

BOARD OF TRUSTEES MINUTES
Wednesday 19 October 2022 Meeting
School Library
Cardinal McKeefry School

PRESENT

Peter Hijazzen (Acting Principal), Satvinder Bains (Staff Rep), Mike Hartley, Father Ron Bennett, Martin Fukac, Stephanie Lay, Natasha Telles, Shola Olaniyan, Jo-Anne Day (Board Secretary)

APOLOGIES Isadora Ekawati (participated for part of the meeting via zoom)

PRAYER Peter

MEETING COMMENCED 6:30 pm

DECLARATIONS OF CONFLICT OF INTEREST

- No new declarations were noted.

NOMINATIONS- BOARD Presiding Member (PM) & Deputy Presiding Member (DPM)

- Peter called for nominations, and the nominations received were -Isadora PM, Stephanie PM, Mike DPM, Natasha PM

Motion- Following a paper ballot, Stephanie was elected as Presiding Member and Mike as the Deputy Presiding Member.

NZSTA Registration as New Board Members (Appendix 2)

- Most board members have completed this or are in the process of completing.

PREVIOUS MINUTES

- Confirmation of Minutes & Review of Actions from August Meeting.
- Correction noted from the previous minutes- any board members selected as a proprietors rep does not need to be co-opted.

Motion- Approval of the Board Minutes was moved by Mike and seconded by Natasha

FINANCIAL REPORT

- The Board reviewed the Financial Statements for the month ended 31 August.

Motion- The September Financial Statements were moved by Natasha and seconded by Peter.

PRINCIPALS REPORT

STAFFING ENTITLEMENTS

- Peter outlined the staffing entitlement received from the Ministry for 2023.
- Our 2023 staffing entitlement is 3.6 FTE.
- The staffing entitlement is 0.40 FTE lower than the entitlement for 2022, which stood at 4 FTE.
- Note- Our 2022 actual roll based staffing was in fact 3.5 FTE. However due to Covid, the Ministry of Education assured staffing for the school at 4 FTE's.
- It's important to note that whatever decision we make, we will ensure that we retain 3 classrooms.
- There will also be increased Teacher Aide support in Room 2 & Room 4.
- **Peter proposed the 3 staffing options we have available for 2023-**
 1. Apply for provisional staffing entitlement review (This was submitted 23/09/22 and subsequently declined by the Ministry).
 2. The Board funds the 0.4 entitlement.
 3. Go through the surplus staffing process as per Part 9 of the Primary School Teachers Collective Agreement (NZEI & NZSTA must be involved).

Decision- The Board decided that the best option is to move forward with option 3.

Note- NZEI is scheduled to meet with staff tomorrow regarding the surplus staffing process.

Kapa Haka

- The idea of introducing a kapa haka group at school was welcomed by the Board, and Father Ron suggested Matt White might be available to teach kapa haka, free of charge.

Karakia for Board Meetings

- The Board decided to introduce a karakia to open and close future board meetings.

Grants Update & Possible Donations

- During the discussion about donations, the question was raised if the school is a charitable trust.

Action- Peter will confirm if the school is considered a charitable trust.

Artsplash

- The Board recognised the amazing opportunity for our students to participate in Artsplash and the commitment made by the teachers.

Motion- The Principals Report was moved by Shola and seconded by Stephanie.

PARISH REPORT

- Father Ron updated the Board on recent Parish activity.

POLICY REVIEWS

- The Board discussed and reviewed the following policies-
 - Harassment
 - Child Protection
 - Sun Protection

Action- Sunscreen to be available in classrooms- Satvinder will look at registering us as a sunsmart school.

Motion- The Policy Reviews were moved by Mike and seconded by Natasha

CORRESPONDANCE

- No correspondence received.

ANY OTHER BUSINESS

- **2023 Board Meetings**

Action- Stephanie to schedule dates for 2023 Board meetings.

AGENDA ITEMS FOR NEXT MEETING (this includes standing items)

PRAYER-

ADMINISTRATION

- Review of Actions from Previous Meeting
- Confirmation of Minutes

POLICY REVIEWS

PRINCIPALS REPORT

NEXT MEETING Wednesday 30 November 2022

Meeting Concluded at 8:35 pm

Board Chair

Date