



**Minutes of the Board of Trustees Meeting of St Joseph's Catholic School – Takapuna
Held via Zoom on 7th July, 2022**

Eric Esnouf welcomed the Board and opened the meeting at 7:13pm.

1. Opening Prayer

G Boyle

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

2. 2022 Achievement Targets Progress Report

N Luxford/L Bateman

- NL and LB provided a snapshot of data up until this point for the 2022 school year.

3. 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 2nd June, 2022 be confirmed as a true and correct record. Note: with the stipulation MySchool election Returning Officer be amended (see below)

(E Esnouf/A Bridgman- Carried)

e. Matters Arising

None

4. In Committee

Moved that the meeting move into in-committee at 8:00pm for reasons of confidentiality in accordance with the local Government Information and Meetings Act 1987. The public are excluded.

(E Esnouf - Carried)

Moved that the Board move back into "open session" at 8:22pm.

(E Esnouf - Carried)

5. Strategic Plan

A Bridgman

- [Annual Implementation Plan for 2022](#)
- Challenging time, keeping teachers in front of the classes - 50% have been away for 5 or more days due to Covid & flu.
- We've endeavoured to keep the same person in the classroom for each week, with staff/relievers the children are familiar with.
- Teacher planning has been online so anyone that steps in can access it (great pool of relievers).

- With staff continuously being off, it's been challenging to progress with goals/new initiatives. Still in the mode of reading/writing/maths/RE, endeavouring to maintain a calm, stable environment.
 - There appears to be an increased number of children coming to school sick. We've had to ring parents often to ask them to pick youngsters up. Parents seem to be understanding
 - AB taking his sabbatical in Term 3. LB (Mon-Wed) and NL (Wed-Fri) will be the Acting Principals, with Debbie Pratt and Annette Woodhead providing support from the Tui Team.
 - Francisca Knottenbelt and Gemma Strother will be release teachers for HG 4 and HG11.
 - As Gemma Strother is pregnant, Niamh O'Reilly will return to look after HG3 for Terms 3&4.
 - Principal Message to go out Friday, July 8th communicating these changes.
- Move that the 2.2 Annual Implementation Plan to be approved.*

(A Bridgman/E Esnouf - Carried)

6. Unconfirmed Special Character External Review

A Bridgman

- Some mis-spellings that need to be amended (eg Annette Woodhead vs Annette Woodman).
 - Take note of amendments to be made/anything we need to feed back.
 - Any edits, please send to AB as soon as possible and will request a revised report to be sent to us.
- Move that the Special Character External Review to be accepted.*

(E Esnouf/B Allen - Carried)

7. Asset Protection

A Bridgman

- Ratification of payments to the Creditors (May)

Move that the May 2022 payments (to the value of \$131.095) to be ratified.

(A Bridgman/G Boyle- Carried)

- Approval of monthly reports (May)

Move that the May 2022 reports to be accepted

(A Bridgman/G Boyle- Carried)

- Approval of the 2021 Audit

Move that the Annual Audited Accounts 2021, as tabled, be approved Alister/Bridget

(A Bridgman/B Allen- Carried)

- Approval of signatories for financial transactions

Move that L Bateman be approved as a signatory for the payment of accounts

(A Bridgman/V Bates- Carried)

- We welcome Christine Broome from Edtech who will be doing our accounts going forward, with Sommohini assisting during the transition. Christine will initially come in one day a week to learn our systems and then be working from the Edtech office.

8. Triennial Election

E Esnouf

- The Returning Officer will not be Lizzy Thoresen as reported at our last BOT meeting. Bernadine Vester from MySchool Election will be the Returning Officer, with Lizzy acting as the school liaison.
- Names need to be in to the Vicar for Bishop's Representative by the beginning of August. They need to be known before election takes place (Monsignor).
- MySchool Election is not yet authorised to carry out online elections (awaiting final decision from the Ministry). However they can still conduct the election via post.
- EE is happy to spearhead BOT elections, calling on the team to assist with communications and promotions (e.g. getting posters/comms out, Facebook posts, meeting with potential candidates, reaching out to ethnic communities, facilitating initiatives like a coffee cart info session one morning before school, etc).

9. Administration

- Date of next Board of Trustees meeting - **25 August, 2022**
- Prayer for next meeting - Tressa

Board Members Prep Time for the March, April, June Meetings

Meeting adjourned at 9:23pm.

Future Board of Trustees Dates for 2022:

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** _____