



Minutes SJSBOT Meeting- Tuesday 13th February 2018, 6.31pm

1.0	Administration	
1.1	Present:	CB, WP, CS, GB, NH, SJ, GK, JC
1.2	Apologies:	AL
	Absent:	LTN
1.3	Declaration of interests and conflicts of interests.	Nil
1.4	Friends of SJ Report	No FOSJ in attendance as there have been no meetings yet 2018, scheduled for 27 Feb
2	Monitoring	
2.1	Principal's Report	<p>Focus on gospel stories in church, delivered via readings from children, stories read by teachers, videos;</p> <p>Student assessments next week;</p> <p>Moving to Switched onto Spelling, evidence is that giving 10 words is not working. CB confirmed spelling underpins all literacy;</p> <p>Testing will monitor improvement;</p> <p>Results into Etap and Beagle, allows for governance and management;</p> <p>To provide Parents access to online Seesaw app (can access child's learning, give feedback to teachers/their own children);</p> <p>CB covering staff release to set consistent baseline from tests/assessment;</p> <p>No longer required by Govt to use National Standards (NS), no measuring of at/above/below NS;</p> <p>Discussed DRS, noted that the Sacramental Programme is a parish responsibility, CB to survey school community and confirm who will run sacramental programme in 2018;</p> <p>New teachers and staff welcomed;</p> <p>Kura Po 6:30-8:30pm Wednesdays at the Marae;</p> <p>Student numbers/new enrolments – roll at 97, 15% drop from last year but same as 2016. Noted there is interest from new parents, intent to focus on student achievement and good practice to gain role.</p>

		<p>CB moves to accept the principals report, 2nd JC. Carried</p> <p>AP1 CB survey school community on sacramental programme and confirm who will run it.</p> <p>AP2 CB to update school marketing pamphlets</p>
2.2	Student Achievement	<p>Targets for 2018 will be on school website once they have been sent to the ministry in 1st March; Reviewed data format, focus on Maths & Literacy CB meeting early March with Sacred Heart and Baradene re feedback on SJ students now in Year 7, their strengths and weaknesses. ERO due this year, date unknown, their focus will be on 'well being', report on Years 3-6. Bring in an OTJ external facilitator: tools for assessing why child at that level, how moderated CB moves to accept student achievement, 2nd GB Carried</p> <p>AP3 CB to publish targets on school website</p>
2.3	Annual Plan	<p>Aligned to other school docs to reflect our goals/actions, ownership and timeframe. CB moves to accept Strategic Plan, 2nd WP Carried</p>
2.4	Staff Representative By-Election	<p>CB to follow the NZSTA process; AB is the returning officer; Open to all staff who have been employed >2mths. 10 days to submit nominations If there is more than 1 staff nominated, voting takes place. GB as BOT rep to count votes</p> <p>AP4 CB to complete election process for staff rep</p>
3	Strategic Discussions	
3.1	Elections: Chair/Secretary/Treasurer 2018	<p>Nominations for BOT Chair JC nominated GK, 2nd SJ Carried The Board thanks CS for acting as interim Chair. Secretary (TBC, paid position) Treasurer: NH</p> <p>AP5: GK & GB to attend Chair training AP6: CB – seek secretary</p>
3.2	BOT Governance Manual	<p>Check details prior to next meeting e.g Calendar, Appendix Assign/appoint positions: DRS / Librarian / Teachers Assistant Create new area for BOT documents, either locked down area of webpage or google docs.</p> <p>Moved, CS: That BOT manual be accepted with updates and amendments. Accepted.</p> <p>AP7: All – check Governance Manual changes AP8: CB to confirm staff position changes AP9: CB check if can accommodate secure area on web for BOT docs</p>
3.3	Delegations Policy	Remove delegation from CS, assign to GK
3.4	Protected Disclosure Policy	No changes, moved CS, 2 nd JC Carried

