

**BOARD OF TRUSTEES MINUTES**  
**Wednesday 23 February 2022 Meeting**  
**School Library**  
**Cardinal McKeefry School**

**PRESENT**

Satvinder Bains (Acting Principal), Antonio Ybarra (Presiding Member), Bridget Wylie (Staff Rep), Duncan Scott, Mike Hartley, Martin Fukac, Priscilla Agius

**APOLOGIES** Father Ron Benett

**PRAYER** Satvinder

**MEETING COMMENCED 6:30 pm**

**DECLARATIONS OF INTEREST**

- No new declarations of interest were noted.

**ADMINISTRATION**

**Confirmation of Minutes & Review of Actions from the February Meeting.**

**Actions from the last Board meeting**

- **Antonio to seek clarification about vaccination requirements for Board meetings; it was found that it is a requirement to show proof of vaccination.**

*Note- One Board member isn't vaccinated, but the Board decided for the member to stay in attendance at the meeting.*

***Approval of the Board Minutes was moved by Mike and seconded by Duncan.***

**CHARTER DEVELOPMENT**

**Charter Development Strategic Plan Annual Plan- Approval for submitting to the MoE**

- The strategic plan is ready to be submitted.

### **Principal Recruitment Update**

- The Board has been working with Black Cat Recruitment and have received some expressions of interest.
- The Board discussed the whole process from the interviews to the final appointment.
- Antonio has been contacted by an applicant who would like to meet with him via Zoom and come and visit our school on Sunday. The applicant is a Principal from a small school outside of the Wellington Region who would like to relocate back to Wellington.
- Frank Wafer (ADW) will be joining the Board for the interviews.
- The scheduled date for the interviews is Saturday 12 March.
- Antonio will keep all Board members that aren't on the interview panel informed via email of the progress and the applicants interviewed.
- The interview panel will include Andrew (Black Cats), Antonio, Martin, Mike, Bridget, Frank Wafer (ADW) & Father Ron.
- If the Board members have any specific questions for the applicants, they will send these to Antonio to be included.
- The applicant will need to meet the Archdiocese of Wellington Catholic requirements.
- The Board discussed the possibility of a school visit for a short listed applicant/s.

### **POLICY REVIEW**

#### **School Docs Actions before Next Meeting**

- The Board discussed whether it would be better to do the school docs at the Board meetings.

**Action- The School Docs reviews will be completed at every meeting from now on.**

**Bridget will bring some Chromebooks in case Board members require use of a device.**

### **PRINCIPALS REPORT**

*(Refer Document- Principal's Report)*

- Satvinder outlined the current principals report to the Board.
- The Board noted the Principals Report as read.
- The Principals report also included, COVID preparedness, Update on beginning of year under new traffic light system, Delegations for 2022, Building/Property-Courts, Finance Report Budget Approved (Strategic Goal 5 NAG 6)

***The Principals Report was moved by Antonio and seconded by Priscilla.***

#### **Draft Budget 2022 Approval**

- This was presented at the last meeting but not approved, this will now be discussed at the next meeting.

***Agenda Item for the next meeting- Draft Budget Approval***

#### **PTA REPORT & Roster**

- Roster- Will follow in first name Alphabetical order, and whoever is on prayers for the current Board meeting, will then attend the next PTA meeting.
- The PTA meeting usually takes place the first Wednesday of every month.
- Antonio will do the next prayer and PTA meeting to start.

**Action- Jo will send out a roster/meeting request to show this information. Father Ron is excluded from needing to attend the PTA meetings.**

#### **INSTAGRAM**

- The Board feels that the content at times isn't necessarily something we would share ourselves.
- It was discussed to potentially change the provider, and for us to have better control of the content, and for student involvement in the content.
- A question was raised as to whether we are managing to engage our target audience as intended, or mainly followers overseas.

**Action- Antonio will send an email to Brigitta.**

#### **PARISH REPORT**

- No Parish Report as Father Ron is an apology.

#### **OTHER MATTERS**

##### **Mindplus Rent Review**

- This will be carried forward to the next meeting as we were unsure how much Mindplus are currently paying for the use of Room 7 in their current contract.

**Action- Satvinder will locate the contact to discuss at the next Board meeting.**

**Agenda Item for the next Meeting- Mindplus Rent Review**

**Hatu Review Board**

**Action- Antonio and Satvinder will discuss and decide on the modules to be covered at each Board meeting.**

**Proprietors Appointee**

- Currently we have 2-3 people expressing interest as a proprietor's appointment, and we will progress to the next step.

**AGENDA ITEMS FOR NEXT MEETING (this includes standing items)**

**PRAYER- Antonio**

**ADMINISTRATION**

- Review of Actions from Previous Meeting
- Confirmation of Minutes

**CHARTER DEVELOPMENT**

**POLICY REVIEW**

**PRINCIPALS REPORT**

**NEXT MEETING Wednesday 30 March 2022**

**Meeting Concluded at 8:10 pm**

Board Chair



Date

30/3/2022