

**MINUTES OF THE MEETING OF AQUINAS COLLEGE BOARD OF TRUSTEES  
HELD ON 24TH AUGUST 2023 AT 5.30 PM IN ROOM 26, AQUINAS COLLEGE**

**PRESENT:** Kurt Kennedy, Amy Rogers, Ruth Dunne, Quintan Moore, Karen Guise, Clare Sokimi, Finely Jones, Katie Ryall

**IN ATTENDANCE:** Susan van Zyl, Sheryl Flexman, Anna Francis

**APOLOGIES:** Rod Way, Therese Ford-Cartwright, Kelly Jury, James McNamee

Ruth opened the meeting at 5:34pm with a Karakia

**DECLARATION OF CONFLICTS OF INTEREST:** Nothing to declare.

**MINUTES FROM PREVIOUS MEETING**

**Moved that:** Minutes from the previous meeting held on 29th June be accepted as a true and correct record.

- Moved as accepted Kurt/ Quintan approved.

**Action Items Reviewed**

**ERO**

Julie Earl FROM ERO was present and shared the School Evaluation Framework.

- Profile report - showing strategic goals, our curriculum internal review focus, and next steps. These will feed into our profile report, which is due to be completed in Term 4.
- AC Internal Evaluation is of a high level with multiple strands and threads. Some great examples are seen and encouraged to continue on our current path. A light touch on an annual basis would be seen to be sufficient going forward, most likely to be in the form of an email and documents to be uploaded. [School Improvement Framework](#)
- Publication of Profile Report - Explore and Confirm process currently. Over the next period, we will work on our Evaluation Framework, which will be reviewed officially within the next three years.
- Compliance sits alongside improvement pieces, with minor areas of concern previously raised now being noted as completed. Areas raised were Police vet check renewal processes and 2 forms of ID for all staff going forward.

Julie questioned the BOT of their successes and challenges going forward.

- Finley felt that the family feel of the school, the relationships with teachers, and their approachability is a strength.
- Sense of community and inclusion we are able to offer with being a 'smaller' school. Growing together with everyone on the same journey. Students generally really enjoy being here.
- Authentic leadership in the Special Character space.
- Opportunities as individuals and the commitment of the faculty to support each child.
- Inclusivity and belonging have come a long way over the years - ongoing journey.
- Setting strategic plans and goals is a priority for the BOT. Working alongside the SLT to constantly strive for improvement. How we measure and then improve. Communicating the Annual Plan is a possible area we could work on.
- Self-Improvement Tool available for Board Members to self-assess. [Improvement Framework](#)
- Julie asked how we upskill our board members. The board responded with several training sessions, earlier starting planning to allow time to work and upskill as needed. Quintan commented that the school is good and gathering data and presenting in a manner we can learn from.
- Julie asked how we actively work with local Iwi. The board discussed the support of the board to appoint Tūwharetoa to the position of Assistant Principal Pou Ārahi Mātauranga Māori. Tūwharetoa leads faculty in how we interact and the best forums to do so.

## **RELIGIOUS EDUCATION FACULTY REVIEW**

The report was taken as read.

Anna Francis presented the RE Faculty report with highlighted areas:

- The challenge of how we get more Catholic teachers was raised with the following discussion: PD in this area. Continued development of the Discipleship program, and pathways to return. Pipeline - development and encouragement, development of the relationships, and keeping in touch. Invitation to attend areas of the school such as Chaplin - showing role modelling to current students. Retraining from within is one idea should the opportunity arise.
- The Bishop's curriculum has been rewritten. This will be rolled out over time starting with Year 11. Collaborative inquiry with individual focus on students and getting help from PD within the school to evaluate the success of this approach. Confidence in how we are dealing with the differentiation within the classroom. Inquiry into the assessments and how we can ensure all students are being managed in a way that suits them.
- New assessment conditions being trialled for the Year 13's. Finley questioned how the new assessment was going and gave feedback from students. Feedback on how other departments are dealing with areas like Chat GPT/AI was taken into consideration when trialling this new assessment condition. Authenticity is an ongoing area to be worked on.