3.5	St Joseph's Accounts/Credit Card Signatories	Removed JC, added GK Retain NH as Treasurer Retain Sue Bennett as school cheque book signatory
4	Sub Committee Reports	
4.1	Sub Committees 2018	Remain as assigned for 2017 with following amendments: Personnel Committee – BOT Chair, Bishops Rep, Principal, Staff Member, GB Community Committee – Add GB
4.2	Policy Review for next meeting: Board Code of Conduct	Code of Conduct AP10: JC to review for next meeting
4.3	BOT Meetings Entitlements	Those members who wish to seek meeting entitlements should email CB for details of how to claim
4.4	Finance/Property	Interim finance report available from Auditors, surplus showing, Accruals not included (AB to supply), expected/forecast deficit of \$14k. Discussion around continual delays/issues with external school accounting providers. CB investigated alternate accounting services, assistance for AB with monthly Xero requirements. Motion to seek alternate accounting service provider for school, moved NH, 2 nd WP Carried CB requested new desktop for AB (admin) up to \$2.5k, moved CB, 2 nd SJ Carried Playground Resurfacing/Funding: SJ requested quote providers to consider further reduction in quotes to match funds on hand; WP & SJ to confirm for start date March, working bee with FOSJ. AP11: NH & CB to report and quote on alternative accounting service AP12: CB to investigate/lease desktop AP13: WP/SJ confirm final price for playground within budget, works programme, start dates
4.5	ICT	New web page live, well received, generating positive interest. AP14: SJ/CB Create ICT replacement plan based on 2017 audit, forward to FOSJ AP15: Review BYOD policy as per minutes Nov 2017
4.6	Special Character/Community	Education Dedication Mass: CB discussed and encouraged attendance to the forthcoming Auckland Diocese Catholic Education Dedication Mass, 27 th Feb 7pm. An occasion for all involved in the diocese of Auckland. All invited, Christ the King Catholic Church, Owairaka
4.7	Health & Safety	CS noted point that H&S law includes responsibility for stress management No H&S matters outstanding
5	In-committee Matters	CS Move to in-committee 8.17pm CS Move out of in-committee minutes 8.26pm
6	Minutes of Previous Meeting 28th November 2017	Moved by CS Accepted GB abstained

	Minutes of Extraordinary Meetings 11 December 2017	Moved by CS Accepted GB abstained
	15 January 2018	Moved by CS Accepted CB, GB abstained
	are true and correct.	
7	Actions	
8	Schedule of Correspondence	
8.1	Inwards Correspondence	Multiple items received since 28 November 2017. Moved by CS Accepted
8.2	Outwards Correspondence	Multiple communications outwards by Chair since 28 November 2017. Moved by CS Accepted
9	Next Meeting scheduled for Tuesday 13 March 2018 6:30pm	
10	End of Meeting Prayer	CB
	Meeting Closure time	8:50pm

Action Points

- AP1 CB survey school community on sacramental programme and confirm who will run it.
- AP2 CB to update school marketing pamphlets
- AP3 CB to publish targets on school website
- AP4 CB to complete election process for staff rep
- AP5: GK & GB to attend Chair training
- AP6: CB – seek secretary
- AP7: All – check Governance Manual changes
- AP8: CB to confirm staff position changes
- AP9: CB check if can accommodate secure area on web for BOT docs
- AP10: JC to review for next meeting
- AP11: NH & CB to report and quote on alternative accounting service
- AP12: CB to investigate/lease desktop
- AP13: WP/SJ confirm final price for playground within budget, works programme, start dates
- AP14: SJ/CB Create ICT replacement plan based on 2017 audit, forward to FOSJ
- AP15: Review BYOD policy as per minutes Nov 2017
- AP16: Board photo(s) required for web (take at meet & greet evening)
- AP:17: CB Remove Gate program from web page
- AP:18: SJ & JC to arrange BOT/Staff meet and greet, date via Doodle