

**MINUTES OF THE MEETING OF AQUINAS COLLEGE BOARD OF TRUSTEES
HELD ON 25th AUGUST 2022 AT 5.42 PM IN THE BOARDROOM**

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

IN ATTENDANCE: Kurt Kennedy, Susan Van Zyl, Richard Watson (left at 6.00 pm), Lorraine Schofield

Matt opened the meeting at 5.42pm with a welcome followed by a karakia.

APOLOGIES: Therese Ford-Cartwright

ELECTION OF OFFICERS:

Matt led discussion on the election of a new chair, deputy chair and Board secretary. Opened the floor for nominations:

Chair: Rod Way. (Nominated by Amy Rogers/Clare Sokimi). No other nominations. Rod accepted and was confirmed as the new Chair.

Rod took over the meeting, welcoming Richard Watson, Health & PE Faculty LOL, before continuing with the election of Board officers.

Deputy Chair: Clare Sokimi (Nominated by Matt Dalton/Amy Rogers). No other nominations. Clare accepted and was confirmed as the Deputy Chair.

Board Secretary: Moira Ramsbottom was confirmed as Board Secretary.

HEALTH & PE FACULTY REVIEW

Health & PE Faculty LOL Richard Watson presented. The report was taken as read. Key discussion points were:

- Richard underscored how difficult teaching has been this year given the pandemic's restrictions on sport and the continued disruption from illness. The Faculty is now in a catch-up mode, assessing where students are at and what they need. Lucky to have a fantastic, committed staff.
- Pleased that senior class numbers are growing (Outdoor Ed, Sports Science.) The Faculty's scholarship success is also a highlight. Trustees commended Richard's intense work to achieve this, and for his forward-focused leadership.
- Next Steps: Working to pass on the knowledge of long-term staff like Richard and Marty Lee to Angus Donaldson, and hand over the mantle of responsibility. Initiating cross-curricula connections and alignment.
- Female Enrolment: Classes were predominantly male, so it's good to see girls now choosing Outdoor Ed and Sports Science. Pleased with the programmes on offer.

DECLARATION OF CONFLICTS OF INTEREST

Amy Rogers declared a conflict of interest over the basketball tour agenda item, noting her husband is the coach and their two daughters are in the team. Helped edit proposal to Board.

FIRST POST-ELECTION BOARD MEETING ADMINISTRATION

Committee Selection:

Policy Committee:

At Rod's request, Clare agreed to continue as chair. Other members: Matt Dalton, Ruth Dunne, Karen Guise as the staff representative, and the Student Trustee (to be elected). Katie Ryall expressed an interest in attending a meeting.

Property & Finance Committee:

Rod Way and Matt Dalton to continue, joined by James McNamee and Amy Rogers.

Principal Appraisal Committee:

Ruth Dunne and Rod Way

Discipline Committee:

As needed. No set membership.

Temporary Uniform Committee:

Amy Rogers, Matt Dalton, Ruth Dunne, Karen Guise, Rod Way, and Student Trustee.

Code of Conduct & Meeting with Chair:

Newly elected members were asked to complete the Code of Conduct and register as a Board of Trustee with NZSTA. Rod keen to meet each new member individually for an introductory chat.

Vacant Parent Representative Seat:

The Board has eight weeks to decide whether to fill the vacancy via a byelection or by selection. Questions raised whether selection option would exceed selected versus elected member ratio. A decision to be made at the next meeting once Matt has obtained clarification from STAR.

Review of Online Election Process:

It is the first time an Aquinas BOT seat has not been filled at election. Concern that missing emails could have been a contributing factor (some parents did not receive voting information from CES). Given this, the Board would like to review the online election process. Moira to seek data from CES regarding the opening rate of Aquinas emails.

MINUTES FROM PREVIOUS MEETING

Moved that: Minutes from the previous meeting held on 30th June 2022 be accepted as a true and correct record.

Karen Guise/Amy Rogers

June 30th 2022 meeting action items:

Action Item	Who	Due Date	Completed By
<i>Matt to seek a meeting with Proprietor Representatives, Susan, Leon, and parish priests early next term.</i>			<i>Roll over as Fr Philip on sabbatical. Working on dates.</i>

The chair then invited new members Katie Ryall, Kelly Jury and James McNamee to briefly introduce themselves.

PRINCIPAL'S REPORT

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

- *Catholic Review Report: A really positive affirmation of Aquinas' journey since 2018. A real celebration of the catholic character at Aquinas.*
- *Senior School Achievement Data Update: Considerable improvements since last meeting. Still concerned about endorsements, which are below normal levels. Students are stressed and staff are working incredibly hard to catch them up. NZQA's just-announced learning support credits will help but not as much as the last two years. Matt has flagged this with the parent community.*
- *Removal of Masks: If another surge occurs, SLT will be prepared to reintroduce mask mandate.*
- *Haka/Waiata Competition Recap: A wonderful celebration of culture and faith, and possibly the first whole school haka.*

Staffing Appointments Ratified:

Rod Way/Ruth Dunne

- **Aisha Bellamy** has been appointed to the part-time, permanent Homestay Coordinator position.
- **Bruce Buckton** has been appointed to the fixed-term, part-time (0.2FTTE) position of ASA teacher until the end of Term 3.
- **Brady Jones** has been appointed to the part-time, fixed-term Sports Coordinator position.
- **Karin Small** has agreed to extend her fixed-term position in the Library to the end of Term 3.

