

**MINUTES OF THE MEETING OF AQUINAS COLLEGE BOARD OF TRUSTEES
HELD ON 29th SEPTEMBER 2022 AT 5.46 PM IN THE BOARDROOM**

PRESENT: Matt Dalton, Clare Sokimi, Amy Rogers, Ruth Dunne, Rod Way, Karen Guise, Kelly Jury, James McNamee (via Zoom)

IN ATTENDANCE: Susan van Zyl, Lorraine Schofield

Matt opened the meeting at 5.46pm with a karakia.

APOLOGIES: Katie Ryall, Therese Ford-Cartwright, Finley Jones

PROPOSED VIETNAM TRIP:

Matt spoke to the proposal from Assistant LOL Social Science Andrea Thwaites for a combined Year 12/13 History trip to Vietnam during the Term 2 holidays in April 2024. The suggested 15-day trip would cost just over \$5,000 per student. Andrea has organised a similar trip at her previous school. Taken as read.

Matt offered his support for the proposal in principle, adding it would be good to give students such opportunities after Covid derailed so many activities. The trip ties into the Y12/13 History programme but students would not be disadvantaged academically if they do not attend the trip.

The advance notice provides plenty of opportunities for fundraising, although planning is needed to ensure it doesn't impede other Aquinas fundraising ventures (basketball etc.) Will also need to target bigger sponsorship. Noted that hotel accommodation should be used, not homestays. The Board supports the proposal in principle. Final approval of RAMS to be completed before the end of 2023.

DECLARATION OF CONFLICTS OF INTEREST - none

MINUTES FROM PREVIOUS MEETING

Moved that: Minutes from the previous meeting held on 25th August 2022 be accepted as a true and correct record.
Rod Way/Amy Rogers

25th August 2022 meeting action items:

Action Item	Who	Due Date	Completed By
Obtain election statistics from CES	MR		

Vacant Board Seat: STAR guidance confirms the Board can select a community member to fill the vacant seat. The Board will need to write and inform the community of the proposed member and can appoint him/her if less than 10 per cent of whānau object.

PRINCIPAL'S REPORT

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

- *Aroha and Diversity in Catholic Schools: Document produced by NZ Bishops and shared with all Catholic schools. (SLT is studying the document before sharing with staff.) Provides Aquinas with clear guidelines to operate in, which is what the school has been requesting. Calling it a 'massive gamechanger,' Matt said the inclusive document gives Aquinas the ability to publicly move ahead with certain plans knowing it has the Bishops' support. It also provides a good document to discuss at the proposed meeting with parish priests. It will be shared with the community, highlighting how positive it is.*
- *Literacy and Numeracy Co-Requisite Pilot: Aquinas results are thought to be much higher than regional and national rates but no official data available yet. A good progress marker for the school (aligns with e-assTTle marks and identifies students requiring intensive help.) Looking at working with St Mary's Primary to align Year 7 Literacy teaching.*
- *Three-way Learning Conversations: Attendance lower than hoped, particularly for Year 12 and 13 parents. A consistent trend. Discussed option of offering both online or in-person meetings.*
- *Enrolment Numbers: Exceedingly high number of Year 7 applications. Have accepted 122 Year 7s for 2023 but expect two or three to withdraw based on historical data. Have enough applicants for a fifth Year 7 class and then a waiting list if only the roll permitted this. Demand means baptised Catholic children and applicants with preference status have missed out on a place. One family has suggested it may challenge their waiting list position. If so, it may come to the Board.*

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

Matt Dalton/Clare Sokimi

STRATEGIC PLAN

Rod offered to meet with new Board members if they would like an introductory briefing on the Strategic Plan.

ANNUAL PLAN

Tabled as read.

Achievement:

NCEA Level 1 still somewhat concerning but the real shift will be endorsement levels which look set to decline considerably. STAMSA results are looking positive. Noted that there is a consistent group of students who are vulnerable results-wise. A group of vulnerable Year 7 & 8 students are progressing but not accelerating as expected. Rod commended the SLT for its work.

NCEA Tutorials:

Tutorials will be available for interested students during study leave. A schedule is being developed. Blocks of topic tutorials for different standards will be held, with students deciding which ones to attend. Matt commended teachers' continued support of students right through until the end of exams. Families need to encourage their children to attend tutorials.

