



# ST JOSEPH'S SCHOOL BOARD OF TRUSTEES

6.30 PM THURSDAY 9 MARCH 2023

## AGENDA

1. Opening Prayer D. Tonks
2. Welcome E Esnouf
3. Election of Chairperson A Bridgman
1. Administration Matters PM
  - 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
2. Delegations PM

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

  - Suspension and Stand down of Students
  - Financial Expenditure within 2023 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

Authority to close the school in emergency situations.

  - Initial investigations relating to a complaint against a staff member
  - In the absence of the Principal, Laura Bateman and/or Natasha Luxford are delegated these authorities
3. Asset Protection A. Bridgman

Approval of signatories for financial transactions Alister Bridgman, Natasha Luxford, Annette Woodhead

  - Approval of monthly reports (December)
  - Approval of the 2023 Budget
  - Audit 2022. Statement of Responsibility & Statement of Financial Performance
  - 2022 Banked Staffing
  - 2022 Kiwi Sport Report
4. Statement of Variance A. Bridgman
  - 2022
5. Strategic/Annual Plan A. Bridgman
  - 2023
6. Staff A. Bridgman
  - 2023

- |   |            |
|---|------------|
| 7. <u>Policy/Procedure Review</u>   | PM         |
| <ul style="list-style-type: none"> <li>• Policies</li> <li>• 2023 Programme</li> <li>• Sample</li> </ul>  |            |
| 8. <u>MOE Mandated Curriculum Refresh Teach Only Days</u>   | A Bridgman |
| <ul style="list-style-type: none"> <li>• 2023/2024</li> </ul>   |            |
| 9. <u>NZEI</u>  | A Bridgman |
| <ul style="list-style-type: none"> <li>• Proposed Teacher Strike - 16 March</li> </ul>  |            |
| 10. <u>Property Development</u>   | A Bridgman |
| <ul style="list-style-type: none"> <li>• EPMP Library Development 2023</li> <li>• Junior Playground 2023</li> </ul>   |            |
| 11. <u>Catholic Office Board Training</u> (Please view pre meeting)   | A Bridgman |
| <ul style="list-style-type: none"> <li>• Bishop Steve - Board Induction</li> <li>• St Joseph's School Takapuna</li> <li>• Integration Agreement</li> <li>• SJCST Integration Agreement</li> </ul> |            |
| 12. Professional Growth Cycle   | E Esnouf   |
| <ul style="list-style-type: none"> <li>• 2023 (Please view pre meeting)</li> </ul>  |            |
| 13. In-committee - CONFIDENTIAL   | PM         |
| 14. <u>Administration</u>   | PM         |
| <ul style="list-style-type: none"> <li>• Date of next meeting and person volunteering for opening prayer</li> </ul>   |            |

**Dates of the 2023 Meetings:**

Week 5

Term 1 9 March

Term 2 25 May

Term 3 17 August

Term 4 9 November

14 December - BOT/PTA Christmas Mtg

Week 10

5 April (Wednesday) Term 1 ends Thursday 6 April

29 June

21 September

7 December (Week 9)

St Joseph's Catholic School, 2 Taharoto Road, Takapuna, North Shore City 0622, Auckland.

Phone 09 489 4994 Fax 09 488 0759

Email: [office@sj.school.nz](mailto:office@sj.school.nz)