



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

Monday 21st November 2022 at 18:30pm

School staff room

Present: Clare Pattison (Chair), Claire Bourne, Averil Worner (Principal), Adrian Rennie (Staff representative), Kavita Lallu, Rosa Bellolio Roth, Brad Flavall and Jake Walker.

Apologies: Paul Daly

Present: Holly Timms (Secretary)

Opening prayer: The Principal opened the meeting with the school prayer at 18:30pm. Thereafter, introductions and welcomes were given to the new board members.

1. PREVIOUS MINUTES

Motion: *Chairperson moved that the Minutes of the St Mark's Board meeting held on 29th September 2022 is accepted as a true and accurate record.*

Carried

2. ACTIONS CLOSED FROM THE LAST MEETING

- Collate information for ops grants (10YPP) **Closed**
- Investigate someone to facilitate strategic planning **Open**
- Clarify protocols around public attending BoT meetings **Closed** (if meeting is online, link needs to be made available for people to join)
- Communicate BoP, BoT, and PA responsibilities to school community **Closed**
- Create 4 BoT email address **Closed**
- Memorandum of understanding between BoT, BoP, and PA to be reviewed and updated **Closed**
- Finance committee to follow up invoice for Principal PLD **Closed**
- Communicate minutes to school community via school app in term 4 **Closed**
- Review new legislation to school planning and reporting (takes effect 1 Jan 2023) **Closed**
- Finance, Policy, and Property sub-committee members to be elected at next meeting **Closed**

3. PRINCIPAL'S REPORT

The principal's report was distributed prior to the meeting and taken as read by the Board.

- The Chairperson asked whether any broken bone injuries have been sustained on the senior playground. The principal advised that any serious injuries are highlighted with the Board.

4. CHAIRPERSONS REPORT

4.1 Strategic Planning

The Chairperson advised a date needs to be set for Strategic Planning. The board discussed that the strategic planning meeting should be face-to-face, and the preference is for it to take place over a couple of evenings in December 2022. The Chairperson is to send out a Doodle poll for dates to meet in December 2022

The chairperson and principal researched Strategic Planning mentors; Jillian Simpson has a background in Anglican schools and will be able to provide insight into Strategic planning for St Maeks from an Anglican viewpoint.

4.2 New elected members

The new elected members for the St Marks BoT are Jake Walker & Brad Flavall.

4.3 Memorandum of Understanding

The BoP representatives on the BoT have reviewed the Memorandum of Understanding and have amended the document to be proposed to the BoP. It was discussed that one amendment that has been made is for an annual meeting between the BoT & BoP to take place in August. There have been some changes to legislation, that have also been replaced in the MoU.

BoT to review the amendments to the MoU and provide feedback by 5th December 2022. Thereafter, MoU to be sent BoP for consideration.

4.4 Sub committees

The board discussed having a BoP representative to assist with the finance sub-committee. The chairperson to contact chair of BoP and outline skill gap in current BoT, which the BoP may wish to fill with a representative.

- Rosa & Claire appointed to people sub-committee
- Kavita appointed to finance sub-committee
- Jake, Clare P & Paul to be appointed to property sub-committee
- Brad & Rosa appointed to be appointed to policy sub-committee

Motion: *Chairperson moved to appoint Jake, Clare P & Paul to the property sub-committee and Brad & Rosa to policy sub-committee*

Carried

4.5 BoT meeting dates for 2023

The BoT agreed that the 3rd Monday of each month works for the board meetings. The Board agreed that meetings will not take place during the school holidays. Claire to send out draft meeting dates for 2023 for feedback by next board meeting

4.6 Christmas

The Board agreed to meet at 5:30 pm on Monday 19th December 2022, the BoT meeting will run for an hour to approve budget and Principal will present the end of year data and analysis of variance. BoT Christmas dinner to take place after.

Claire to make booking at the Tannery and send updated invite for Christmas dinner.

5. FINANCIAL REPORT

The financial report for November 2022 was distributed prior to the meeting and taken as read by the Board.

