

**MINUTES OF THE MEETING OF AQUINAS COLLEGE BOARD OF TRUSTEES  
HELD ON 23 NOVEMBER 2023 AT 4.30PM IN THE LIBRARY, AQUINAS COLLEGE**

**PRESENT:** Rod Way, Matt Dalton, Amy Rogers, Ruth Dunne, Quintan Moore, Karen Guise, Therese Ford-Cartwright, Katie Ryall, Kelly Jury, James McNamee, Ned Shaw

**IN ATTENDANCE:** Susan van Zyl, Kurt Kennedy, Sheryl Flexman, Claire Bentley

**APOLOGIES:**

Ruth opened the meeting at 4:42pm with a Karakia

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

**MINUTES FROM PREVIOUS MEETING**

**Moved that:** Minutes from the previous meeting held on 21<sup>st</sup> September be accepted as a true and correct record with minor amendments made.

Moved as accepted Amy/Ruth approved.

**Action Items Reviewed**

**INTERNATIONAL FACULTY REVIEW**

The report was taken as read.

Claire Bentley presented the International Faculty report with highlighted areas:

- The return to pre-COVID levels of international students has meant that the growth of the department needs to return to normal levels from previously being scaled down during COVID.
- Increases in pricing and levies were discussed and what this means for the department and school and how we manage this going forward.
- Looking at broadening our international reach with European schools and agencies.
- An increase in the staffing levels in the International Department was tabled. This was moved as accepted: Quintan/Ruth approved.

**PRINCIPAL'S REPORT**

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

- Maturanga Māori framework – exciting space we are moving forward into. Policy development, evidence of growth, and development were highlighted in this report.
- Waka Houroa framework document was also discussed and its enhancement to our strategic planning.
- Close-down period dates were tabled, confirmed and approved by the Board. Quintan/Rod
- The balance of the principal's professional coaching and wellbeing fund is to be rolled over to the following year. The Board supported this.

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

## **ATTENDANCE PATTERN REPORT**

*The report was taken as read.*

*Actual vs. rendered attendance discussed. We have a very high attendance level overall, strong family support contributed to this.*

**Moved that:** *Principal's Report be accepted. Kelly / Amy*

## **FINANCE AND PROPERTY REPORT**

*Report taken as read with the following points highlighted:*

- *2024 Budget planning is ongoing. Significant savings have been made compared to the starting point.*
- *Seek a review of the property's operating funding from the Ministry.*
- *Operational payment plans were discussed with options of Kindo and Stripe mentioned. Further information and investigation into these programs to be done.*

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

## **STRATEGIC PLAN UPDATE**

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

- *Key outcomes distilled down to some critical areas. Final work being done before presenting to the Board.*
- *Refine strategy moving forward. Special Character and Ti Tiriti lead areas and incorporate three core priorities.*
- *Document to be reviewed by the Board before going out to the community for review.*

## **CORRESPONDENCE**

*Correspondence accepted by the board as correct.*

## **GENERAL BUSINESS**

- *The Board acknowledged the work of Susan van Zyl and Kurt Kennedy for their incredible work and efforts while Matt was on Sabbatical. The Board also acknowledged Karen Guise who stepped into the SLT role.*
- *The extension of Kurt Kennedy's position covering the principal while Matt was on Sabbatical to cover the additional week – ratified and approved by all board members.*
- *Board approval sought to confidentially destroy some older documents as per the disposal schedule. Board approved.*
- *Uniform Review – Amy, Susan, and Matt met and reviewed feedback. Looking at all year-round items of uniform and a new PE kit. Discussions with NZ Uniform being had. Progress to be updated in the new year.*
- *The 2024 Board Schedule will be agreed upon at the first meeting next year to be held on January 25<sup>th</sup>. The Property & Finance Committee is scheduled to meet on January 19.*

*Calling for business for the next meeting*

**ACTION ITEMS REVIEWED**

<i>Action Item</i>	<i>Who</i>	<i>Due Date</i>	<i>Completed By</i>
<i>Carried Forward:</i>			
<i>Look into Grants and Applications available for the Arts.</i>	<i>Amy, Quintan</i>	<i>21<sup>st</sup> September</i>	<i>In progress</i>
<i>Uniform change project to be progressed. Committee to be created.</i>	<i>Amy</i>	<i>24<sup>th</sup> November</i>	<i>In progress</i>
<i>AC to develop an incident response plan with professional development for staff.</i>	<i>Kurt</i>	<i>21<sup>st</sup> September</i>	<i>PD Completed AC Incident response plan still in progress</i>

*Formally close board meeting 6:36 pm  
The Board went into Public Excluded business at 6:38 pm*