



**Minutes of the Board of Trustees Meeting of St Joseph's Catholic School – Takapuna
Held at School on 23rd June, 2023.**

Present: Bridget Allen, Alister Bridgman, Eric Esnouf, Franz Lim, Natasha Luxford, Jasmine Sim, Monsignor David Tonks, Kristen Waters, Tinaka McCoid, Laura Bateman

Eric Esnouf welcomed the Board and opened the meeting at 6:38pm.

Opening Prayer

B Allen

Administration Matters

E Esnouf

a. Apologies

M Mathew, L Wilde; T McCoid (arriving late)

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 (May)

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.

1. 2023 School Targets Report - Presentation

N Luxford/L Bateman

- A snapshot of where kids are midyear for Years 4-6
- Overall, happy with Year 4 and Year 6 progress; Year 5 is more challenging.
- Plenty of support is in place from teachers/support staff for children.
- Constant ongoing discussions to ensure teachers are on the same page and decisions are not made on one-off evaluations.
- Overall teacher judgements (OTJ) are not based on a single test, but rather a variety of tests from a range of sources.
- Year 5 cohort math is being monitored closely.
- Boys tend to develop their reading and writing skills in a different time frame to girls
- Discussion as to what help is offered to parents? N Luxford advised that teachers endeavour to communicate with parents regularly, offering them suggestions; parent/teacher meetings occur on an ongoing basis.

2. MOE Maori Achievement Cluster Contract

N. Luxford

- Report

3. Strategic/Annual Plan

A. Bridgman

- 2023
- Louise from the ERO office visited yesterday (26/6/2023) for an initial meeting.
- New system that was implemented in 2019 is a three year programme, beginning with the initial meeting; then will provide an outline of the school and what we are doing well; followed by “next steps”.
- This evaluation links in with our school charter.
- Louise met with the Principal, as well as the entire leadership team, and doesn't appear to need meetings with the Board or parents.
- Health & safety meetings are ongoing, meeting a couple of times per term.
- Some changes in our health & safety plan have been implemented due to the construction on the library building site.

Move that the 2023 Strategic Annual Plan be accepted.

(A Bridgman/B Allen- Carried)

4. Asset Protection

A. Bridgman

- Approval of monthly reports (May)

Move that the monthly reports are accepted..

(A Bridgman/F Lim - Carried)

- 2022 Audit - Financial Statement / Audit Completion Report

Move that the audit completion report is accepted..

(A Bridgman/J Sim - Carried)

5. Property Developments

A. Bridgman

- Library Refurb
 - Project Start Date: 26 June / End Date: 24 August
 - Cost anticipated to be with Government EPMP funding
- Junior Playground Replacement
 - Plans / Costings / Approval
 - Installation planned to begin Term 3/4 break

Move that the playground costings/funding be accepted..

(A Bridgman/B Allen Carried)

6. Policy/Procedure Review

A. Bridgman

- Term 2
- MOE Board of Trustees Code
 - The code of conduct comes into effect for all board members on 21 June 2023
- Amendment

Move that the policy/procedure review be accepted..

(A Bridgman/-E Esnouf Carried)

7. Collective Employment Agreements

A. Bridgman

- Principal
 - Ban on certain aspects of Principals' work continues on through the 30th June, 2023.
- Teacher
 - Primary teachers voted to accept the latest Ministry of Education collective agreement offer earlier this month. This was the fourth offer put to teachers.

8. Administration

E. Esnouf

- Date of next meeting - 17th August, 2023
- Person volunteering for opening prayer - A Bridgman

Meeting adjourned at 9:13 pm.

Future Board of Trustees Dates for 2023:

21 September, 09 November, 07 December, 14 December (BOT/PTA Christmas Get-together)

Presiding Member's Signature _____

Date _____