



# SAINT MARK'S SCHOOL BOARD OF TRUSTEES (BoT) MINUTES

Monday 19 December 2022 at 17:30pm

School staff room

**Present:** Adrian Rennie (Staff representative), Averil Worner (Principal), Brad Flavall, Clare Pattison (Chair), Claire Bourne, Jake Walker, Kavita Lallu, and Paul Daly

**Apologies:** Rosa Bellolio Roth and Holly Timms (Secretary)

**Opening prayer:** The Chair opened the meeting with the school prayer at 17:30pm.

## 1. PREVIOUS MINUTES

**Motion:** Chairperson moved that the Minutes of the St Mark's Board meeting held on 21<sup>st</sup> November 2022 is accepted as a true and accurate record.

Carried

## ACTIONS CLOSED FROM THE LAST MEETING

No	Action	Person responsible	Status
1	Board members appointed since March 2021 to receive induction folder	Chair	Closed
2	Induction folder contents to be reviewed	Chair	Closed
5	NZSTA Link to be sent to new board members	Chairperson	Closed
10	Complete ERO school improvement framework	Chair and Principal	Closed
16	Principal to provide costings for PD in Singapore	Principal	Closed
17	BoT to review the amendments to the MoU and provide feedback before sending it to the BoP.	BoP representative	Closed
21	Policy committee to review whether we need External & private tutor policy	Policy committee	Closed
22	Chairperson to contact BoP to make them aware of the policy about the use of the school property outside of school hours, which they may wish to consider.	Chairperson	Closed

## 2. PUBLIC EXCLUDED SESSION

**Motion:** Between 19:08pm to 19:09pm the meeting moved into Public Excluded Session for the reasons of legal and professional privilege and to protect the privacy of the natural persons. At that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

Carried

## 3. GENERAL BUSINESS

**Motion:** Chairperson moved to approve expenditure of up to \$6,000 for conference related costs.

Carried

## 4. MAIL-IN

- Opawa Lawn Tennis Club
- Cyclical Maintenance 2023

confirmed minutes  
not draft  
mjh

- Parents Association
- NZSTA News

**Closing prayer:** The meeting was closed in prayer at 19:30 pm.

**Next meeting date:** Annual Strategy session Monday, 23 January 2023 at 16:30pm in person.

Confirmed .....

**CHAIRPERSON**

Date .....

### 1. ACTIONS

No	Action	Person responsible	Status
1	Policy sub-committee to circulate their charters for Board review	Policy sub-committee	Open
2	Finance sub-committee to circulate their charters for Board review	Finance sub-committee	Open
3	Finance sub-committee to email Lawyers for statement and recommend amount for legal retainer for Royal Commission	Finance sub-committee	Open
4	Investigate someone to facilitate strategic planning	Chairperson and Principal	Open
5	Create Board profiles for website	Deputy Chairperson	Open
6	Redirect finance reports to Board email address	Finance sub-committee	Open
7	Liaise with Board of Proprietor Chairperson on representative board term	Deputy Chairperson	Open
8	Check in with Parents Association on Playground funding and provide Board of Proprietor with documentation of expenditure to date	Finance sub-committee	Open
9	Property committee to meet with Board of Proprietor to discuss maintenance	Property sub-committee	Open
10	Review School Doc policies as specified in the minutes	Policy sub-committee	Open
11	Review financial impacts of risk management levy increase (takes effect 1 Jan 2023)	Finance sub-committee	Open
12	Create new Board members St Mark's email addresses	Chairperson	Open
13	Policy sub-committee to draft "sensitive expenditure" policy.	Policy sub-committee	Open
14	Finance sub-committee to provide list of financial policy gaps	Finance sub-committee	Open
15	Create wording for the school website about the opportunity to review policies at any time.	Policy sub-committee	Open

<b>16</b>	Principal to send Board workplan to Board	Principal	New
<b>17</b>	2023 Budget to be approved at February 2023 meeting	Finance sub-committee	New
<b>18</b>	Principal to send Board Teaching data out of sequence, before February 2023 meeting	Principal	New
<b>19</b>	Deputy Principal to talk to Teaching judgements in February 2023 meeting	Deputy Principal	New
<b>20</b>	Change December 2023 meeting to be on 11 December instead of 18 December	Deputy Chairperson	New
<b>21</b>	Update People sub-committee charter to include Health, Safety and Wellbeing	People sub-committee	New
<b>22</b>	Add Board differentiation information to website	Chairperson	New
<b>23</b>	Organise meet and greet evening with Parents Association and Board of Proprietors	Chairperson	New
<b>24</b>	Add Board fees and sensitive expenditure for Board to Budget	Finance sub-committee	New
<b>25</b>	Identify one policy per term to request feedback from parents	Policy sub-committee	New
<b>26</b>	Follow up with Tennis Invoice with Office Manager	Chairperson	New

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