

BOARD OF TRUSTEES MINUTES
Wednesday 28 July 2021 Meeting
School Library
Cardinal McKeefry School

PRESENT

Tania Savage (Principal), Antonio Ybarra (Presiding Member), Bridget Wylie (Staff Rep), Duncan Scott, Priscilla Agius, Mike Hartley, Jo-Anne Day (Board Secretary)

APOLOGIES Martin Fukac, Brigitta Kijono-Utomo, Father Ron Benett

PRAYER Duncan

MEETING COMMENCED 6:34 pm

DECLARATIONS OF INTEREST

- No new declarations of interest were noted.

ADMINISTRATION

August Board Meeting & Treaty of Waitangi Training

Decision- The Board decided on the cancellation of the August meeting to allow for attending the training on the Treaty of Waitangi on 8 Sep, which St Catherine's College is hosting; the next Board meeting will take place after this on Wednesday 29 September.

Hatu Review Area 1

A3 document- 'Empowering every child to learn to contribute and to grow with God and each other by being:'

Action- To be deferred to the next Board Meeting due to absences.

Confirmation of Minutes & Review of Actions from the Previous Meeting

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

Approval of the In Committee Board Minutes was moved by Antonio and seconded by Mike.

Health and Safety Training

NZSTA Module- Health and Safety Report (attached)- Questions from training was to be completed by Board.

Action- All Board members are to complete by the next meeting.

Action-To be carried forward as an agenda item for the next meeting.

CHARTER DEVELOPMENT

Strategic Plan Exploration

- Bound copy of the Strategic plan for all BOT members was distributed; this is to be brought to every meeting.

Action- Board members to have a read through the Strategic Plan document and come back with any questions.

Haoura Backpack – Capabilities for Life Draft, Draft Curriculum Overview Image

- Tania shared the updated draft backpack image following analysis of the returned completed backpack forms from our families.
- The Board completed a key competencies group exercise to see if they fit with our draft capabilities document.
- The Board discussed seeking further input from our Y8 students and some of our recent school leavers.

Localised Curriculum

- Tania shared the completed front page diagram of Cardinal McKeefry's localised curriculum.
- The diagram shows how some curriculum areas, teacher pedagogy and the treaty of Waitangi are active across multiple curriculum areas.
- It identifies the values our tamariki stand on and the capabilities for life that they will leave our school with.
- The draft document that explains each aspect fully will be completed by the September meeting.

STRATEGIC DECISIONS

Marketing Meeting Feedback

Open Day Hand Out

- This is being updated with our new branding and photos, and will be reworded.

- Professional photographers have been organised to update our photos.
- The working group met with Jo Wilson and she shared her knowledge and expertise.

School Roadside Fencing

- The Board discussed utilising the school fence through signage, and rotating the images on a regular basis.

Social Media Exposure

- The Board agreed with exploring the instagram option and further social media applications.

Donation Letter

- The Board is happy with the donation letter (with a few minor corrections & changes) and have agreed for the donation letter to go out to our families.

Grants Update

ICT Grant Update - Mike

- Mike provided an update to the Board on the current grant applications.
- The ICT Storage Grant has now been submitted.

POLICY REVIEW

To Note- There was an issue when the Board completed the reviews at the last meeting, the completion of the reviews weren't saved/submitted somehow.

For Completion in Term 3 Reviews-

- Concerns and Complaints
- Behaviour Management

Action- The Board will complete these individually.

PRINCIPALS REPORT

Curriculum Report

- The Board discussed in depth the Student Mid-Year Achievement data.

Building/Property:

Alarm Panel

- The alarm panel has recently been found not fit for purpose.

- Quote received from Recon \$4996.30, but it was noted that this doesn't include the extra tech fees mentioned within the work required.
- Tania recommends that the work is completed within the 2021 year.

The Board noted the Principals Report as read.

The Principals Report was moved by Mike and seconded by Bridget.

Finance Report Budget Approved (Strategic Goal 5 NAG 6)

The Monthly Finance Report was moved by Antonio and seconded by Duncan.

PTA REPORT

- Priscilla attended the last PTA meeting.
- The quiz raised just over \$2,500.
- The Olympics Quiz fundraiser is now underway.
- The PTA are currently focusing on the upcoming Market Day & Car Boot Sale, and planning is well underway.
- Duncan is attending the next meeting.

PARISH REPORT

- No Parish report due to Father Ron's apology.

AGENDA ITEMS FOR NEXT MEETING

ADMINISTRATION

- Review of Actions from Previous Meeting
- Confirmation of Minutes

STRATEGIC DISCUSSION

Strategic Plan

Hātu Review area 2.

Policy Assurance:

Appraisal of the Principal

Safety Management System

Surrender & Retention of Property and Searches

Prayer: Martin

NEXT MEETING 29 September 2021

Meeting Concluded at 8:17 pm

Board Chair



29/9/2021

Date