

**St Joseph's School Board of Trustees - Minutes of meeting held on Wednesday 15 December 2021
in St Joseph's School Administrator Building**

Present: Roz Mexted (LSM), Julie Buijtendijk, Tracey Drought (Principal), Robbie Bird (staff rep), Andrew Hurley (Presiding Member), Mark Hughson, Ricson Torres, Andy Tippett, Sumen Sahani, Anita Jordan (recording minutes)

Meeting Opened – 6pm

Opening Prayer – Tracey Drought

Apologies – John Wyatt

Conflict of Interest – none declared.

Moved: Andrew H Seconded: Julie Carried

Minutes

Motion: That the minutes from the meeting on 24 November are accepted as true and correct

Moved: Anita Seconded: Julie Carried

Principals Report

Tracey brought the following to our attention from the report:

- 1) Policy review for Harassment and Māori Education Strategy – Board members to review and advise any changes

Motion: That the principals report is accepted.

Moved: Tracey Seconded: Andy T Carried

Finance Report

Finances to November 2021

- Income - 617K for year against budget of 552K
- Admin expenses – 113K YTD against budget of 176K.
- Property Maintenance – slightly over budget YTD
- Depreciation – on track
- Learning resources – over budget
- Overall, at 97% of expenditure
- Cash at end of Nov is 70K
- Working capital at 16K
- Finance committee is still working through the camp information reconciliation.
- Budget for gas – over budget – Tracey to look into.
- Relivers budget – this is what the ministry gives us. Karee will be spending 8 days per term relieving.
- Draft Budget for 2022
 - Leadership Professional Development – proposal received from Nadia Ballantine.
 - Review budget and discuss next meeting

Motion: To approve the invoices to pay of \$72,289.07.

Moved: Mark Seconded: Robbie Carried

Motion: That the finance report is accepted.

Moved: Mark Seconded: Sumen Carried

Motion: That Nadia Ballantine's proposal is accepted to complete 6 sessions during term 1 – 3.

Moved: Tracey Seconded: Julie Carried

Health and Safety

Playground inspection report has been received and conversations have been had regarding the old playground and the report.

Recommendation from the report is that we remove the red fence around the playground and edge it like the rest of the playground. The old green playground needs to come down. Board agrees to try and sell the parts. Andy Tippett to organise on behalf of the board.

Motion: That the verbal Health and Safety report is accepted.

Moved: Anita Seconded: Mark Carried

Correspondence

Out – Letter to PTF (from previous minutes)

In – ERO Report as circulated

General

Sick bay report as noted

Special Character Formation Plan – Teresa Edwards has put together a plan for us for next year.

Tracey circulated the draft strategic plan - feedback by 10 Dec to Tracey to circulate/discuss at the next board meeting.

6.50pm

Motion: That under section 48(1) of the Local Government Information and Meeting act 1987, to protect privacy of individual(s) and information that is subject to an obligation of confidence the public be excluded from the meeting from this point in the proceedings. General subjects to be discussed; minutes

Moved: Anita Seconded: Julie Carried

6.55pm Meeting moved back into open session.

Reviewed and updated the BOT action list.

Closing Prayer – Tracey

7pm Meeting Concluded

Committees

Finance: Mark, Tracey, Andrew

Health and safety: Anita, Tracey, Ricson, Sumen

Property: Robbie, Tracey, John, Andy

Communications: Roz, Julie

Future meeting dates:

BOT – 26 Jan, 23 Feb, 30 March, 25 May, 29 June, 17 August, 21 September, 9 November, 14 December

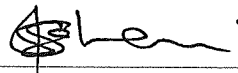
Health and Safety – Friday prior to board meeting

Finance – TBA (committee to work out meeting time)

Property – TBA (committee to work out meeting time)

Prayer – Ricson

Minutes Approved



Date

18.2.22.

Prayer Roster

January 22 – Anita