

**St Joseph's School Board of Trustees - Minutes of meeting held on Wednesday 26 of August 2020  
in the administration building, St Joseph's School, Victoria Street Hawera.**

**Present:** Karee Duncan (Acting Principal), John Wyatt, Robbie Bird (staff rep), Julie Buitendijk, Mark Hughson, Ricson Torres, Andrew Hurley, Andy Tippett, Sumen Sahani, Anna Hornby, Anita Jordan (recording minutes), Roz Mexted (LSM)

Meeting from 6.15 – 7pm with Black Cat Recruitment regarding Principal Recruitment Process.

**6.55 pm** Board Meeting commenced

Opening prayer: Julie Buitendijk – Build a Garden – suggested by Mike Vance.

Welcome to the new Trustees – Andrew Hurley, Sumen Sahani and Andy Tippett.

Election of Chairperson – 2 nominees received – Andrew Hurley and Andy Tippett.

Andrew Hurley - 7

Andrew Tippett - 4

Apologies: None

Conflicts of Interest: None declared

**Motion:** That the minutes of the 22 July 2020 meeting are accepted as a true and accurate record.

Moved: Julie    Seconded: Robbie    Carried

Acting Principals Report

- Additional Information from the Catholic Education Office – Gender complexity information – to be circulated
- EOTC – Year 8 Mission Group Leader Retreat/Camp. Funding applications are underway and discussions around end of year events. Rams at least 10 days prior to departure. All parents must be police vetted.
- EOTC – Year 7 and 8 Te Wear camp proposal. Usually every two years and there was one in 2019. Board felt it should be considered in Term 1 or 2 2021 and maybe linking with Young Leaders Day in Wellington. Note: Principal is able to approve day trips for classes.
- CCTV Policy – amend to include it is for student safety and that it's the prevention of burglaries. Karee to check that we have a contract with Graham Lynch and if not organise one. Check to ensure no one can delete the information. Have the ability to add more camera's potentially looking at the car parks – check with Parish around this. Edited to add direct to principal.
- H & S Level 2 – queried whether students on school buses need to wear masks. Ministry to confirm

**Motion:** That the EOTC proposal presented is approved to go ahead on 9-11 December 2020 providing funding is approved, parents are police vetted and RAMS are completed a minimum of 10 days prior to departure.

Moved: Karee    Seconded: Julie,    Carried

**Motion:** That the EOTC proposal presented for the camp to Te Wera for Term 4 for year 7 and 8 is declined. The board would welcome a proposal for Term 1 next year.

Moved: Karee    Seconded: John    Carried

**Motion:** That the principal's report is passed as true and correct

Moved: Karee    Seconded: Anna    Carried

#### **Finance**

- 3 of 4 operation grants – next one due start of Oct
- At 31 July:
  - 66% of income budgeted for
  - 59% of expenses budgeted for
  - Under used staff banking but have discussed with Education Services and paying relievers from this
  - 29K surplus versus budgeted 39K deficient.

**Motion:** That the finance report is accepted as true and correct.

Moved: Mark    Seconded: Anna    Carried

**Motion:** That Tawhiti School takes over the Kāhui Ako funds and they are to be transferred from St Josephs to Tawhiti School.

Moved: Karee    Seconded: Mark    Carried

**Motion:** Andrew Hurley (Chairperson), Mark Hughson (Treasurer), Anita Jordan (Minute Secretary) request TSB to add Anna Hornby and Andrew Hurley as signatories and remove Geraldine Sumner and Anita Jordan. Confirm signatories are: Anna Hornby, Mark Hughson, Karee Duncan, Andrew Hurley.

Moved: Anita    Seconded; Karee    Carried

**Motion:** To approve the accounts to pay of \$56,986.17.

Moved: Mark    Seconded: John    Carried

**Health and Safety** - Report taken as read.

- Incident on 27 July – Student tripped on concrete.
- Look into risk around students on grounds out of hours and climbing on roofs

**Motion:** That the Health and Safety report is accepted as true and accurate

Moved: Anita    Seconded: Anna    Carried

**Motion:** That the committees are amended to include Andrew Hurley for Finance, Sumen Sahani – Health and Safety and Andy Tippett to Property

Moved: Anita    Seconded; Mark    Carried

### **Correspondence**

Incoming:

- Election Results
- NZSTA Magazine

Outgoing

- Handbooks to new trustees
- Thank you – Julie to send a Thank you to Raewyn for running the election

New trustees will do a board bio and photo and send to Julie by next meeting.

Roz, LSM, provided trustees with a quarterly intervention update against objectives and will report back as required.

### **General Business**

15 Sept – 6pm – 7pm - New trustee training for new trustees and any existing trustee

VITAE Agreement – EAP Services has been finalised

Powhiri for new Principal – look to organise for Term 1.

Board Secretary – Advertise for a Board Secretary.

E-resolution – timeframes 24 hours for trustees to respond.

Closing- Prayer Julie.

### **9.10pm into committee**

**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; Passing of Minutes and personnel

Moved: Anna    Seconded Ricson    Carried

### **9.40pm**

**Resolved:** That the meeting back into 'open session'.

### Committee

*Finance:* Mark, Anna, Karee, Andrew

Health and safety: Anita, Karee, Ricson, Sumen  
Property: Robbie, Mark, John, Andy  
Communications: Roz, Julie

Future meeting dates:  
BOT - Wed 23 Sept, 28 Oct, 25 Nov, 23 Dec  
Health and Safety -TBA (committee to work out meeting time)  
Finance – TBA (committee to work out meeting time)  
Property – TBA (committee to work out meeting time)

Minutes Approved



Date