## **PRINCIPAL'S REPORT**

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

- Chanel Shield was held here at Aquinas College last weekend. Interaction between schools was high. Preparation to start earlier for next year. Overall, a successful event and an acknowledgment to those who assisted.
- The removal of covid restrictions was raised as a concern.
- Update of NCEA progress discussed with current standings.
- Cyber Safety evening held with over 150 attendees. The expectation is that all parents of incoming year 7 students attend the next evening which is booked for February 2024.
- Performing Arts evening was held recently. Some acts were presented at school assembly and were well received. Recognition of talents, celebration of successes.
- Subject evening was held this week. Numbers were lower than in previous years. Consider an expo style for next year in the gym. How can we pre-load parents prior to coming with information so they know what to expect, what to ask, and how to access things like School Bridge?
- Strategic planning consultation update. Outline of a strategic plan to be created and presented for review.
- Haka waiata was held today, the staff waiata was well received by the students.
- Property project: admin block completion date has been moved to approx. 27th September. Drawings for the Tech and Arts block are being finalised to be presented to the Diocese.
- Peter Boyle and Jo Hayes have tendered their resignation. Peter is retiring and Jo is returning to the UK. Both positions will be advertised.
- Board feedback on Andrea Thwaites's trip to Vietnam outline requested and discussed. The board is happy with the work being done currently in this area.

**Moved that:** Principal's Report be accepted. Quintan / Ruth

## **FINANCE AND PROPERTY REPORT**

Report taken as read with the following points highlighted:

- Slow start to the collection of Donations. Starting to increase but still a large amount due. Expenditure has been pulled back as a result of this.
- A new phone system was discussed. The finance committee presented to the Board the proposal and requested approval. The board unanimously agreed and approved this proposal.

**Moved that:** Report be accepted. Kurt / Finley

### **POLICY REVIEW REPORT**

Report taken as read with the following points highlighted:

- School Docs have been assessed and suggested to be adopted. Compliance and consistency were highlighted as positive. Policy review committee to review and ensure Catholic voice is included.
- Maintain a committee to review and have knowledge of each policy.
- Ruth, Susan, and Kurt to assist with the transition process to School docs.

**Moved that:** Report be accepted. Ruth/ Karen

### **STRATEGIC PLAN UPDATE**

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

- Strategic plan evenings were held to engage with the community. Areas raised in these events were: Communication around the community knowledge of what is being done is possibly an area to be worked on. Advertise our areas of achievement, including those at the lower end. Identify students on different pathways.
- Strategic plan timeline to be assessed by Rod, Ruth, and Kurt.

### **CORRESPONDENCE**

Correspondence accepted by the board as correct.

- Acknowledgement from the Board regarding the email received confirming the approval of the roll increase from Te Mahau.

### **GENERAL BUSINESS**

#### **Calling for business for the next meeting**

- Graeme Roil to talk to the board regarding the roll increase.

#### **Meeting Action Items**

<b>Action Item</b>	<b>Who</b>	<b>Due Date</b>	<b>Completed By</b>
Discuss the strategic plan timeline and reassess	Rod, Ruth, Kurt	21 <sup>st</sup> September	

Carried Forward:			
Look into Grants and Applications available for the Arts.	Amy, Quintan	21 <sup>st</sup> September	
Privacy policy to be created.	Clare, Ruth	21 <sup>st</sup> September	
Uniform change project to be progressed. Committee to be created.	Amy	21 <sup>st</sup> September	
PLD on Graduate Profile for Board.	Susan	21 <sup>st</sup> September	
AC to develop an incident response plan with professional development for staff.	Kurt	21 <sup>st</sup> September	PD Completed AC Incident response plan still in progress
Calendar of events for EOCT to be brought to the Boards attention – plan developed.	Sheryl / All	21 <sup>st</sup> September	

Formally close board meeting 7:34pm  
The Board went into Public Excluded business at 7:38pm