

**MINUTES OF THE MEETING OF AQUINAS COLLEGE BOARD OF TRUSTEES
HELD ON 29th JUNE 2023 AT 5.30 PM IN G2 AT AQUINAS COLLEGE**

PRESENT: Rod Way, Susan van Zyl, Amy Rogers, Ruth Dunne, Quintan Moore, Karen Guise, Clare Sokimi, Kelly Jury, Finley Jones

IN ATTENDANCE: Kurt Kennedy, Sheryl Flexman, Kelly Saunders

APOLOGIES: Therese Ford-Cartwright, Katie Ryall, James McNamee

Finley Jones opened the meeting at 5:37 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 25th May be accepted as a true and correct record.

- Moved as accepted Karen / Quintan approved.

Action Items Reviewed

ARTS FACULTY REVIEW

Report was taken as read.

Kelly Saunders presented the Arts Faculty report with highlighted areas being:

- Academic results are of an extremely high calibre and are to be very proud of.
- Graduate Profile is a key area that is being worked on, with a focus on how to embed these into the curriculum.
- Consistency of planning across the three areas to find connections and grow from these areas.
- Year 7&8 program in the Arts and the new format is working well, seeing some real positives, especially within growth in relationships being formed.
- NCEA changes ahead. Resource availability, space etc to be considered to future-proof issues that may arise to ensure we can run these programs in the future. Numbers in the visual arts for example are growing and we need to ensure we have resources to enable these subjects to progress forward.
- Cross-curricular opportunities with equipment identified and being used.
- Board to look into funding applications/grant availabilities for equipment to enable ongoing growth.

PRINCIPAL'S REPORT

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

- The board supported the decision to hold a Liturgy over a Mass.
- Mission and Outreach – looking to connect with a Church and a School in the Cook Islands as a mission and outreach option.
- Learning and Well-being – the hard work of teachers to ensure learning was not compromised during recent disruptions to ensure students were not disadvantaged was acknowledged.
- Privacy review from the Board to be done in the future.

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

ANNUAL PLAN PROGRESS REPORT

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

- *Uniform change on the agenda. Long-term project with initial guidance to be discussed.*
- *PLD on Graduate Profile to be arranged for Board Members.*
- *Staff well-being review was analysed. Ongoing work is being done in this area.*

Moved that: *Annual Plan report be accepted. Quintan Moore / Kelly Jury*

EOCT REVIEW

A review of EOCT was undertaken with the following areas highlighted:

- *Knowing who is in charge at various times especially when using outside providers.*
- *Teachers are ultimately charge in all decisions made at the event.*
- *Daily changes to risk ie changing weather conditions to be reviewed and decisions made based on evaluated daily risk. Reported back to management as needed.*
- *Continuous internal reviews on risk management undertaken.*
- *AC to develop an incident response plan with professional development for staff.*

FINANCE AND PROPERTY REPORT

Report taken as read with the following points highlighted:

- *Shelley Fearn was acknowledged for her hard work in this area.*
- *Revenue impacted by the drop in donations this year.*
- *Consider term invoices, remind parents there are multiple payment options – Three ways to pay and the reality of what the loss of income means.*

Moved that: *F&P Report be accepted. Clare Sokimi / Kelly Jury*

STRATEGIC PLAN UPDATE

An update of the Strategic Plan was presented with the following areas highlighted:

- *Preparation for consultation is underway. 4 Surveys developed to cover Whanau, Students, Community, and Staff.*
- *Student Council to give feedback on the Student survey. Finley to lead in week 1, term 3.*
- *Demographic questions to be included.*
- *Community and Student involvement – offer an array of engagement options. ie online, family days, etc.*
- *Te Tiriti Day planning for Board – 20th July – lead by Therese and Tuwharetoa. Zoom option to be considered for those who cannot make it.*

CORRESPONDENCE

Correspondence accepted by the board as correct.

- *Moved as accepted Rod Way/ Susan seconded.*

GENERAL BUSINESS

- Fraser Graham has requested the use of his staff scholarship to be used for Arts research and development. The board supported this request.
- Proprietors Appointee's Annual Report.
- Change to Board meeting starting times to be considered.

Calling for business for the next meeting

- School Docs and policy knowledge – Policy Review committee to report back to Board
- Julie Earl from ERO to attend. 30 minutes at meeting to share framework.

Meeting Action Items

Action Item	Who	Due Date	Completed By
Look into Grants and Applications available for the Arts.	Amy, Quintan	24 th August	
Privacy policy to be created.	Clare, Ruth	24 th August	
Uniform change project to be progressed. Committee to be created.	Amy	24 th August	
PLD on Graduate Profile for Board.	Susan	24 th August	
AC to develop an incident response plan with professional development for staff.	Kurt	24 th August	
Calendar of events for EOCT to be brought to the Boards attention – plan developed.	Sheryl / All	24 th August	
Student survey to be reviewed with student council. Kurt and Karen to brainstorm community involvement.	Finley Kurt, Karen	24 th August	

Formally close board meeting 8:22pm

The Board went into Public Excluded business at 8.30pm