & May
Points to Note

- Two versions were reviewed – one with grants and one without.
- We are showing projected deficit without the grants of around \$47,000.
- We have received a \$116,000 Netball Grant & \$54,000 Ministry of Education, with that included this results in an approx net surplus of \$122,000.
- Peter has reduced the expected School Operating Grant from the Ministry expected of \$156,000 to \$134,000 due to the expected reduction when taking into consideration the current and projected school roll.
- \$10,000 expected from the ADW has been added to the Budget.
- Expected funds from Parent Donations have been reduced to a more realistic amount.
- Unfortunately this doesn't include any PLD funding allocation for staff.

Duncan- Salient points (in no particular order)

- We should expect to make deficits as we aren't going to generate cash to fund netball court replacements
- Based on current run rate, we should expect to spend about \$20,000 more than we generate this year on normal school activities
- This forecast is in line with the budget
- Of the \$120,000 of cash we have in the bank, \$43,000 is 'committed' to cyclical maintenance - this is in addition to the \$15,400 for maintenance we already have in the budget
- At current run rates, we could continue operating the school for another 2-3 years on our cash reserves whilst remaining solvent (as previously predicted at our October board meeting).

Grants

- The Board discussed the possibility of engaging a grants specialist to manage future grant applications.
- A percentage of the grant received would be paid to the specialist following a successful application/or a fixed fee based on contract.

Action- Peter will meet with the grant specialist to discuss this further.

Budget 2022 - The decision to approve the 2022 Budget was moved by Mike and seconded by Martin.

The April & May Financial Statements were moved by Martin and seconded by Priscilla.

EOTC & Parent Donations

- EOTC Donations (Education Outside the Classroom)- Currently we request a yearly \$170 EOTC donation.
- Technology Donations- An extra \$60 is requested for Y7-Y8 Room 1 technology fees. This is requested in conjunction with the EOTC donation.
- Parent/Family Donations- \$100 is requested yearly for family/parent donations (single), and \$200 (families of two children or more)
- Peter will revise and update the previous years correspondence for both donation requests and Antonio will sign on behalf of the Board.
- These will go to families via the newsletter, Etap notice, and hard copies sent home with tamariki.

PRINCIPALS REPORT

Including:

School IT

- Peter has proposed to move from Microsoft 365 (MS365) from Google by 2023.
- In Peter's experience most Secondary Schools tend to use Microsoft also.
- BYOD (Bring Your Own Device) Scheme was suggested and is being considered.

Property Grant

We have received \$53,980 as a one-off property grant.

Key work that qualified-

- Replace the old gate at the back of the school
- Replacing heaters with AC units (Rooms 1, 2, 3, 4, main office & hall)

Promotion- Banners

- The Board expressed thanks to Martin Fukac & Tom Montague who are donating towards the cost of the banners.

Matariki Celebration

- The Matariki celebration was a great success and a welcome night to bring our community back together.

Confirmation of Minutes & Review of Actions from 25 May Meeting.

- Hard copies of the minutes were distributed at the meeting and reviewed.

Approval of the Board Minutes was moved by Peter and seconded by Antonio

In Committee

The Board went into committee at 7:54pm

Re-Allocation of Staffing Resources

The Board went out of committee at 8.25pm

The Principals Report was moved by Martin and seconded by Mike

Board Elections

- Peter has been accepted as the Returning Officer.
- Natasha D'Costa (who is a parent of the school that has expressed interest in joining the Board), and will be invited to the next Board meeting in August.
- As we have a proprietors member vacancy available, the Board can invite Natasha to join without the need for to be involved in the formal election process.

School Docs – Policy Amendments

- Peter mentioned that he suspects that the school policy docs are not accepted by NZCEO, but that he needs to confirm this.
- The Board identified some amendments and updates that will need to be adjusted on the policies.

Action- Peter will check with NZCEO if this is an acceptable method to review the policies.

Action- Peter will reword the policies to reflect what the Board discussed.

PTA REPORT

- Peter would like the PTA to contribute some fund to get the gutters repaired.
- Peter will organise some quotes, and following this Antonio will prepare a formal proposal for the PTA.

Action- Peter will obtain some quotes for the gutters to be repaired.

Action- Antonio will draft a formal request to the PTA.

PARISH REPORT

- Father Ron updated the Board on recent Parish activity.
- The Board recognised Father Ron's 50 year priesthood achievement.

OTHER MATTERS

AGENDA ITEMS FOR NEXT MEETING (this includes standing items)

PRAYER-

ADMINISTRATION

- Review of Actions from Previous Meeting
- Confirmation of Minutes

CHARTER DEVELOPMENT

POLICY REVIEW

PRINCIPALS REPORT

NEXT MEETING Wednesday 24 August 2022

Meeting Concluded at 8:50pm

Board Chair

Date

