



ST JOSEPH'S SCHOOL BOARD OF TRUSTEES

7.00 PM THURSDAY 10 MARCH 2022 on [Zoom](#)

AGENDA

[Zoom Link](#)

1. Opening Prayer D. Tonks 3 minutes
2. Administration Matters E. Esnouf 15 minutes
 - A. Apologies
 - B. Confirmation of the agenda
 - C. Declaration of interests
 - D. Confirmation of minutes ([December](#))
 - E. Matters arising
 - F. [Trustee Code of Conduct](#) / [NZCE Code of Ethics](#)
3. Strategic Review A. Bridgman 20 minutes
 - [2022 Variance Report](#)
 - [Board Update - 23 February 2022](#)
 - [Board Update - 7 March 2022](#)
 - [Staffing 2022](#)
 - [Dates 2022](#)

Delegations E. Esnouf 20 minutes

The Board needs to formally authorise the following to be delegated to the Principal:

 - Suspension and Stand down of Students
 - Financial Expenditure within 2022 budget and planned capital expenditure
 - Authority and responsibility for the use of the credit card
 - Employment of Staff – Teacher and Support
 - Allocation of Salary Units
 - Suspension of Staff
 - Managing the Banked Staffing provision
 - Staff appraisal /Professional Growth Cycle
 - Initial investigations relating to a complaint against a staff member
 - In the absence of the Principal, one of the three Associate Principals, to be nominated by the Principal (or if the Principal is unable to, the Board Chair) in each case, is delegated these authorities

[Delegation of Board Duties](#)

(E Esnouf/- Carried)
4. Asset Protection A. Bridgman 20 minutes
 - Approval of signatories for financial transactions Alister Bridgman, Natasha Luxford, Annette Woodhead
 - Ratification of payments to the Creditors ([November](#) [December](#))
 - Approval of monthly reports ([November](#) [December](#))
 - Approval of the [2022 Budget](#)
 - Audit 2020. [Statement of Responsibility & Statement of Financial Performance](#)
 - [2022 Banked Staffing](#)
 - [2021 Assets Stocktake Report](#)
 - [2021 Kiwi Sport Report](#)
 - *Move that the value of assets on the Asset Register raised from \$250 to \$1000 in accordance with the MOE guidelines*

5. Incommittee

6. Administration

E. Esnouf

5 minutes

- Date of next meeting and person volunteering for opening prayer

Dates of the 2022 Meetings:

10 Mar; 7 April; 2 Jun; 7 July; 25 August; 29 September; 17 November; 8 December; 15 December (end of year gathering with PTA).