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11/4/24

St Therese School Board of Trustees

Minutes of Meeting

Thursday 29 February 2024

Present: Father Arul (Proprietor's Rep), Mr B. Kurian (Proprietor's Rep and Presiding Member), Ms L. Geaney (Principal), Mr J. Gregory (Parent Rep), Mrs L. Ata (Parent Rep), Mrs R. Paterson (Minute Secretary)

Apologies: Ms V. Goodier, Mrs L. Murillo

The Board meeting opened at 6.05 pm with a prayer from Father Arul.

Benjamin Kurian welcomed all to the meeting and stood down as Presiding Member. Normal procedures were temporarily suspended as the first order of business and Rosemary Paterson called for nominations for the position of Presiding Member for 2024.

Lute Ata nominated Benjamin Kurian as Presiding Member 2024

Seconded: Laura Geaney

Congratulations Benjamin and thank you for your continued support of St Therese School

The Code of Conduct for Board of Trustee members was tabled for the Board to read and was accepted by all Trustees.

NZSTA delegations document was tabled. The Board discussed implementation of support and it was decided sub-committees are to report back at Board meetings. Property sub-committee will meet at 5.30 pm prior to a Board meeting, to do a walk around of the school grounds. The Finance Committee will bring attention of large expenditure to trustees at Board meetings. Roll growth is addressed in the Strategic Plan.

Board of Trustee professional development will be undertaken as a group and may replace a scheduled Board of Trustee meeting.

Minutes of Previous Meeting

The Minutes of 30 November 2023 were passed as a true and accurate record.

Moved: Laura Geaney

Seconded: Jordan Gregory

Action Plan

Date of Board of Trustee meetings were distributed.

Sub-committee meetings were discussed.

Professional development will take place when an appropriate time and date has been established.

Purchase of a school van is ongoing.

Inwards Correspondence

Catholic Diocese of Auckland letter of 19 February 2024 regarding the 2023 Annual Report to the Bishop and Special Character Report

General Business

The Authorised user Report was tabled and there was confirmation the EdPay Online Access Report that Jane Kerr and Laura Geaney are the authorised EdPay users and employed by the school. The segregation of payroll duties is as follows:

Jane Kerr - Submitting payroll data

Laura Geaney - Authorising changes and approving SUE Reports

The Board is assured that appropriate controls are in place at the school regarding payroll transactions and are consistent with the Edpay guidelines.

Laura presented the Cyclical Maintenance Plan to be approved and reported there are no big-ticket items that have been identified for 2024.

Laura Geaney moved that the Cyclical Maintenance Plan be accepted.

Seconded: Jordan Gregory

At the October 25 Kahui Ako Principals Meeting, St Therese was allocated a community position for a Within School leader in 2024. This position is only for 2024 and will be reviewed at the end of next year for 2025.

Strategic Plan to be discussed in the Principal's Report

Special Character Report

Laura Geaney provided the Board with a verbal Special Character report and spoke of all the events of the term. There is a new Religious Education curriculum and Students have had lessons on Ash Wednesday and have also celebrated the school's opening mass.

Class masses will commence with Father Yornes and the training of Alter Servers will take place shortly. There has been a focus on Prayer and Prayer routines.

Laura Geaney moved that the Special Character Report be accepted.

Seconded: Benjamin Kurian

Principal's Report

As tabled and read by Laura Geaney (Principal) and the Strategic Plan was viewed by the Board. The Catholic Education for School Age Children document was placed on the screen for the Board to read and discuss.

New Government requirements of one hour a day dedicated to Reading, Writing and Mathematics is noted however, we were already meeting these requirements. Laura spoke of Quality Teaching and leadership and also explained the Professional Growth Cycle for Principals.

Policies

The Te Tiriti O Waitangi Policy as tabled for the Board to read.

Laura Geaney moved that the Te Tiriti O Waitangi Policy be ratified.

Seconded: Lute Ata

The Board Responsibility Policy was tabled for the Board to read.

Laura Geaney moved that the Board Responsibility Policy be ratified.

Seconded: Benjamin Kurian

Principal Assurances

Laura Geaney assured that Parent Involvement, Communicating with Parents, Community conduct expectations, School planning and report, reporting to Parents on Student Progress and Achievement are all taking place and confirmed that all student mobile phones are away for the day.

Remedial roof repairs on Rms 2 and 3 were completed over the holidays and any buildings identified as needing work will be organized for the next holiday period. Thank you to Jordan Gregory who has replaced transformers and organized the move to LED lighting in the school.

The school's roll is at 72. There is no Finance Report at the beginning of the school year.

The Strategic Plan 24-25 was tabled and discussed. Benjamin Kurian will work together with Laura on a plan of setting measurable goals and they will present this at the next meeting. The Board also discussed a group photo for the website, a new parent evening and ways of marketing the school. Testimonials of past students was also discussed and a project for Term 1.

Trustees engaged in around the table review.

Laura Geaney moved that the Principal's Report be accepted.

Seconded: Jordan Gregory

The meeting closed at 7.45 pm with a prayer from Father Arul. The next meeting will be held on Wednesday 27 March 2024 at 6pm

Action Plan

Action	Person Responsible	Deadline
Property Sub-committee to meet 30 Minutes prior to the meeting of 27 March 2024	All Trustees	Next Meeting
Board of Trustee photo for the website	All Trustees	Next Meeting
Board of Trustee Professional Development	All Trustees	To be determined
Purchase of School Van	Laura Geaney	ongoing