

Board Meeting Minutes

21 May 2025



MEETING OPENED: 5.30 PM

Present: Present: A. Richards, N. Bradley, A. Johns, B. Walker, K. Read

Apologies: L. Anderson, P. Fojas, T. Malone, Fr. Rick, S. Bennett, B. Leadley

As there were not enough board members present to make a quorum, it was agreed that the minutes and motions of the meeting would be sent to board members for approval by email.

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: The minutes of the previous meeting are approved as a true and accurate record of the previous meeting.

N. Bradley

CARRIED

Matters arising from the Minutes: None

Correspondence: The Correspondence Schedule was tabled for discussion.

A. Richards confirmed that employment documents have been updated to include the appropriate special character wording to comply with the Act.

A. Richards confirmed that the community were provided time to comment on the draft Sexuality statement. This evidence was provided to T. Shaw, who will amend the Special Character External report.

MOTION: Approve the Correspondence.

N. Bradley

CARRIED

Monitoring

Operational Report: The Operational Report was tabled by A. Richards for discussion.
The Board thanked the staff who attended the Confirmation Mass.

MOTION:

1. Accept the Principal's Operational Report – May 2025.
2. Authorise Richard Lennox to restrain children in accordance with the school policy when required.
3. Confirm that it unanimously approved the purchase of gift cards for all staff as a Christmas present for the 2024 school year at the September board meeting. The board acknowledges that this motion should have been minuted as "passed" in the September Board meeting minutes.
4. Approve the purchase of new tracksuits up to a total of \$21,000.
5. Approve the Annual Community Report.
6. Set the board election date for Wednesday, 10 September 2025.

N. Bradley

CARRIED

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

MOTION:

Accept the Annual Plan Implementation Report

N. Bradley

CARRIED

Financial: The Financial Report was tabled by S. Bennett for discussion.

MOTION:

1. Accept the Financial Report for April 2025
2. Accept the Quarterly Financial Report
3. Minute the following statement: Now that the 2024 audit has been finalised, Solutions and Services have provided 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. We acknowledge that these reports 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.

B. Leadley, N. Bradley

CARRIED

Governance

Policy Review: The School Docs Policy Updates for Health and Safety policies were tabled for

discussion.

MOTION:

1. Adopt the amended Complaints Policy
2. Adopt the School Docs Protected Disclosures Policy
3. Ratify the Upcoming Policy Changes included in the board pack.

N.Bradley

CARRIED

Property Committee: Information was provided to the Board regarding the Administration Block Refurbishment, Landscaping, and Mould Report.

A. Richards confirmed that a second round of decontamination took place in Clare prior to May 5th.

MOTION:

1. Approve the Memorandum of Understanding with the Diocese for constructing a block of four classrooms.
2. Approve a budget of \$30,000 to initiate landscaping the area where the old playground was located.
3. Approve the quote from Power Build for the retrofitting of a storage container into a uniform and costume storage area \$8785 + GST

N.Bradley

CARRIED

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

MOTION: Accept and approve the Catholic Special Character External Evaluation Report.

N.Bradley

CARRIED

MEETING CLOSED: 6.35 PM