

MINUTES

St Joseph's School (Papanui) Board of Trustees Meeting

Held [Rāapa](#) / Wednesday 25 [Haratua](#) / May

2022

PRESENT

Leanne Anderson, Nathan Bradley, Pauline Fojas, Paul Knill, Erin Kreft, Sandro Ribeiro, Aaron Richards, Catherine Thornley.

IN ATTENDANCE

M. Pieters, Minute taker.

Whakataūki

Me te wai kōrari.

Like the nectar of the flax flower.

Joy in small things.

APOLOGIES

C. Tamagushiku

Fr, Rick.

Motion: That the apologies from Fr. Rick and C. Tamagushiku are accepted.

N. Bradley/E. Kreft

CARRIED

The meeting was opened at 5:34pm with a prayer provided by N. Bradley.

INTERESTS TO DECLARE

None to declare.

PREVIOUS MINUTES

Previous minutes tabled for discussion.

Motion: That the minutes of the previous meeting are accepted and approved.

N. Bradley/L. Anderson

CARRIED

Matters arising from the minutes

Nathan sent a letter on behalf of the board to the staff thanking them for their efforts during term 1. Morning tea including the presentation of koru will be undertaken at the end of Term 2.

CORRESPONDENCE

Correspondence Schedule tabled for discussion.

N. Bradley to follow up on some pending sections of the Response to the Auditor letter.

Motion: That the inward correspondence is accepted and the outward approved.

N. Bradley/S. Ribeiro

CARRIED

TEACHING AND LEARNING

PROGRESS RELATING TO ACHIEVEMENT TARGETS

Report tabled by A. Richards.

Target Learner progress statistics and information was presented. Data on targeted student progress will be presented at the end of Term 2.

ANNUAL PLAN REPORT

Report tabled by A. Richards.

Communication to community

Team leaders have been reminded to publish regular celebrations of learning on Hero.
A. Richards to follow up with P. Fojas to discuss the usability of the school website.

Motion: That the updates to the Annual Plan are accepted and approved.

N. Bradley/P. Knill

CARRIED

MONITORING

OPERATIONAL REPORT

Principal's Operational Variance Report tabled for discussion.

2.4 Health Education Consultation

Discussion around the various ways the community can access information. It was confirmed that a range of options will continue to be provided.

Motions: That the May Operational Report be accepted and approved.

N. Bradley/P. Knill
CARRIED

FINANCE REPORT

Financial Report tabled for discussion by N. Bradley (on behalf of C. Tamagushiku).

Motion: The February and March accounts are accepted and approved.

N. Bradley/L. Anderson
CARRIED

GOVERNANCE

SPECIAL CHARACTER REPORT

Report tabled by C. Thornley.

Motion: That the Annual Special Character Attestation approval is delegated to the Presiding Member.

N. Bradley/P. Knill
CARRIED

REVIEW SCHEDULE

Report tabled by L. Anderson.

Policies for review this term.

- Reporting and Recording Accidents and Incidents
- Behaviour management

Members agreed that the process for review will be to consider the two policies for review at the start of the term. At the second meeting, the data from the previous term will be considered.

Current policies were approved to be recorded as favourable by the Board.

Motion: The May Policy Report is accepted and the recommendations are approved.

N. Bradley/S. Ribeiro
CARRIED

MEETING CLOSURE

COMMUNITY COMMUNICATION

N. Bradley to notify the community that there will be a Board election this year in this, or next week's newsletter.

IN COMMITTEE

Motion: That the Board move into In Committee at 6.39 pm

N. Bradley
CARRIED

Motion: That the Board move out of In Committee and close the ordinary Board meeting at 7.10 pm.

N. Bradley/P. Knill
CARRIED

Meeting Closed: 7:10 PM

Next Meeting: 5.30-7.30 pm Rāapa/Wednesday, 6 Hōngongoi/July 2022.

Read & Approved:

Date:

ACTION POINTS

PREVIOUS MINUTES

Staff morning tea and presentations to be held at the end of Term 2.

CORRESPONDENCE

N. Bradley to follow up on some pending sections of the Response to the Auditor letter.

ANNUAL PLAN REPORT

Discussion around the school newsletter usability from a technical perspective.

A. Richards to follow up with **P. Fojas**.

OPERATIONAL REPORT

It was suggested the school has a Youtube channel named after the school where videos can be uploaded.

A. Richards to look at Hail with **P. Fojas**.

COMMUNITY COMMUNICATION

N. Bradley to notify the community that there will be a Board election this year in this or next week's newsletter.