FINANCE AND PROPERTY REPORT

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

- *Two-tier Sponsorship Plan: Matt put forward a sponsorship proposal to try to bring in more revenue to the school. School costs increasing (Education Perfect subscription jumped by more than 100 percent as has electricity contract renewal.) Need additional revenue streams. The proposal streamlines the current process and enables funds to go into the whole school (although some can be designated.)*
- *Noted that the Aquinas electricity contract is up for renewal and looks set to increase by about 120 percent (represents an annual hike of \$120,000 to \$150,000). Cost impact of planned heating and cooling system will be on top of this.*
- *School donations are tracking below budget. A message will go in the next newsletter stressing the importance of donation funding. Synthesise the message and put on FB in bullet points.*
- *Financial modeling for SLT (in General Business)*
- *Agreement that Aquinas needs to explore the option of solar power.*

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

Rod Way/Matt Dalton

POLICY REVIEW COMMITTEE

Minutes taken as read. Nothing to ratify. Complaints review still underway, all comments welcome.

CORRESPONDENCE

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

Three additions:

- 1: Inwards: Rebecca Holmes letter*
- 2. Outwards: Letter to Rebecca Holmes*
- 3. Outwards letter to Laura Grace*

Matt Dalton/Rod Way

GENERAL BUSINESS

Board Vacancy:

Moved that: The Board will communicate to the community its intention to fill the casual vacancy by selection.

Rangatira Mātauranga Māori Proposal:

- Updated proposal previously discussed with Amy and Rod as part of Finance & Property meeting. Board has historically agreed to an addition of two extra staff above GMFS.
- International Student budget forecast now predicts \$15,000 profit or higher. Estimate \$50,000 profit next year but likely higher following recent Korea recruitment trip. At its peak, Aquinas had international student profits of \$200,000 to \$250,000 a year before Covid.
- In-depth discussion that the position gives the school a large leadership team for its size (increases to five), running the risk of being top-heavy. Aquinas is funded for three SLT. NB: The position of DRS is not funded by the MOE but is expected to be a senior leadership position. The proposed position has a much higher teaching component of three classes.
- Assumption that if the roll increases to 1,0000, funding would then be available for a fourth leadership position. Board members thoroughly discussed all financial risks/impacts of an increased leadership team and of agreeing to the proposed funding method.
- Echoing many member views, Karen said Aquinas needs this investment. These outlined three key reasons to approve the position:
 1. It signals to iwi the prioritisation of Matauranga Māori and is a way of activating our commitment to Te Tiriti.
 2. It will considerably strengthen the potential to achieve the goals of the strategic Plan.
 3. It puts Aquinas in a strong position to stay in line with (and possibly ahead of) system change, particularly the prioritisation of the Treaty as evidenced in the curriculum refresh and other major policy developments in education and across other sectors.
- After weighing the financial implications, planned roll growth, and resurging international funds, the Board opted to invest in the new position.

Motion that: The Board accepts there is additional funding to support up to 2.6 FTTE above the GMFS on an annual basis to accommodate the new kaupapa Māori leadership position. This is an increase of 0.6 over and above the current approved 2 FFTE.

Moved: Matt Dalton/Karen Guise

PLD for Middle and Senior Leaders:

Document distributed by Clare and Amy. Floated idea of assessing the soft skills of staff leaders and, if needed, offer additional leadership training. Could be assessed through a self-evaluation questionnaire or other methods SLT deems suitable. Suggested this could be particularly useful for interested Middle School leaders. Matt suggested bringing in Paul Matthews or Robert Mangan to conduct the PD should the Board wish to pursue this in addition to the College's PLD plan. Not only is it an investment in staff but it also supports their wellbeing by giving them the tools to lead and conduct difficult conversations.

The Board supports management offering leadership-focused PDL. This could possibly be done with the Kahui Ako to help reduce costs.

CALL FOR BUSINESS FOR NEXT MEETING

- Christmas Dinner: Invite both the outgoing and new Board. Seeking suggestions on location.
- Interest in Establishing a PTA: Rod is keen to see if there is enough momentum to start the group. Rod and Matt to review PTA constitution before the item is discussed at the next meeting. Ruth to share Suzanne Aubert School's new PTA constitution.

Moved that: General Business be accepted

Rod Way/Matt Dalton

The Board went into Public Excluded business at 8.17pm.

Action Item	Who	Due Date	Completed By
Review PTA constitution before next meeting	RW, MD	Nov. 24	
Ruth to share Suzanne Aubert's constitution	RD	Nov. 24	