

**MINUTES OF THE MEETING OF AQUINAS COLLEGE BOARD OF TRUSTEES
HELD ON 30th MARCH 2023 AT 5.30 PM IN THE BOARDROOM**

PRESENT: Rod Way, Matt Dalton, Kelly Jury, Katie Ryall, Amy Rogers, Ruth Dunne, Quintan Moore, Karen Guise, Clare Sokimi, James McNamee (joined 7.06pm)

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

APOLOGIES: Finely Jones, Therese Ford-Cartwright,

Matt Dalton opened the meeting at 5:38 pm with a Karakia

DECLARATION OF CONFLICTS OF INTEREST: Nothing to declare.

MINUTES FROM PREVIOUS MEETING

Moved that: Minutes from the previous meeting held on 23rd February as amended be accepted as a true and correct record. Rod Way / Matt Dalton

LANGUAGE FACULTY REVIEW

Report taken as read.

Karen Guise presented the Language Faculty report with highlighted areas being:

- Work within Mātauranga Māori space: actively learning Te reo and inclusive in the learning groups. Focus and investment placed on text and looking through a different lens.
- Year 7 – 10 work structure changed three years ago. Worked with Year 7-8 colleagues to ensure engagement across the levels. Framework for reading and writing progression.
- Graduate profile: Faculty has changed the way unit planning is addressed to incorporate progression.
- Pilot for NCEA change package: Piloting level 1 English and Te Reo Maori. The intention is that the investment and time are in the teaching and learning programs.
- NCEA Literacy and Numeracy: Concerns around what that looks like going forward, accessibility for resourcing etc. Piloting again this year.
- Results show the challenges of the past years. Students are more strategic with their choices.
- Chat GPT will have challenges and regulations are being put in place to combat this.

2022 ACADEMIC REPORTS

Middle School and Senior School academic reports were tabled for the Board. Achievement across the College was excellent in 2022. The Board acknowledged the College's focus on equity and excellence was visible through the achievement reports. Susan van Zyl (middle school) and Kurt Kennedy (senior school) presented the reports. Discussion was held in these areas.

Middle School

- Data collation is cleaner with better cohesion across the years. This enabled the identification of students who were not tracking as expected.
- Ability to reflect on learning programmes based on date, disparities, and how to adapt programmes.
- A lot more students are coming through with cognitive assessments already in place.

Senior School

- Acknowledgement of the extra effort staff put into the senior school to compensate for all the disruptions of covid and the amount of time out of class. The effect on mental well-being was identified.
- NZQA results were exceptional with our seniors being well ahead of national and decile equivalent standards.
- Support given to students to enable them to do the work to reach the standards they desired. Hard work done by both students and faculty.

The Board acknowledged these two excellent reports.

PRINCIPAL'S REPORT

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

- Onboarded from ERO to happen in Term 2, will align with our strategic plan timeline.
- Kahui ako strategic plan – please read and keep connected.

Moved that: Principal's Report be accepted. Rod Way/Clare Sokimi

FINANCE AND PROPERTY REPORT

Report taken as read with the following points highlighted:

- PPTA letter discussed – Call back day costs incurred identified. These costs will be budgeted for going forward.
- Homestay manager proposal tabled. Investment into the programme to grow and move forward. Board was asked to approve the establishment of a Homestay Manager role for approximately 15 hours per week. Matt to distribute the expected costs.
 - Rod moved the motion, Quintan seconded. All in favour. Motion confirmed.
- Update on building progress. The air quality project is progressing well. The humanities block completed this week. Mathematics and RE block will be completed next.
- Admin block Phase 1 to start over Easter break.

Moved that: FeP Report be accepted. Rod Way/Matt Dalton

Matt put forward a motion that we apply for funding to the Grassroots Foundation for sports equipment.

- Rod moved the motion, Quintan seconded. All in favour. Motion confirmed.

POLICY REVIEW COMMITTEE

Report taken as read with the following points highlighted:

Policy 2.2 Principal Performance Review and Procedures

Moved that: Updated Policy 2.2: Principal Performance Review & Procedures is ratified as amended. Rod Way/Clare Sokimi

Policy 3.1 Concerns and Complaints (cont'd 2022)

Protected disclosures policy is now captured under Policy 3.1. Proposed that Policy 3.6 be retired.

Moved that: Policy 3.6 be removed. Rod Way/Amy Rogers.

Process to advise the community of complaints – Claire and Matt to draft up Correspondence.

Moved that: Updated Policy 3.1: Concerns & Complaints is ratified as amended. Clare Sokimi/Amy Rogers

Principal Appraisal Policy must be reviewed in light of changes to the new Principals' Collective Agreement. Awaiting guidance.

CORRESPONDENCE

- Rod moved the motion, Matt seconded. All in favour. Motion confirmed.

GENERAL BUSINESS

BOT forms

- Code of Conduct and Confidentiality Agreements handed out to be signed and returned for the 2023 year. Documents emailed to those not present.
- Clare asked the question if Confidentiality Agreements should be part of all staff employment packs.

Strategic plan timeline

- Timeline presented to work towards having the strategic plan ready early to alleviate time pressures.
- Planning and reporting changes are already part of our current strategic plan document. Example models being put forward are very similar to our reporting of our current strategic and annual planning documents. Small changes to the way we report to be looked into and implemented. Details of changes are outlined in the Principals Report. Please read the Toolkit for Principals, Boards and School Staff document before the May meeting. Link in Principals report.
An engagement phase committee created to shape questions. (Committee: Rod, Matt, (Kurt) Kelly, Ruth, Finley) to enable the document to be ratified in May. Steering committee in May to be elected to link to NELPS, Treaty and Education Act 2020.
Committee: Rod, Matt, (Kurt) Kelly, Ruth, Finley

Faculty Board Report Template

- Template created for LoL for presenting to Board. Rod suggested adding in the question of is there anything the Board can support you in?

Calling for business for next meeting

- Quintan asked around Health, Safety and wellbeing – does the Board get to see any reporting on this? Matt replied that a well-being staff survey was done and reported back to the Board. We are in the phase to go back to review this again. A two year health and wellbeing Warrant of Fitness also offered to staff, which is funded by the Board.
- Health and Safety committee meet regularly, overseen by Kurt, and report to Property and Finance. Staff well being themes would be reported to Board as needed.
- New temporary boardroom will be moved to the staff workroom during upcoming renovations.

Meeting Action Items

Action Item	Who	Due Date	Completed By
Action items to be brought into the Agenda	SF		
New Era – Brendan coming back to Kurt with a cost for security assessment. We are currently exceeding best practice. Low risk agreed.	KK		
Exit survey to families – Rod to locate exit surveys sent out through Advantage	RW		
Confirm cost of Homestay Manager role for 15 hours per week.	MD		
Confirm if Confidentiality Agreements should be part of all staff employment packs.	MD		

Formally close board meeting 8:21pm

The Board went into Public Excluded business at 8.30pm