



**Draft Minutes of the Board of Trustees Meeting of St Joseph's Catholic School – Takapuna
Held on 15th April 2021**

Riaan Geldenhuys welcomed the Board and opened the meeting at 7:15pm.

1. Opening Prayer

(T Joseph)

Present: Alister Bridgman, Riaan Geldenhuys, Natasha Luxford, Tressa Joseph, Bridget Allen, Gallo Boyle, Janie Ryder, Paula Vitali, Monsignor David Tonks

2. Administration Matters

a. Apologies : Eric Esnouf, Vanessa Bates

b. Confirmation of the Agenda

Move that the Agenda be confirmed.

(R Geldenhuys– 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 meetings held on 11th March, 2021 be confirmed as a true and correct record.

(R Geldenhuys/ T Joseph – Carried)

e. Matters Arising

None

3. Strategic Review

(A Bridgman)

Achievement Targets

Three specific targets to achieve in 2021:

- Focus on the Year 5 and 6 students who are currently achieving below the expected curriculum level in maths so that 4 students move from “below” to “at” the expected level by year end.
- Emphasis on the Year 5 pupils who are achieving below in writing with the aim to move 8 students from “below” to “at” the expected curriculum level by year end.
- Target 16 students from Year 4 so that at least 25% move from “below” to “at” the expected curriculum level by year end.
- Overall strategic goal is for students to become self-directed learners through teaching and learning programmes which enable them to achieve their full potential.

4. 2022-2025 Strategic Plan

(B Allen)

- A meeting was held at the end of Term 1 to establish a process to engage the community, build trust amongst stakeholder groups, review & refresh the Charter going forward.
- Find as many opportunities as possible to engage parents without overwhelming them, initially sending out a communication from Alistair and Riaan outlining what we're endeavouring to achieve.
- Could look at sending out a survey to the community, keeping it simple.
- Bring mobile boards into learning spaces where parents will be able to post ideas and feedback.
- Explore new initiatives while looking at what currently doesn't add value - current initiatives which we could discontinue or change.
- Create occasions where we can bring people into the school, engaging them to participate - eg a food festival, cultural day, another disco, Sacramental programmes, parent interviews, focus groups, etc.

5. Asset Protection

(A. Bridgman)

- Ratification of payments to the Creditors (February)
Move that the February 2021 accounts for creditor payments to the value of \$54,584.34 to be ratified. *(A Bridgman/G Boyle - Carried)*
- Approval of monthly reports (February)
Move the February monthly reports to be approved. *(A Bridgman/G Boyle - Carried)*
- Approval of the 2021 Budget
Move the 2021 Budget to be approved. *(A Bridgman/R Geldenhuys - Carried)*
- Shifting from Musac to Xero financial package
Move that we shift from Musac to Xero. *(A Bridgman/R Geldenhuys - Carried)*

6. Administration

(R. Geldenhuys)

- Date of next meeting - 3rd June 2021
- Prayer for next meeting - Gallo

(General BOT Meeting adjourned at 8:55pm, prior to In-Committee. Alister & Lizzy departed.)

8. In-Committee

(R Geldenhuys)

Future Dates of the 2021 Meetings:

3 Jun; 8 July; 26 August; 30 September; 18 November; 9 December; 14 December (end of year gathering with PTA).

Chairperson's Signature _____ **Date** _____