

**MINUTES OF THE MEETING OF AQUINAS COLLEGE BOARD OF TRUSTEES
HELD ON 30th May 2024 AT 5.30 PM IN THE SLT OFFICE, AQUINAS COLLEGE**

PRESENT: Ruth Dunne, Matt Dalton, Amy Rogers, Kelly Jury, Quintan Moore, Ned Shaw, Sister Emeli Marafono, Katie Ryall (Remotely joined 5:30 pm), James McNamee (Remotely joined 5:30 – 6:00 pm and then at 7:17 pm), Rod Way (Remotely joined at 6:56 pm)

IN ATTENDANCE: Kurt Kennedy, Sheryl Flexman

APOLOGIES: Therese Ford-Cartwright, Karen Guise, Susan van Zyl

Ruth opened the meeting at 5:49 pm with a Karakia

DECLARATION OF CONFLICTS OF INTEREST:

Amy declared a conflict of Interest concerning the Uniforms agenda item

FACULTY REPORT

The Report was tabled as read with the following points highlighted.

- A busy program that is reliant on a small number of staff members, look to expand this to share the workload and potentially open the capacity to partake in even more events.
- How we get even more students involved in the Arts was raised as a question.
- Big musical productions were discussed.
- The Board wished to thank the faculty for their hard work and dedication to our students and community.

MINUTES FROM PREVIOUS MEETING

Moved that: Minutes from the previous meeting held on 4th April 2024 be accepted as a true and correct record.

Moved as accepted Amy/Quintan approved.

PRINCIPAL'S REPORT

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

- Catholic Character: Susan van Zyl and Anna Francis went to Canberra, Australia for the Catholic Conference where Susan presented. We have been published in the Waves of Grace book.
- The Health and Safety Audit Report identified some areas to be worked on. All areas have been remedied with the exception of the test and tag. This is to be actioned as soon as possible.
- Health and Safety committee to also report on Wellbeing in conjunction with Alan Syme.
- The board to consider having an EON review. Checking and signing off on activities was highlighted as being an area of focus to ensure safe practices are followed.
- Recruitment: Employing staff is still proving challenging. Kurt to attend the Otago University Job Fair in July.
- Senior school faculty were asked to identify key stressors and areas where support would help, looking for qualitative data to see where we can assist.

Strategic Report was linked to the Principal's Report:

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

- Annual Goal 3 – Noted as Orange. Reevaluated as realistically it will not be achievable in one year. Good headway is being made.

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

FINANCE AND PROPERTY REPORT

Report taken as read with the following points highlighted:

- Analysis of expenditure was discussed with concern over current donations received to date being low.
- School Docs implementation – agreed that a schedule of variation to be submitted to the board as a supplement to the school doc.
- Variation was ratified as accepted.

Moved that: Report be accepted. Matt / Amy

POLICY COMMITTEE

School Docs

- The governance framework policy document was reviewed. This will be presented at the next board meeting.
- School Docs module has now been completed and ready to be uploaded, which will take approximately 8 weeks.

CORRESPONDENCE

Correspondence accepted by the board as correct.

- No correspondence was entered for this period.

UNIFORM COMMITTEE

- The value of uniforms currently held by NZU was discussed to determine the feasibility of looking at alternative suppliers. Several options were tabled
- Parameters of negotiation to be identified.
- Moved that Matt to extend our current contract with negotiated terms in place.

Moved as accepted Ruth/Katie approved.

GENERAL BUSINESS

- NZSTA Training Courses available for Board members.
- **Delegation register** – The board confirmed delegation authority to the principal as tabled. Change to be “outside of the approved budget” where appropriate. Quintan and Shelley to report back to the Board on long-term investment plans.
 - The board ratified the register pending the changes to be made by Quintan and Shelley
- **Audit Report** – Anticipate correction of Principal's coaching and wellbeing fund through SPANZ engagement nationally.

Calling for business for the next meeting

- Staff scholarship
- New bishop's curriculum videos – to be included in the Agenda going forward

ACTION ITEMS REVIEWED

Action Item	Who	Due Date	Completed By
Test and Tag	KK		

<i>Consider EONZ Report</i>	<i>KK</i>		
<i>Feedback from Senior school – Matt to follow up</i>	<i>MD</i>		

*Formally close board meeting 8:42 pm
The Board went into Public Excluded business at 8:50 pm*