- The board secretary costs were not budgeted for 2022.
- Finance subcommittee to review budget from the principal for 2023;
- Water safety program to be re-implemented for 2023, Senior Management Team to discuss this and adjust the budget as required.
- Bank staffing is currently high

- Gift and spending policies/processes for the BoT members were discussed.
- Solutions and Services require the board to agree to engaging their accounting services.
- Cleaning contract was being reviewed and after consideration, it was decided the school will stay with the existing supplier, Jani King.

Motion: *Finance sub-committee moved that after a review of the cleaning contract, it has been decided to stay with Jani King.*

Carried

Motion: *From the chairperson, that the Board agrees to continue with Solutions & Services for School accounting services*

Carried

Motion: *The board approves the 2022 budgeted Statement of financial position and 2022 budgeted statement of cash flows, which are both derived from the Board's approved 2022 operating and capital budget*

Carried

6. POLICY REVIEW

- Health policies: Updated contact for Child Protection issues, by default this is the principal or the delegated person acting onsite.
- External & private tutors (optional policy). The board discussed that this may be a policy the school wishes to adopt.
- Uniform policy up is up for review in Term 1 2023.
- The principal advised that all parties can now comment on any policies at any time of the year. The principal asked how does the BoT want to communicate this to the community? The policy committee will be responsible for communicating to the school community and reviewing feedback for policies. It was discussed to list the opportunity to review policies at any time on the school website.
- 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.
- Board assurances were completed by the Chairperson.

7. PROPERTY

Property committee to work with BoP to formulate a financial strategy that looks at property.

Motion: *The board approves the 10 Year Property Plan & cyclical maintenance plan*

Carried

8. PUBLIC EXCLUDED SESSION

Motion: *At 21:06 pm pm 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

9. GENERAL BUSINESS

- Two emails received from the parents' association.
 - One email was to advise Sarena is stepping down from the uniform shop.
 - One email regarding donations and GST.
- It was proposed to purchase a replacement ride-on mower for the school

Motion: Chairperson moved to approve additional expenditure of \$3,900 for the purchase of replacement ride on mower.

Carried

- Paid union meeting time for 17th November 2022 was discussed.

Motion: Chairperson moved to approve the supervision to be provided to cover the paid union meeting time for 17th November 2022.

Carried

10. MAIL-IN

- Ride on Mower decision
- Paid Union Meeting decision
- Parents Association
- NZTA Executive Elections
- NZTA Principal Matters Newsletter

Closing prayer: The meeting was closed in prayer at 21:50 pm.

Next meeting date: Monday 19th December 2022 at 17:30pm in person.

Confirmed
CHAIRPERSON

Date

1. ACTIONS

Action	Person responsible	Status	
Board members appointed since March 2021 to receive induction folder	Chair	Open	
Induction folder contents to be reviewed	Chair	Open	
Policy and Finance sub-committees to circulate their charters for Board review	Policy and Finance sub-committee	Open	
Finance committee to recommend amount for legal retainer for Royal Commission	Finance sub-committee	Open	
NZSTA Link to be sent to new board members	Chairperson	Open	
Investigate someone to facilitate strategic planning	Chair and Principal	Open	
Liaise with board members to create Board profiles for website	People sub-committee	Open	
Redirect finance reports to BoT email address	Finance sub-committee	Open	
Liaise with BoT Chair on Board of Proprietor representative board term	People sub-committee	Open	

Complete ERO school improvement framework	Chair and Principal	Open	
Check in with PA on Playground funding	Finance sub-committee	Open	
Property committee to retable cyclical maintenance plan for next meeting	Chair (in the absence of an established Property Committee)	Closed	
Review School Doc policies as specified in the minutes	Policy sub-committee	Open	
Review financial impacts of risk management levy increase (takes effect 1 Jan 2023)	Finance sub-committee	Open	
Create Jake & Brad BoT email addresses	Chairperson	New	
Principal to provide costings for PD in Singapore	Principal	New	
BoT to review the amendments to the MoU and provide feedback before sending to the BoP.	BoP representative	New	
Policy committee to draft "sensitive expenditure" policy.	Policy Committee	New	
Finance committee to provide list of financial policy gaps	Finance committee	New	
Claire to create wording for the school website about the opportunity to review policies at any time.	Claire	New	
Policy committee to review whether we need External & private tutor policy	Policy committee	New	
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	New	