

**MINUTES OF THE MEETING OF AQUINAS COLLEGE BOARD OF TRUSTEES
HELD ON 26th MAY 2022 AT 5.36PM IN THE BOARDROOM**

PRESENT: Matt Dalton, Steve McGregor (via Zoom), Clare Sokimi, Colleen Lowe, Amy Rogers, Ruth Dunne, Rod Way, Karen Guise.

IN ATTENDANCE: Kurt Kennedy, Susan Van Zyl, Ange McManaway, Lorraine Schofield

APOLOGIES: Chris Phayer, Scott Kahle, Therese Ford-Cartwright, Khushman Khakh

Steve welcomed everyone and opened the meeting at 5.36pm with a karakia.

SCIENCE FACULTY REVIEW

Science Faculty LOL Ange McManaway presented. The report was taken as read. Key discussion points were:

- Science students have achieved extraordinary results over the past two years, boys as well as girls.
- Board commended the extra mile Faculty members go to support students (study group, science club...) The support and encouragement helps turn learners into keen scientists. Acknowledged efforts to marry Faculty planning with Aquinas' strategic goals and Graduate Profile.
- Collaborative Teaching: Faculty is keen to increase connection with the PE Department because of synchronicities there. Already doing science classes with RE. Looking for more opportunities to connect with other parts of the school.
- Year 9/10 Integrated Programme: The Faculty would prefer a science specialist in that teaching role. Would also like specialists involved at Y7 & 8 level to help inspire a young interest in science. Aquinas' intermediate level philosophy is the homeroom model (up for review this year.) Noted that having science specialists teach Y7 & 8 necessitates a major staffing upheaval.
- Aquinas is exceeding at science and more students are choosing the subject. But to position itself as a leading science school another laboratory and staffing unit would be required.

DECLARATION OF CONFLICTS OF INTEREST

No conflict of interest was declared with the meeting's agenda.

MINUTES FROM PREVIOUS MEETING

Moved that: Minutes from the previous meeting held on 31st March 2022 as amended be accepted as a true and correct record.

Amendments:

Amend Apologies list to include Steve McGregor.

March 31st 2022 meeting action items:

| Action Item | Who | Due Date | Completed By |
|---|-----|----------|------------------------------------|
| Analyse Use of Room 31* | MD | | 26 May |
| Obtain Graeme Roil permission to share Admin block redesign | MD | | 26 May. To be shared In-Committee. |

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|---|-----------|--|---------------------------------|
| <i>Staff Exit Process - now automatically attached to acceptance of resignation letters</i> | <i>MD</i> | | <i>26 May</i> |
| <i>Board Vaccination Policy</i> | <i>MD</i> | | <i>To be discussed tonight.</i> |

***Use of Room 31**

Matt raised concerns over decommissioning the computer room as it is often used for Y7 & 8 testing. It is one of two bookable rooms, and the other isn't large enough to accommodate a whole class. Kurt to discuss with LOL and ASOLS next week.

PRINCIPAL'S REPORT

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

- *Catholic Character: Susan and Leon invited to represent NZ at CSYMA event in Canberra. Susan will brief Oceania group on AC's Intentional Discipleship Pathway. A lot of conversation across NZ about the Pathway and what Aquinas is doing. Christchurch team to visit next month to learn more about the programme (Christchurch Diocese Youth Team, Principals and secondary DRS.) Members commended Susan for spearheading the initiative.*
- *Whānau community engagement: Matariki Celebration planned for 21st June, same day as Battle of Te Ranga commemorations. Hangi for whānau and celebration for Cultural Honours Colours awards.*
- *Candidate Shortfall: Matt flagged concerns over unprecedented shortage of applicants. None or very few applications received for PE & Y7/8 positions, forcing him to re-advertise. Local principals experiencing same problem. Unlikely to have replacement for Hannah McCall by start of T3 but backup option available.*
- *Annual Diocesan Attestation Form: Emailed to Clare and Steve for consideration. For the first time in years, the number of tagged Aquinas teachers now exceeds threshold (20 tagged teachers, up from previous 12-14 average.)*
- *Pasifika whānau hui: Went well with LOLs from all faculties attending, reinforcing staff commitment to Pasifika students. Only four families attended and 12 staff, but it was a valuable discussion. A start, but huge strides remain to ensure cultural responsiveness for Pasifika whānau. A positive outcome is the planned engagement with the Pasifika Community Trust.*
- *Sport Census: Results showed strong Aquinas student involvement and improved teacher participation.*

Staffing Appointments Ratified:

Clare Sokimi/Ruth Dunne

- *Leon Roberson appointed to the position of Assistant Principal of Special Character and the Middle School.*
- *Anna Francis as Acting Leader of Learning Religious Education until the end of the year.*
- *Andy Howells appointed as Learning Support Coordinator.*
- *Tim Rout appointed to the Kāhui Ako Within School Teacher - Evaluating Impact position for 2022.*
- *Amy Lewer as Visual Arts Teacher.*
- *Aisha Bellamy as Arts Coordinator.*
- *Trish O'Regan appointed as part-time, fixed-term RE teaching position.*
- *Gillian Oosthuizen as Assistant Leader of Learning for the Arts Faculty.*

- *Fiona Duncan as a teacher aide.*
- *Akash Dutta as the Out of Hours Music Teacher.*
- *Caitlin Tarr appointed as Acting Director of Sport.*

Moved that: *The Principal's Report be accepted.*

Matt Dalton/Clare Sokimi

FINANCE AND PROPERTY REPORT

Report taken as read.

