

**MINUTES OF THE MEETING OF AQUINAS COLLEGE BOARD OF TRUSTEES  
HELD ON 4<sup>th</sup> April 2024 AT 5.00PM IN THE LIBRARY, AQUINAS COLLEGE**

**PRESENT:** Ruth Dunne, Rod Way, Matt Dalton, Amy Rogers, Karen Guise, Katie Ryall, Quintan Moore, Ned Shaw, James McNamee (joined at 5.35pm)

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

**APOLOGIES:** Therese Ford-Cartwright, Kelly Jury

Ruth opened the meeting at 5:07 pm with a Karakia

**DECLARATION OF CONFLICTS OF INTEREST:**

Amy declared a conflict of Interest concerning the Uniforms agenda item

**FACULTY REPORT**

Shane presented a report from the Social Science department. Shane ran through some of the areas of growth development and extracurricular activities that the Social Science team has been involved in. They are looking at future growth in areas such as Financial Literacy in line with the government's goal.

- Logistics around Enterprise Studies as a compulsory subject and how Financial Literacy can fall within this. A proposal will be forthcoming to SLT.
- Creating a space for Scholarship is being considered.

**MINUTES FROM PREVIOUS MEETING**

**Moved that:** Minutes from the previous meeting held on 25<sup>th</sup> January 2024 be accepted as a true and correct record.

Moved as accepted Rod/Quintan approved.

**ELECTION OF OFFICERS**

Facilitator: Quintan Moore was elected as a Facilitator in the absence of the Chair.

Sister Emeli Marafona has agreed to be a Proprietors Rep.

**ACADEMIC REPORTS**

**Middle School**

- Susan presented the middle school report with data to show the progression of students. Further work on effective change to continue moving forward.
- Structured Literacy and Numeracy have helped the identifiable progress of students.
- Nationally our results are very favourable.  
Report taken as read and approved by Amy/Katie

**Senior School**

- Kurt presented the senior school report noting that the requirements have returned to pre-COVID levels with no allowances.
- Endorsement rates are reducing, this is identified as a consequence of students reaching credit levels early and not sitting externals.
- The board commended Susan and Kurt for their excellent reports.  
Report taken as read and approved by Quintan/Karen

## **2023 STATEMENT OF VARIANCE**

*Statement of Variance is tabled as read.*

- *Documents embedded and tables updated.*
- *Summary captured for annual goals, outcomes, variances, and next steps.*
- *Linked in and reflected to Annual Plan.*

*Report Confirmed – Quintan/Amy*

## **ANNUAL PLAN**

- *The Annual Plan was highlighted in its finalised form.*  
*Plan Received Amy/Katie*

## **PRINCIPAL'S REPORT**

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

- *Goals and links to our strategic plan and evidence-based practice were highlighted. Data enables planned and targeted PLD.*
- *Strategic Report outlining progress towards Annual Goals was highlighted.*
- *Thread of communication highlighted as an area for continuous work and improvement.*
- *DVC Teacher position is still to be filled and is proving hard to attract applicants.*
- *Board Assurances tabled and discussed.*
- *ERO recently visited with a very favourable review.*

**Moved that:** *Principal's Report be Accepted. Quintan / Karen*

## **FINANCE AND PROPERTY REPORT**

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

- *The Equity Index was discussed at length.*
- *Draft Annual Financial Statement – motion that the Board is happy for these to be accepted and moved to the auditors – motion accepted.*
- *International phone proposal was presented – motion that the Board supports this additional payment with a back payment to the beginning of 2023 when this was first raised. Motion accepted.*
- *Scholarship – Delegation to negotiate with scholarship teachers on behalf of the board to move out of the goodwill space to remunerate accordingly. Board accepts an additional 18 – 22K for scholarship teacher payments – motion accepted.*
- *Finance and Property committee has delegated authority to approve final audited accounts – motion accepted.*

**Moved that:** *Report be accepted. Matt / Amy*

## **POLICY COMMITTEE**

*School Docs*

- *School docs are being worked through, with some areas still being assessed before being submitted. Currently working from our current policies.*
- *Schedule of delegations from current policies reviewed against school docs policy with Ruth and Matt having delegated authority from the Board. Delegation given to policy committee to update, finalise and ratify documents – approved by Quintan/ Amy*

## **CORRESPONDENCE**

Correspondence accepted by the board as correct.

- *Fraser's report from his staff scholarship was acknowledged, the work, time, and effort for this was appreciated by the Board. The Board suggests reflecting on this further at the next meeting when the faculty is reporting.*

## **GENERAL BUSINESS**

- *BOT Code of Conduct to be signed and returned.*
  - *Sheryl to send to those not in physical attendance.*
- *Board meetings schedule confirmed. Sheryl to send out invites to calendars.*
- *Policy Committee to set meetings. Terms of Reference to be reviewed. Katie to chair this.*

## **UNIFORM COMMITTEE**

- *Options and consultations around uniforms have taken place. The contract with NZ Uniform is coming up for review. The option to go out to tender for alternative suppliers was raised.*
- *Committee presented findings and forecasting for future sales.*
- *Uniform committee to meet to gather more data.*
- *Board to have a special meeting to decide how to move forward.*

## **PHO - FUNDED MEDICAL SUPPORT**

- *Matt declared an issue the Bishop has raised with the PHO funded medical services, which have been operating since 2003. The PHO has agreed to respect the Catholic character of the school s they always have while a resolution is reached.*

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

- *Staff scholarship*

## **ACTION ITEMS REVIEWED**

<b>Action Item</b>	<b>Who</b>	<b>Due Date</b>	<b>Completed By</b>
<i>Code of Conduct</i>	<i>RW, JM, KJ, TFC</i>	<i>Next meeting</i>	

*Formally close board meeting 7:47 pm*

*The Board went into Public Excluded business at 7:50 pm*