

St Therese School Board of Trustees

Minutes of Meeting

Thursday 26 February 2026

Arul 26/3/26

Present: Father Arul (Proprietor's Rep), Mr B. Kurian (Proprietor's Rep, Presiding Member), Ms L. Geaney (Principal), Mrs L. Ata (Parent Rep), Ms S. Tanya (Parent Rep), Mrs C. Bankien (Staff Rep), Mrs R. Paterson (Minute Secretary)

Apologies: Mr M. Kebede

The meeting opened at 6pm with a prayer from Father Arul.

Benjamin Kurian welcomed all to the meeting. Normal meeting procedures were temporarily suspended and Benjamin Kurian stood down as Presiding Member. As the first order of business Rosemary Paterson called for nominations for the position of Presiding Member for 2026.

Lute Ata nominated Benjamin Kurian as Presiding Member 2026

Laura Geaney seconded the motion.

Congratulations Benjamin, the Board appreciates your support.

Items for General Business

To be discussed during the Principal's Report

Minutes of Previous Meeting

The Minutes of 2 December 2025 were passed as a true and accurate record.

Moved: Benjamin Kurian

Seconded: Laura Geaney

Action Plan

Please forward Trustee profiles to Laura for inclusion in the school newsletter.

BOT meeting dates were distributed and will be forwarded to trustees again.

School Art Show Event yet to be formalized.

Purchase of a school van is ongoing.

Inwards Correspondence

Catholic Diocese of Auckland regarding the 2025 Annual Report and Special Character Compliance was tabled and discussed.

As prepared and tabled by Laura Geaney (Principal). Laura spoke about the school's Strategic Plan 2026-2027 and opened discussion on the goals for feedback from trustees. In relation to Community Engagement Laura advised that information had been forwarded to the community of a parent support initiative named 'Hearts and Hands' to strengthen whānau and parent engagement continuing to improve communication systems. Laura shared ideas for property enhancement and advised she would apply for funding to help these come to fruition. Laura appreciated the feedback and the Board confirmed they agreed to the sharing of the Strategic Plan.

A formal Special Character report was unavailable due to our Director of Religious Studies being on leave. It has been a wonderful start to the new year with the school community celebrating the Opening Mass and Ash Wednesday. There will be a Lenten fundraiser for Caritas and year 7 and 8 students will lead the Stations of the Cross during Holy Week. The Catholic Diocese has restructured internal reviews, and Laura has met with our advisor acknowledging alignment with Strategic Goal One. We have 8 students to be trained in altar service, and 9 students will take part in the sacramental programme.

Assessments are providing information on student needs and Phonics tests are now in place as required by the Ministry. PAT Math's assessment has been selected to use this year and Parent Teacher meetings will be held in mid March. Professional development for staff is ongoing with completed PLD in Maths No Problem and PAT Assessments and upcoming PLD in Writer's Toolbox and Year 4-8 Structured literacy (BSLA). Principal Professional Growth Cycle for Laura is under the tutelage of Ahead Associates and entails Research / Reading and her goal for 2026 is Assessment and Ministry Changes. Benjamin spoke of his support and the continuation of the current Professional Growth Cycle arrangement.

Policies

The Policy for Alcohol, Drugs and other Harmful Substances was tabled for the Board to read and discuss.

Laura Geaney moved that Alcohol, Drugs and other Harmful Substance Policy be ratified.

Seconded: Lute Ata

The policy for Sun Protection was tabled for the Board to view and discuss.

Laura Geaney moved the Sun Protection Policy be ratified.

Seconded: Benjamin Kurian

The Policy for Digital Technology and Online Safety was tabled for the Board to view and discuss.

Laua Geaney moved the Digital Technology and Online Safety Policy be ratified.

Seconded: Shiery Tanya

Laura advised Principal Assurances are confirmed for Firearms Policy and Cellphones and Other Personal Digital Devices.

Also tabled was confirmation J Kerr and L Geaney are the authorised EdPay users and are employed by the school. The segregation of payroll duties: JKerr, submitting payroll data & LGeaney, authorizing changes and approving SUE Reports. The Board is assured that appropriate controls are in place at the school regarding payroll transactions and consistent with Edpay guidelines.

Laura spoke of an email sent to the Board by a Law Student requesting information under the Information Act about Board and devices. This request is in regards to their academic research. It raises concerns that information be stored in a safe place and how best to guarantee this. Options discussed include Share Point Office 365 and trustees using a school email to sign in or using a hard copy for Board Reports. A decision will be made to determine the best course of action.

The 2026 Budget aim is to apply for funding for a school van, additional shade, classroom desks, landscaping and an alternative camp. Property Maintenance includes gutters to be washed and replaced where necessary and trustees agreed they were happy for Laura to go ahead with a quote of her choice. There has been positive roll growth with 15 new enrolments bringing the roll to 71 and 8 pre-enrolled students to start mid-year.

Laura advised the Attendance Management Plan is on the school website as directed by the Ministry of Education and spoke of the regulatory requirement for school on reporting. School dates for 2027 were tabled for the Board to agree. A farewell for staff member Pata Leumuava will take place on Wednesday 4 March at 2pm and all Trustees are invited to attend. The Board agreed to a gift in accordance with the Gift Policy.

Laura Geaney moved the Principal's Report be accepted.

Seconded: Shiery Tanya

The Board engaged in a round table self review process.

The meeting closed at 7.30pm with a prayer from Father Arul. The next meeting will be held on Thursday 26 March 2026 at 6pm.

Action Plan

Action	Person Responsible	Deadline
Board of Trustee Profiles to be forwarded to the Principal for inclusion in the school newsletter	All Trustees	ASAP
Board meeting dates to be forwarded to Trustees to diarise	Rosemary Paterson	ASAP
School Art Show / Competition Event 2026	Mehari Kebede / Laura Geaney	Details to be finalised
Investigation of purchasing a school van	Laura Geaney	Ongoing