Moved that: *The Finance & Property Report be accepted.*

Steve McGregor/Matt Dalton

POLICY REVIEW

Policy 5.16 Attendance:

Proposed update contains minor amendments.

Moved that: *Updated Policy 5.16 Attendance is ratified.*

Clare Sokimi/Ruth Dunne

CORRESPONDENCE

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

Steve McGregor/Clare Sokimi

GENERAL BUSINESS

2021 Family/Student Exit Survey Feedback: *(Steve McGregor presented)*

- *Just 11 responses received (estimated 25 percent return rate.) No key messages, most respondents complimentary of school. Survey is a worthy practice as it gives families a chance to be heard.*
- *Interest in reinstating Y13 Leavers Survey as another opportunity for student feedback. Matt keen to resurrect but exact timing of survey needs careful consideration to ensure students are still focused on Aquinas (instead of their post-school plans.)*
- *Rod to continue conducting the survey each year.*

Uniform Review: *(Amy Rogers presented)*

- *Membership Recap: Amy (Chair), Matt, Ruth, Rod, Karen. Two Senior students (who will be tasked with canvassing Middle School for its opinion.) India Mahy keen to be involved.*
- *Amy and Matt have met to kickstart the committee. Plan to have a committee meeting in coming weeks to establish a game plan.*
- *Human Rights Commission today issued a new uniform guideline, which Members were encouraged to read.*

Annual Diocese Attestation Form:

- Matt has sent to Steve and Clare (will share with others if interested.) John Coulam satisfied with the communication.
- School Roll: Currently below maximum number (now 742.) Matt noted he is not in a rush to fill available places and prefers to keep a few spots open for Catholic families that may move into the area.

Kāhui Ako MOU:

- All schools are being asked to sign MOU. Members happy for Matt and Steve to sign on Board's behalf. Steve to attend June 14 Governance Kāhui Ako meeting for Board. Clare as backup.

COVID-19 Risk Assessment: (Principal presented)

- Drastic reduction in COVID cases is fantastic news. Back to normal, with 95/98 percent attendance.
- Winter Virus: Senior School attendance dipped markedly this week due to a winter virus. (About 50 students away each day, only two with COVID.) Will act accordingly if numbers increase.
- Home-based Learning Last Term: Karen Guise relayed staff's overwhelming gratitude for the decision. The reprieve came at exactly the right time. Term 1 and its constant disruptions were worse than either lockdown. Students also appreciated the two-days at home to catch up on work.
- Unvaccinated Workers: Reopened discussion on issue following Worksafe directive for staff feedback. 38 staff responded with just over a third raising concerns (mainly around compromised immunity of themselves or a family member.) Majority of respondents had no concerns. Health & Safety Committee recommends offering positions to the best person for the job, and that unvaccinated status should not be an impediment to being employed.

Decision: Adopt recommendation of Health & Safety Committee and ratify Board wording from 31st March meeting. Then update relevant Health & Safety Policy to reflect decision.

Moved that: As of the April 4 removal of vaccination mandate, the Board has determined that future recruitment to the college does not require applicants to be vaccinated (in line with government decision.) However, a declaration of vaccination status will be required as part of the application process

Steve McGregor/Matt Dalton

Google Workspace PLD:

- Matt briefed members on the Board's new Google Drive folders.

Finance & Property - Homestay Coordinator Position:

- Matt prefaced plans for the Finance & Property Committee to discuss re-establishing the Homestay Coordinator Position. Donna Jarden has proposed hiring a coordinator now that international students are returning to Aquinas. From Term 3, eight IS students will be in homestay.

- *The Board gave the Finance & Property Committee delegation to make a decision on re-establishing the Homestay position as recruitment is needed ASAP.*

CALL FOR BUSINESS FOR NEXT MEETING

- *Update on New Idea: To be discussed at Finance & Property Committee level, then brought to the Board.*

Moved that: *General Business be accepted*

Steve McGregor/Matt Dalton

The Board went into Public Excluded business at 7.58pm.

| Action Item | Who | Due Date | Completed By |
|--|------------|-----------------|---------------------|
| <i>Represent Board at June 14 Kāhui Ako Governance Meeting</i> | <i>SM</i> | | |
| <i>Update on New Idea</i> | <i>FeP</i> | | |