

Board Meeting Minutes

25 June 2025



MEETING OPENED: 5.30 PM

Present: Present: A. Richards, N. Bradley, B. Leadley, A. Johns, B. Walker, K. Read, P. Fojas, T. Malone, Fr. Rick, S. Bennett (late), Hayley Baker (guest)

Apologies:

MOTION: That attendance is confirmed, and the apologies are accepted.

N. Bradley

CARRIED

Administration:

Prayer: The Board opened with the St Joseph's School Prayer

Whakatauki: The meeting whakatauki was shared by A. Johns.

Meeting Agenda: Minutes of the previous meeting were shared with all board members before the meeting.

MOTION: The meeting agenda is approved

N. Bradley

CARRIED

Declarations of Interest: None

Minutes of the Previous Meeting: Previous minutes were tabled for discussion.

MOTION: Minutes of the previous meeting are approved as a true and accurate record.

MOTION: Record that the following motions were approved online following the board meeting due to the previous meeting not being attended by a quorum of board members.

- The meeting agenda is approved
- The minutes of the previous meeting are approved as a true and accurate record of the previous meeting
- Approve the May Correspondence
- Accept the Principal's Operational Report - May 2025
- Accept the Annual Plan Monitoring Report
- Authorise Richard Lennox to restrain children in accordance with the school policy when required
- Confirm the board unanimously approved the purchase of gift cards for all staff as a Christmas gift for the 2024 school year at the September 2024 board meeting.
- Approve the purchase of new tracksuits up to a total cost of \$21,000
- Set the board election date for Wednesday, 10 September 2025
- Accept the Quarterly Financial Report

- Approve the 2024 Annual Community Report and AoV
- Accept and approve the Catholic Special Character External Evaluation Report.
- Acknowledge that a full budgeted statement of financial position & statement of cash flows extracted from the Board-approved operating & capital budgets for use in the 2025 annual accounts are prepared post-2024 audit finalisation to ensure accuracy and usefulness in the 2025 annual accounts. On this basis, the Board approves the use of these documents in the 2025 annual reports.
- Adopt the amended Complaints Policy
- Adopt the Schooldocs Protected Disclosure Policy
- Ratify the upcoming Policy changes included in the board pack
- Approve a budget of \$30,000 to initiate landscaping of the area where the old playground was located. \$13,000 of this budget is earmarked for shade sails.
- Approve the Memorandum of Understanding with the Diocese for constructing a block of four classrooms
- Approve the Power Build quote for retrofitting the storage container into a uniform storage area at a cost of \$8785
- Shift the 6th meeting of the year from the 17th of September to the 10th of September.

B. Leadley/T. Malone

CARRIED

Matters arising from the Minutes: None

Correspondence: The Correspondence Schedule was tabled for discussion.

MOTION: Approve the Correspondence.

B. Leadley

CARRIED

Monitoring

Operational Report: The Operational Report was tabled by A. Richards for discussion.

ACTION: Make amendments to the community survey; add a question about Learning in Action Posts, clarify that the survey is an overall indication rather than per child, reword question 10 to include 'future' rather than 'strategic plan'.

MOTION: Accept the Principal's Operational Report – June 2025.

MOTION: Allocate the following budgets to utilise the Furniture and Equipment income.

- \$12,000 classroom furniture
- \$20,000 staffroom furniture
- \$20,000 outdoor furniture (supplement the new landscape design)

MOTION: Approve the Community Survey Report 2025

Fr. Rick/P. Fojas

CARRIED

Annual Plan Implementation Report: The Report was tabled for discussion by A. Richards.

MOTION: Accept the Annual Plan Implementation Plan 2025
B. Leadley
CARRIED

Special Character Report: The Special Character External Report was tabled for discussion.

ACTION: Share the External Special Character Review with the community.

MOTION: Approve the distribution of the External Special Character Review report

MOTION: Approve the Special Character Report

MOTION: Approve the Special Character Annual Attestation

B. Leadley/P. Fojas
CARRIED

Governance

Policy Review: The School Docs Policy Updates for Health and Safety and Finance and Asset Management Policies were tabled for discussion.

MOTION: Accept the June 2025 Policy Report
K. Read/Fr. Rick
CARRIED

Board Virtues in Action: The Board Virtues in Action and Code of Conduct were tabled for discussion. The board completed an activity exploring how parents can act with the St Joseph's School virtues.

Community Communication: Community Survey & External Special Character Review

MEETING CLOSED: 6.58 PM