



**Minutes of the Board of Trustees Meeting of St Joseph's Catholic School – Takapuna
Held via Zoom on 02 June, 2022**

Eric Esnouf welcomed the Board and opened the meeting at 7:04pm.

Present: Alister Bridgman, Natasha Luxford, Bridget Allen, Gallo Boyle, Janie Ryder, Paula Vitali, Eric Esnouf, Vanessa Bates, Tinaka McCoid, Monsignor David Tonks; Tressa Josef joining late

1. Opening Prayer

G Boyle

2. Catholic Character Review

Christine Smith/Phillip Mahony

The Board presented their views on:

- What they're most proud of at St Joseph's:
- Strengths, skills, gifts of the Board - what are the strengths, skills and gifts you contribute:
- How do you know the effectiveness of your Board?
- How has it gone over this tough period since Covid emerged?

Initial feedback from CM on 2022 Strategic Plan / visit included:

- It's obvious you've put a tremendous amount of attention into this plan which is beautifully done.
- Can see the process has been deeply thought out, authentic and you're all to be congratulated.
- Impressed it's summed up in minimal words, while the weight of those words are worthy & strong.
- The Catholic faith and spirituality are very evident, in the classrooms, hallways and in the work done in the classrooms. Children are able to have conversations which enable you to know what they are thinking and talking about. Deeply impressed by the maturity and the depth of children's knowledge.
- Enjoyed our two days in the school and found the children are disarmingly honest and their love of St Joseph's came through, as well as their total captivation with religious education.
- You have a strong staff culture which is a reflection of your strong leadership. They feel nurtured and valued by their leaders.

3. Administration Matters

E Esnouf

a. Apologies - Tressa to join late.

b. Confirmation of the Agenda

Move that the Agenda be confirmed.

(Eric - 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 April 7th, 2022 be confirmed as a true and correct record.

(Eric /Gallo- Carried)

e. Matters Arising

None

4. **Charter - Final** **Eric Esnouf**
- Matariki Breakfast - the suggestion was made we could draft a communication for the day; then circulate something further to the wider community.
 - Video recommended to explain charter with Eric and Alister.
 - Request for children's artwork to be acknowledged.
 - Bridget and Natasha to explore opportunities for visibility around the school.
Move that the Charter is approved (Eric/Bridget-Carried)
5. **Strategic Plan - Annual Implementation Plan 2022** **A Bridgman**
- Teachers have attended first day of "What Catholics Believe"
 - There are 3x sessions for teachers to attend, with 2x assignments for them to complete
 - Catholic Character Review was conducted over two days with reviewers speaking to staff, students and parents. Results were positive.
 - Covid focus has been on maintaining the "orange traffic light setting", with mask wearing continued to be encouraged.
 - Staffing has been a challenge with a shortage of relievers available to cover for staff who are ill or having to isolate. However we're managing well.
Move that the Annual Implementation 2022 report (Alister/Gallo- Carried)
6. **Asset Protection** **A Bridgman**
- Ratification of payments to the Creditors (March, April)
Move that the March 2022 payments (to the value of \$109,117.79) and April 2022 payments (to the value of \$64,962.69) to be ratified. (Alister/Eric- Carried)
 - Approval of monthly reports (March, April)
Move that the March/April 2022 reports to be accepted (Alister/Eric- Carried)
 - Edtech
 - SW has accepted another contract and we have enlisted the services of EdTech going forward.
 - EPMP Library Development
Move the Board approves school contribution of \$57,368 to the EPMP Library Development Project from the Capital Works Contribution Account. (Alister/Gallo - Carried)
7. **Triennial Election** **E Esnouf**
- AB recommended an accredited provider to run the upcoming election - My School Election <https://myschoolelection.nz/>
 - AB suggested making Lizzy the "Returning Officer" and would be the liaison between the school and the accredited provider.
 - Suggestion made that the Board distributes a newsletter to parents prior to the election and perhaps hold an introductory information evening either virtually or in person.
 - Aim will be to hand out informational flyers at the upcoming Matariki Breakfast.
Move that we utilise My School Election as the accredited provider, Bernardine Vester Returning Officer and Lizzy Thoresen the school liaison. (Eric/Tressa - Carried)
8. **Achievement Targets** **E Esnouf**
- Natasha responded to questions
9. **Administration** **E Esnouf**
- Date of next Board of Trustees Meeting - 07 July, 2022
 - Prayer for next meeting - Gallo

Board Members Prep Time for the March & April Meetings

Meeting adjourned at 9:24pm.

Future Board of Trustees Dates for 2022:

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 _____