



SAINT MARK'S SCHOOL BOARD OF TRUSTEES (BoT) MINUTES
Thursday 29th September 2022 at 18:30pm
School staff room

Present: Clare Pattison (Chair), Claire Bourne, Adrian Rennie (Staff representative), Rosa Bellolio Roth, Paul Daly

Apologies: Averil Worner (Principal)

Present: Holly Timms (Secretary)

Opening prayer: The chairperson opened the meeting with the school prayer at 18:30pm.

1. PREVIOUS MINUTES

- Amendment of spelling of Principals first name.
- Addition of *Professional Development for the Harvard Education and Harvard Club Course* to section 7.
- Chair responsible for induction folder action.

Motion: *Minutes of the St Mark's Board meeting held on 22nd August 2022 is accepted as a true and accurate record.* **Moved:** Clare Pattison **Carried**

Motion: *Minutes of the in-committee meeting at St Mark's Board meeting held on 22nd August 2022 is accepted as a true and accurate record.* **Carried**

2. ACTIONS CLOSED FROM THE LAST MEETING

- Board members appointed since March 2021 to receive induction folder **Open**
- Induction folder contents to be reviewed **Open**
- Policy and Finance sub-committees to circulate their charters for Board review **Open**
- Review previous minutes for details around legal fees retainer; Finance committee to contact Principal to be provided with copy of in-committee minutes **Open – minute to be made next meeting**
- Minutes to be accessible on the website; Adrian to follow up with school office team **Closed**
- Collate information for ops grants (10YPP) **Open**
- Create a contact list for Board **Closed**
- Investigate someone to facilitate strategic planning **Open**
- Clarify protocols around public attending BoT meetings **Open** (if meeting is online, link needs to be made available for people to join)

3. PRINCIPAL'S REPORT

- The principal's report was distributed prior to the meeting and taken as read by the Board.
- An update was sought regarding the health curriculum. The staff representative advised this needs to be taken to the community for review. The Principal, Deputy Principal and Assistant Principal are meeting at the end of term to discuss the next steps.
- Legislative changes regarding planning and reporting for schools are to take effect in January 2023. Rosa took an action to review the legislation and what it means for the school.
- The staff representative discussed that the school is currently staffed well, and our approach to financing of the current staffing levels are currently being discussed with the Ministry of Education (MoE).

4. CHAIRPERSONS REPORT

4.1 Strategic Planning

The Chair met with Al Fone to discuss strategic planning for the BoT. He has retired so has sent some documents through to the board to review. The Chair and Principal have been researching facilitators and are currently looking for a facilitator that has a combination of Christian education, governance, and facilitation background. Al Fone suggested that on the strategic planning day, it is important to start with the special character of the school and work from there.

4.2 Parent Representative Election

Three applicants for two vacant parent representative BoT positions so the by election will go to a vote. New board members will be appointed on 2nd November 2022. Kavita Lallu is appointed as a parent representative board member as of today as there was no objection to her selection.

4.3 Board Training

The Chair sent out the link to the NZSTA website for BoT governance training at the end of October 2022.

4.4 ERO review

There is a new approach for the ERO review. The review has gone from a full week review to a three-year process starting with a half-day meeting so a final report will not be available for three years. A list was provided the day before the meeting to be collated. ERO has sent the 8-page self-assessment for the board to evaluate where the board sits on the school improvement framework. After discussion, the board agreed that the Chair and the Principal to take an action to complete the self-assessment.

4.5 Chair to Chair meeting between the PA and the BoT.

The Presiding Member met with the new Chair of the PA to outline the roles and responsibilities of the Board of Trustees as separate to the Board of Proprietors.

A discussion was had around the playground and finances. Finance committee to check in on Parents Association (PA)'s playground funding.

4.6 School Roll

A discussion was had about the potential increase in school roll and how the school could sustain this in the future. This may sit better with the joint Property Committee to discuss, as per the MoU with the BoP. There was some discussion regarding what the MoU between the BoT and BoP outlines. The MoU is due for review and some amendments have already been developed by the BoT but have not been accepted yet by the BoP. Action taken for Rosa, Paul, and Clare to review previous amendments to see if they are still appropriate then follow up on the MoU Review with the BoP.

4.7 PA Communications

The Chair has drafted a communication for the school community about the functions of the Board of Proprietors (BoP), PA and BoT. This needs to be circulated.

