



**Minutes of the Board of Trustees Meeting of St Joseph's Catholic School – Takapuna  
Held via Zoom on 10th March, 2022**

Eric Esnouf welcomed the Board and opened the meeting at 7:07pm.

**1. Opening Prayer**

(D Tonks)

Present: Alistar Bridgman, Natasha Luxford, Bridget Allen, Gallo Boyle, Janie Ryder, Paula Vitali, Eric Esnouf, Vanessa Bates, Monsignor David Tonks, Tinaka McCoid, Tressa Joseph

**2. Administration Matters**

**a. Apologies**

None

**b. Confirmation of the Agenda**

*Move that the Agenda be confirmed.*

(E Esnouf- Carried)

**c. Declaration of interests**

No one declared any conflict of interests with agenda items.

**d. Confirmation of Minutes**

*Move that the Minutes of the BOT meeting held on 9th December, 2021 be confirmed as a true and correct record.*

(B Allen/G Boyle- Carried)

**e. Matters Arising**

None

**f. [Trustee Code of Conduct](#) / [NZCE Code of Ethics](#)**

**3. Strategic Review - [2022 Variance Report](#)**

A Bridgman

- Natasha & Sarah presented at the previous meeting.
- Teachers currently assessing students, focused on establishing relationships in the first 2 weeks of Term 1; then following on with assessments.
- Natasha & Laura will collate data by Week 8 and present new targets at the next meeting.
- Note - this has been somewhat complicated by 10/7 day isolation absences.
- *Move that the 2022 Variance Report is accepted.*

(A Bridgman/E Esnouf- Carried)

**[Board Update - 23 February 2022](#)**

**[Board Update - 7 March 2022](#)**

- The expectation is that all students will be back at school unless in isolation (positive cases and household contacts advised to stay home.)
- Staff continue to set up in "pod bubbles" with every Home Group separated. Play times/lunch times are staggered in different locations around the school.
- Children from Year 3-6 are wearing masks as well as staff. Breaks are taken on decks/outside play areas.
- All vaccination requirements have been met.

- Water fountains are covered, however children can fill water bottles in other locations around school.
- Parents advised children to be at school unless isolating as it is too difficult for teachers to run two learning programmes (at school and online).
- Several Covid cases were confirmed two weeks ago. Initially, 70 students (not all COVID cases) were away, which was an understandable reaction.
- About 5% of students have been away with cases (not due to spread within the school, but due to household cases).
- We have good precautionary measures in place which we believe has been a saving grace.
- Programme of Learning - Given the children's ongoing disruptions, a simple programme has been provided where students can gain a sense of achievement, particularly where students have had to isolate at home.
- Teachers are ringing parents to introduce themselves (a bit later than usual).
- Teacher/parent Zoom conferences will be held Weeks 8-9.
- Themes can be chosen for each week's learning by teams.
- Staff are mainly working from home on CRT Release Days.

#### Staffing 2022

- Naimh O'Reilly will finish at the end of Week 8, returning to her family in Ireland. Stephen Rae will take over her class and will work alongside her prior to Naimh's departure.
- Janine Evaroa has joined the school as a new Teacher Aid.
- Maria Ryan will be job sharing with Susanna Nikolic; Shona Douthwaite is Annette Woodhead's Release Teacher; Sioux Manning is job sharing with Jean Linehan; and we've welcomed two new teachers - Martinique Anthony and Katie Scott - in Term 1.

#### Dates 2022

#### **4. Delegations** Delegation of Board Duties

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
- *Move to delegate the above responsibilities to the Principal*

*(E Esnouf/G Boyle- Carried)*

#### **5. Asset Protection**

**A Bridgman**

- Approval of signatories for financial transactions Alister Bridgman, Natasha Luxford, Annette Woodhead  
*(A Bridgman/G Boyle- Carried)*
- Ratification of payments to the Creditors (November December)  
*Move that the November 2021 payments (to the value of \$131,763.66) and December 2021 payments (to the value of \$125,964.45) to be ratified.*  
*(A Bridgman/E Esnouf- Carried)*
- Approval of monthly reports (November December)  
*Move that the November/December 2021 reports to be accepted*  
*(A Bridgman/G Boyle- Carried)*
- Approval of the 2022 Budget  
*Move that the 2022 Budget to be accepted*  
*(A Bridgman/E Esnouf- Carried)*

Audit 2020.

- Statement of Responsibility & Statement of Financial Performance  
*Move that the Statement of Responsibility & Statement of Financial Performance to be accepted*

- [2022 Banked Staffing](#)  
*Move that the 2022 Banked Staffing proposal to be accepted*  
(A Bridgman/G Boyle- Carried)
- [2021 Assets Stocktake Report](#)  
*Move that the 2021 Assets Stocktake Report to be accepted*  
(A Bridgman/E Esnouf- Carried)
- [2021 Kiwi Sport Report](#)  
*Move that the 2021 Kiwi Sport Report to be accepted*  
(A Bridgman/B Allen- Carried)
- *Move that the value of assets on the Asset Register raised from \$250 to at least \$1000 in accordance with the MOE guidelines*  
(A Bridgman/E Esnouf- Carried)

Alister departed the meeting at 8:09pm.

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*Moved that the meeting move into in-committee at 8:36pm for reasons of confidentiality in accordance with the local Government Information and Meetings Act 1987. The public are excluded.*

(E Esnouf - Carried)

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*Moved that the Board move back into "open session" at 8:26pm*

(E Esnouf - Carried)

#### 6. Administration

- Date of next Board of Trustees meeting - **07 April, 2022**
- Prayer for next meeting - Eric

Meeting adjourned at 8:35pm

#### **Future Board of Trustees Dates for 2022:**

07 April; 02 June; 07 July; 25 August (*current Board's last meeting*); **Board Elections 5-23** September; 29 September (*new Board's first meeting*); 17 November; 08 December; 15 December (*end of year gathering with PTA*).

Presiding Member's Signature



Date

26/4/22