Staffing Resignations:

- **Kevin Spurr** resigned as Property Assistant at the end of Term 2 and has since left Aquinas. Gary McIntosh has been covering in a relieving capacity. Plan to appoint a replacement tomorrow.

Enrolment Update:

A total of 219 enrolment applications for 2023 have been received, including 24 more Y7 submissions than last year. Pleasing result following three years of contracted numbers from Aquinas' Catholic feeder schools. Y9 applications are down slightly.

New Student Representative:

Trustees commended Khushman for the strong student voice she has brought to the Board during her tenure as student representative. A new student trustee will take office at the next meeting.

Moved that: The Principal's Report be accepted.

Matt Dalton/Clare Sokimi

FINANCE AND PROPERTY REPORT

The report was taken as read with the following points highlighted: Matt spoke to the report.

- August committee meeting did not occur because of the BOT election results.
- No actual report but financials available.

Moved that: The Finance & Property Report be accepted.

Matt Dalton/Rod Way

POLICY REVIEW COMMITTEE

Policy 3.3 Good Employer:

Used new best practice policy and adopted with a couple of minor amendments.

Moved that: Updated Policy 3.3 Good Employer is ratified.

Clare Sokimi/Rod Way

Policy 3.7 Appointments & Policy 3.7 Flow Chart:

Minor updates, including outlining proprietor representative involvement and the principal's appointment authority. Appointments now only need to be reported to the Board, not ratified by it.

Moved that: Updated Policy 3.7 Appointments is ratified

Clare Sokimi/Amy Rogers

Policy 5.9 Health & Safety:

Updated to include pastoral care portion of the defunct traumatic incident policy.

Moved that: Updated Policy 5.9 Health & Safety is ratified.

Clare Sokimi/Karen

Guise

Enrolment Policy:

Delayed until the start of 2023.

CORRESPONDENCE

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

Matt Dalton/Clare Sokimi

GENERAL BUSINESS

Equity Index & Isolation Index:

- *Matt briefed Trustees on the new system. Highlights are:*
- *Equity Index is a more targeted view of the socio-economic barriers students face in a school.*
- *Current decile system is not accurate for some communities, which means a few schools that were Decile 10 now face a below-average index position.*
- *Funding will stay the same for all schools this year, following which changes will be graduated in over three years.*
- *Unclear what the funding impact for Aquinas will be. Our EI is 397, which doesn't represent a big shift from the college's current decile rating.*
- *The new system contains more money for targeted funding, so schools should receive a boost in that area.*

Rangatira Mātauranga Māori Proposal: (Matt Dalton)

Matt briefed members on the proposal to establish a middle leadership position to lead Aquinas progress on tikanga Māori, mātauranga Māori and te ao Māori. Aquinas is already on a positive journey but strategic leadership direction would further this and assist the Board in meeting its legislative Treaty of Waitangi obligations. Highlights of discussion included:

- *Many schools already have such a leadership position, including Mount College, Otumoetai and JPC. Viewed as an investment in the school.*
- *Staff are keen to continue the te ao Māori learning journey. Such a leadership position is essential and sends a strong signal about Aquinas' commitment.*
- *Likely to attract small but strong pool of Te Reo Māori teachers as it is a good pathway into leadership.*
- *Funding: Would carry remuneration of 4 - 5 Management Units and would be partially reliant on additional funding. Resurgent international student income could provide a three-to-five year funding bridge until Aquinas' roll qualifies the school for another leadership position.*
- *Noted that international student forecast has increased. Five additional students next year. Anticipate up to 15-20 students in next three years.*
- *Board members supportive of the idea but want to ensure due diligence is done on the financial feasibility. Finance & Property Committee to look at the financial business case and revisit at September meeting. Meantime, Matt to proceed with background preparations such as a job description.*

Basketball USA Tour Proposal:

Proposal taken as read. Principal endorsed tour as a fantastic opportunity for students and the school. Highlights of discussion include:

- Option of organising the entire itinerary or letting a tour group do it (more expensive).
- Concerns that without a tour provider, Aquinas may shoulder any liability and potential litigation (even with insurance).
- Risks also associated with biletting students.
- A number of NZ schools do a similar tour.
- Board approves in principle for the proposal to proceed to the next stage (more indepth planning and risk management plan including insurance and biletting). Kelly to email Matt risk management concerns for Caitlin/Mike to address.

CALL FOR BUSINESS FOR NEXT MEETING

- ICT Review of New Era

Catholic Governance Induction:

Clare to organise an introductory session for new Board members on the governance of a Catholic school. Coordinate with the Diocese.

Moved that: General Business be accepted

Rod Way/Matt Dalton

The Board went into Public Excluded business at 7.34pm.

Action Item	Who	Due Date	Completed By
Matt to clarify with STAR rule on ratio of elected/selected members	MD		ASAP
Obtain election statistics from CES	MR		
Prepare financial business case for Rangatira Mātauranga Māori Proposal	F&P		29 September Board Meeting
Liaise on Basketball USA Tour risk management concerns and share with Mike Rogers/Caitlin Tarr	MD/KJ		
Organise Catholic governance session for new Board members	CS		Early next Term

