

**MINUTES OF THE MEETING OF AQUINAS COLLEGE BOARD OF TRUSTEES
HELD ON 23rd FEBRUARY 2023 AT 5.30 PM IN THE BOARDROOM**

PRESENT: Rod Way, Matt Dalton, Kelly Jury, Katie Ryall, Clare Sokimi, Amy Rogers, Ruth Dunne, Quintan Moore, Karen Guise, Finely Jones

IN ATTENDANCE: Kurt Kennedy, Susan van Zyl, Sheryl Flexman, Carmen Kleinsmith

APOLOGIES: Therese Ford-Cartwright, James McNamee

Matt Dalton opened the meeting at 6.11pm with a Karakia

Quintan Moore was welcomed to the Board, elected by unanimous decision - ratify decision made by email.

Moved that: Approved and Ratified by Clare Sokimi/Rod Way

ELECTION OF OFFICERS

Presiding Member: Matt Dalton opened the floor for nominations.

Chair: Matt Dalton nominated Rod Way, no other nominations. Elected unopposed.

Deputy Chair: Call for nominations. Ruth Dunne was nominated by Clare, no other nominations, elected unopposed.

Secretary: Sheryl Flexman was nominated unopposed and accepted the position.

Finance & Property Committee: Agree in principle that the committee of Rod, Amy, James, Matt and Carmen is agreed, terms of reference distributed in the papers. Rod proposed we establish a complaints committee, Claire seconded it. All agreed.

Standing Committee confirmed, Quintan Moore nominated to join and accepted. Rod Way to chair.

Policy Review Committee: Amy stepped down. Committee of Clare, Katie, Ruth, Susan, Karen, Kurt and Kelly confirmed. Finley Jones to join the committee. Matt will partake as needed.

DECLARATION OF CONFLICTS OF INTEREST:

Basketball Tour: Amy declared her husband is the Coach and has two daughters in the team. She is active in the fundraising for this event.

MINUTES FROM PREVIOUS MEETING

Moved that: Minutes from the previous meeting held on 24th November 2022 as amended be accepted as a true and correct record. Amy Rogers/Karen Guise

From previous meeting action items

Production clashes with King's Birthday weekend, however it works with venue date and team not concerned with this.

24th November 2022 meeting action items:

Action Item	Who	Due Date	Completed By

2023 Annual Plan.

Taken as read.

- Annual goals created to work towards the three year strategic plan.
- Draft goals integrated with improvement strategies to achieve goals. Indicators to confirm achievement. Inclusion of staff through the process of discussion of goals.
- Achievement targets. This section recognises achievement deficits. Intentional targets and actions to accelerate learning to ensure success.
- Rod acknowledged the work involved to bring the Strategic Plan to life and to articulate the plan. Appointment of Tuwharetoa iis testament to this.
- Community Engagement: Covid restrictions over past years have meant that community engagement has been challenging. Goal 3.3 discussed as a staff with emphasis on connection with the community. Staff have been siloed also. Goal to bring staff, students and community together.
- Clare - this has been a far reaching strategic plan with lofty aspirations.
- 2024-2026 Strategic Plan must be developed this year. We will need to start getting indications of interest as to who wants to lead this process. Gather evidence early. Matt suggested a small delegation to go away and look at what our work flow might look like or time put aside in the March meeting to start this process. Rod will take the lead along with Matt, Kelly and Ruth. Committee formed.

PRINCIPAL'S REPORT

The report was taken as read with the following points highlighted:

- Celebrated Anna and Andrew who are attending the Equipping School in Canberra, building capability across our RE teachers to support our Intentional Discipleship Pathway.
- NCEA achievements noted as a highlight. Celebration of work by teachers, students and family.
- Teaching and learning: Numeracy and Literacy Support Program are actively being worked on. Susan, Karen and Katy are leading this program to ensure children are meeting standards. Working alongside feeder schools for collaborative structured programs.
- Initiate Recruitment has been engaged to recruit for Business Manager. Recruitment for position progressing with candidates to interview.
- Term dates highlighted. Selected date for accord day is April 24th. Jumbo day launched from MOE - insert staff only day for this. We are not extending end of year date.
- School was closed 14th February 2023 due to a Cyclone - Section 659 (cyclone) of education act invoked giving BOT authority to close the school under Emergency management protocol. Correspondence received from Ministry of Education, 21 February 20223 confirming approval of closure under Schedule 21, Section 4(a) with confirmation to reduce the number of half days by 2 Half Days for 2023.
- Board advised by Matt that our current role stands at 10 above our maximum allowance. Anticipate with natural attrition this should reduce. Matt to provide a report of year 8 to 9 withdrawals for March meeting.
- Exit interviews - Were these done? Matt suspects not. Sheryl to check Moira's files. To be completed.
- Bingo / Musical night - community/fundraising event. March 25th.
- Basketball trip: Option to be given to families of either billet or hotel as accommodation. This mitigates risk. Additional precautions to be taken include: Billet in pairs, phone call after arrival, safe word.
- Performance production: Board agreed to underwrite risk.

