



**Minutes of the Board of Trustees Meeting of St Joseph's Catholic School – Takapuna
Held at School on 05 April, 2023.**

Present: Bridget Allen, Alister Bridgman, Eric Esnouf, Franz Lim, Natasha Luxford, Mini Mathew, Jasmine Sim, Monsignor David Tonks, Kristen Waters, Laura Wilde

Eric Esnouf welcomed the Board and opened the meeting at 6:41pm.

Opening Prayer

M Mathew

Administration Matters

E Esnouf

- a. **Apologies**
T McCoid
- 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 (March)**
Move that the Minutes of the BOT meeting held on 9th March, 2023 be confirmed as a true and correct record. (E Esnouf- Carried)
- e. **Matters Arising**
None.

Strategic/Annual Plan 2023

A Bridgman

Move that the April 2023 Strategic Annual Plan report be accepted.
(A Bridgman/B Allen- Carried)

Asset Protection

- Approval of monthly reports. (April)
- Noted that a handful of Attendance Dues from 2022 still exist; Alister monitors payments and takes family's circumstances into consideration.

Move that the April reports to be accepted (A Bridgman/L Wilde - Carried)

Policy/Procedure Review

- Governance Framework
- Previously we commenced our meetings at 7pm. It was suggested we move the start time to 6:30pm and everyone agreed.
- B Allen recommended bringing Board survey forward, suggesting it's distributed towards the end of Term 2.

Move that the Governance Framework and documentation to be accepted
(E Esnouf- Carried)

Term 1 School Docs Review

- **Physical Restraint** - Draft document minimising physical restraint - Principal has read and is quite comfortable with it.
- Our teachers & other staff are clearly aware of the guidelines. They will all be obliged to complete an online training course.
- Teachers & other staff will identify stress triggers, endeavouring to understand unmet needs. They will do their utmost to prevent, minimise, and respond to student distress.
- **Assurances re Staff Employment**
- The Principal & Tui Team will conduct interviews and make offers of employment.
- Principal to provide the Board with assurances regarding those appointments and keep them informed.
- Teacher Aids are a priority at St Joseph's and we are fortunate to have a good number, many who have been with the school for some time.

Move that the draft Physical Restraint Policy/Procedures be accepted.

(A Bridgman/B Allen- Carried)

Move that the Assurances documentation be accepted.

(A Bridgman/J Sim- Carried)

Board Training

E Esnouf

- The Catholic Education of School Age Children
- A document of the New Zealand Catholic Bishops Conference.
- The main discussion points are encountering Christ; growth in the knowledge of Christ, his teachings, and the Catholic Church; and witnessing to Christ.
- Principal summarised the challenges we face as a Catholic school.
- Board members discussed the document, saying the biggest challenge, first and foremost, is the communication of Christ to the children which gives rise to their learning.

ERO

A Bridgman

- School Evaluation Partner is Louise Malins.
- She will make contact at the beginning of Term 2.
- Board asked to download the attached document and review.

Professional Growth Cycle

E Esnouf

- A Bridgman summarised his personal development experience in Sydney at the Harvard seminar he attended there prior to the start of the school year.
- He thanked the Board for approving his attendance, expressing how incredibly worthwhile it was.

Administration

- Date of next Board of Trustees meeting - 25 May, 2023
- Prayer for the next meeting - F Lim

Meeting adjourned at 9:05 pm.

Future Board of Trustees Dates for 2023:

25 May, 29 June, 17 August, 21 September, 09 November, 07 December, 14 December (BOT/PTA Christmas Get-together)

Presiding Member's Signature _____

Date _____