There was a discussion held about MASH (After school care). It was confirmed that the BoP holds the contract with MASH.

5. PRINCIPAL'S PROFESSIONAL DEVELOPMENT

Motion: *From the Board of Trustees to approve the expenditure of \$1,800.00 towards the Principal's Professional Development for the Harvard Education and Harvard Club Course.* **Carried**

6. FINANCIAL REPORT

- The financial report for September 2022 was distributed prior to the meeting and taken as read by the Board.
- Property committee to re-table the cyclical maintenance plan for the next meeting. The Chair will take this action in the absence of appointed members.

7. POLICY REVIEW

- The chairperson provided a summary of the review of the policies from School Docs.
- It was discussed that some of the policies are not a good fit for St Mark's School.
- The Special Character policy needs to be reviewed to better reflect St Mark's School.
- Policies will be uploaded to School Docs on Friday, with a note that they are under review.
- Policy committee to be appointed at the next meeting. Staff representative to communicate policy review to the community in Term 4.

Motion: *Agree that changes to the healthcare, behavior and state integrated non-Catholic school policies be reviewed by the policy sub-committee.* **Carried**

Motion: *Agree that the policy subcommittee to be appointed at November 2022 meeting.* **Carried**

8. PROPERTY

- A quote has been received from Caris for a long-term painting contract. This is to be delegated to the property committee once they have been appointed. The quote needs to be considered in the context of what the BoT Repairs and Maintenance income is and what work the Cyclical Maintenance Plan indicates is required.
- There is still an open action regarding the budgeted level of Repairs and Maintenance so this will need to be deferred.
- Paul took an action to review what the school has completed in the past for interior painting, as this will help with budgeting, in the absence of appointed joint Property Committee members.

Motion: *To agree to refer maintenance quote to the property committee.* **Carried**

Motion: *Agree that the property subcommittee to be appointed at November 2022 meeting.* **Carried**

9. PUBLIC EXCLUDED SESSION

Motion: *At 19:09 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

10. GENERAL BUSINESS

- The website is to be reviewed and the content needs to be updated. The People subcommittee will liaise with the school office team about updating the current BoT section of the website with Board Members info. The new strategic plan will be uploaded once this is completed.
- The Chair expressed a sincere thank you to Claire B for collating and distributing the board packs prior to each board meeting. She said that it makes a great difference to the efficiency of the board.

11. MAIL-IN

- Principal eligibility criteria from MoE.
- Cyclical maintenance questionnaire from MoE.
- Increase in risk management scheme levy from NZSTA.

12. MAIL OUT

- Response to cyclical maintenance questionnaire.

13. SUBCOMMITTEES

The finance, property and policy sub-committees are to be revisited after the Board Elections.

Closing prayer: The meeting was closed in prayer at 20:50pm.

Next meeting date: Monday 21st November 2022 at 18:30pm in person.

Confirmed

CHAIRPERSON

Date

14. 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
Review previous minutes for details around legal fees retainer; Finance committee to contact Principal to be provided with copy of in-committee minutes	Finance sub-committee	Open
Collate information for ops grants (10YPP)	Finance sub-committee	Open
Investigate someone to facilitate strategic planning	Chair and Principal	Open
Clarify protocols around public attending BoT meetings	Chair	Open
Communicate BoP, BoT, and PA responsibilities to school community	Chair	Open

Liaise with board members to create Board profiles for website	People sub-committee	New
Create BoT email address	Chair	New
Redirect finance reports to BoT email address	Finance sub-committee	New
Memorandum of understanding between BoT, BoP, and PA to be reviewed and updated	Clare, Rosa, and Paul	Open
Liaise with BoT Chair on Board of Proprietor representative board term	People sub-committee	New
Finance committee to follow up invoice for Principal PLD	Finance sub-committee	New
Complete ERO school improvement framework	Chair and Principal	New
Check in with PA on Playground funding	Finance sub-committee	New
Property committee to retable cyclical maintenance plan for next meeting	Chair (in the absence of an established Property Committee)	New
Finance, Policy, and Property sub-committee members to be elected at next meeting	Chair	New
Review School Doc policies as specified in the minutes	Policy sub-committee	New
Communicate minutes to school community via school app in term 4	Staff representative	Open
Review financial impacts of risk management levy increase (takes effect 1 Jan 2023)	Finance sub-committee	New
Review new legislation to school planning and reporting (takes effect 1 Jan 2023)	Rosa	New