Moved that: Principal's Report be accepted. Matt Dalton/Rod Way confirmed, Clarie accepted.

FINANCE AND PROPERTY REPORT

There were no finance or properties reports to review.

Budget

Carmen Kleinsmith joined meeting via Google Meet at 6.17pm

- Carmen has relocated to Auckland. Working remotely and supporting online and in support of the budget. Currently contracted, part-time, until the end of March. We are currently looking to recruit into the Business Manager role.
- Typically the budget is presented to the finance committee - then put to board and ratified. We were not able to present a budget in November, it was approved in principle in December with a few items to look into. It was then sent out electronically to the board.
- In summary - over the last 5 years we have worked towards a break even budget. Started negative 300K, slowly working towards zero. Invariably every year, our actuals round up to 200k better than our estimate. FY22 - came in positive 10K (budgeted - \$190,000)

Points of note:

1. Government grants - majority is for pay equity, some for teachers aids and then administration staff.
2. We have increased local revenue by approx. 50K. Some to do with local sponsorship. Interest rates have bounced back which should help. School donations based on average and general trends, no significant changes.
3. International income change is significant now the program is up and running again - approx 75% capacity.
4. Expenses - large increase in International - hand in hand with uptake of program. Allowance for marketing trips to happen again.
5. Staff expenses - Support staff wages ie sports director, increased reliever budget, reinstatement of communications role.
6. Property - limited control over these expenses, approx 66K increase for lighting and electricity.
7. Key changes that are not offset by increased funding, power, ICT contract, cleaning contract extra funding, repairs and maintenance, allow for front entrance pot holes.

Questions were raised and answered about what priority assets are, length of power contract and to plan for solar potential.

Matt thanked Carmen for the work she has done on the budget. He emphasised the post pandemic - 2020 we had a net zero budget, then the pandemic hit and we are still recovering from the impacts. Rod thanked Carmen for her work expertise and support on behalf of the Board.

Moved that: Rod moved that the budget was ratified as presented. Clair seconded. All in favor.

POLICY REVIEW COMMITTEE

No policies were up for renewal

CORRESPONDENCE

Moved that: That the Inward and Outward Correspondence are accepted.

Matt Dalton/Amy Rogers

GENERAL BUSINESS

Mobile Phone Policy:

Goal 4.1 - mobile phone policy has been implemented . Finley raised that some students are not happy with the headphone policy. Both middle school and senior school. Matt commented. Seniors - if the teacher designates that the device can be used for a learning purpose it can be used. Discretion of the teacher if they believe it is useful to the learning of the children. Staff to meet Monday to discuss what is going well and what needs to be revisited. Matt to address in the newsletter with an update.

2023 Meeting Schedule:

The Board agreed to move ahead with the proposed 2023 meeting dates. Sheryl to send out calendar invitations. Dates confirmed.

Reporting schedule:

This has been updated and acknowledged as a draft. The Leadership Team proposed to present June and September Annual Plan progress reports, removing the March update. Goals not progressed to provide valuable updates in March. Amy questioned if we were remiss to pass up an opportunity to review. Matt suggested very little value in the first one due to lack of data. Board happy to trial reduced format with view to add back in following year if needed.

Faculty Review:

Karen requested guidance from the board on the contents of the faculty review report. Reviews to include Successes, Challenges, Opportunities, Relation to strategic plan. Well being reports. Integration across faculties. Matt and Karen to develop updated guide.

PFA to be established:

Purpose is inclusiveness and community - secondary is fundraising. Two community events per year raised with the purpose to bring together our community. Matt to draw up a MOU (Memorandum of understanding) to document how the PFA will interact with the Board. The purpose of any fundraising event would sit with Matt. Clare to assist Matt with polices to ensure guidelines are adhered too.

Calling for business for next meeting

- Strategic plan timeline
- Terms of reference for each committee

Formally close board meeting 8:03pm

The Board went into Public Excluded business at 8.10pm.

Action Item	Who	Due Date	Completed By
Check New Era Cyber Security Strategy and N4L's standard security statistics/system	KK	2023	
Year 8-9 Withdrawals report	MD	2023	

Distribution exit survey to families who have left.	SF	2023	
Update faculty report over to the Board	KG/MD	2023	