

**ST IGNATIUS OF LOYOLA CATHOLIC COLLEGE BOARD
MEETING MINUTES
TUESDAY 15 AUGUST 2025
6.30pm via ZOOM**

1. **PRESENT:** Barbara Lee, Elvira Balle, Benjamin Speedy, Linda McQuade, Dean Wearmouth, John Gilbert, Catherine Rawlinson, Joseph Fa'afiu, Nadia McFadden

Joined late: Andrea Clarke, Apaula Lautua.

2. **OPENING PRAYER** – Joseph

3. **APOLOGIES** – Nil

4. **Minutes of the last meeting**

MOTION: That the Minutes of the Meeting held on 15 July 2025 be accepted

MOVED: John Gilbert SECONDED: Joseph Fa'afiu

5. **MATTERS ARISING**

- **Uniform**

Senior Girls: Existing trousers or the long black skirt with side pleats, existing blazer, existing blouse, different tie

Senior Boys: Existing blazer, existing shirt, trousers only, different tie

There will be some differentiation for the school leaders. We will decide this closer to the time it is needed.

MOTION: That we move forward with the senior uniform changes

MOVED: Barbara Lee SECONDED: Elvira Balle

- **Update on railway access** No update as yet with current elections

6. **CORRESPONDENCE:** Inwards:

• NZCBC: Fundraising – Caritas and MissioNZ to be prioritised within Catholic Schools. Dean will manage in house and also continue to support our local charities as well.

• Vicar for Education – thanks from Auckland Common Fund Ltd and Catholic Education Services re collection of Attendance Dues and Catholic Special Character Contributions.

• Letter from Michael Butler re new hall for St Ignatius of Loyola Catholic College
Discussion: There have been concerns about the availability of teaching spaces for all weather areas. Options have been investigated: a Canopy - \$1 million plus GST, the University of Auckland offered an existing building that could be moved onto site but costs were close to \$3.8million (possibly more). Catholic Diocese went back to Savory to find something in between. Diocese will lend us the money and the money we collect from dues will pay the cost of the loan. This will be repaid over a number of years.

There are some concerns – we would be building a facility that is bigger than our final roll. This means that the Policy 1 funding received by the Diocese will not cover all of the maintenance of the facility long term. It will be up to the College to cover these costs.

This will also have implications for our insurance costs – we will have to meet costs above our roll.

MOTION: The board will approve the subcommittee to investigate possibilities for this project

MOVED: John Gilbert

SECONDED: Catherine Rawlinson

7. FINANCE REPORT

Taken as Read.

Policies considered at the meeting:

- **Finance Committee Terms of Reference and Annual Calendar**

MOTION: That we adopt the terms of reference in the annual calendar document

MOVED: John Gilbert

SECONDED: Elvira Balle

- **Draft sensitive expenditure policy**

Recommended by the auditors and we have used ministry of education template as guidance

MOTION: That the sensitive expenditure policy be approved

MOVED: Linda McQuade

SECONDED: Joseph Fa'afiu

- **Overseas Travel Application**

Discussion: Board will approve all overseas travel, the finance committee reviews and then will bring to the board. The form will be on letterhead.

MOTION: That we adopt the Overseas Travel Application form

MOVED: John Gilbert

SECONDED: Barbara Lee

MOTION: That we approve the Finance Report for July 2025

MOVED: John Gilbert

SECONDED: Elvira Balle

8. PROPERTY AND HEALTH AND SAFETY REPORT

Taken as read

MOTION: That we approve the Property Report for July

MOVED: Apaula

Lautua

SECONDED: John Gilbert

- **EOTC Forms**

Taken as Read. EOTC forms were circulated in the board pack for members to read.

MOTION: We approve the EOTC health and safety forms for AIMS camp and Year 7 Camp

MOVED: Linda McQuade

SECONDED: Apaula Lautua

9. POLICY COMMITTEE REPORT (22 JULY):

Delegations and Committee Principles; Concerns and Complaints Policy; Board Complaint Checklist; Complaints Process – all previously distributed and taken as read.

- ***Delegation and Committee Principles document***

Edits:

7.2 Change 'will' to 'can'

8.3 Change 'will' to 'can'

Reviewed date need to be amended to 12th August

MOTION: That the delegations and committee principles document with above amendments be approved

MOVED: Benjamin Speedy SECONDED: John Gilbert

- ***Concerns and Complaints Policy***

MOTION: That the concerns and complaints policy be approved

MOVED: Joseph Fa'afiu SECONDED: Catherine Rawlinson

- ***Board Complaint Checklist***

Reviewed date need to be amended to 12th August

MOTION: That the Board complaints checklist be updated and approved.

MOVED: Benjamin Speedy SECONDED: John Gilbert

- ***Complaints Process***

Deferred to the next meeting

10. PRINCIPAL'S REPORT:

Taken as read.

Discussion: Regular attendance is very high thanks to the work from Kelly Ronald and Luke Williams. Luke will continue in this role to work on attendance going forward.

Co-requisite achievement is a priority for those who haven't achieved. The Board is reassured that target groups are being focused on and given the opportunity to succeed.

NCEA: Majority of schools not continuing with NCEA Level 1 in 2026.

The SIOLCC programme is evolving. There are a lot of factors to consider as the information is coming out and unpacked. The current plan will be for the Year 11s to attempt some assessments at Level 1 in the first half of the year. These results will not be recorded on the students' record of achievement with NZQA. In the second half students would work towards Level 2 credits. Essentially it would give them more of a chance to achieve Level 2 as Year 12 students.

Dean will circulate any documents going out to parents to the board as well – more for our interest rather than our role as trustees.

Strike Action: PPTA agreement – 1% pay rise offered. PPTA has rejected it. There has been notification of strike action on the following dates: 20th August, then rolling strikes for Year 9 on 17th September and Year 10 18th September. We are in an unusual position with the make up of our school and staff currently and there are safety precautions to consider. The majority of the staff are PPTA members and around two thirds of the school is under the age of 14 years. SIOLCC is unable to stay open and offer supervision for students to attend due to unsafe staffing levels.

The school will close on the 20th August – Board supports the closing of the school due to Health and Safety concerns.

MOTION: That the Principals report be accepted for July.

MOVED: Dean Wearmouth SECONDED: Apaula Lautua

11. GENERAL BUSINESS

- Election of Student Representative

Student rep has the right to join an appropriate sub-committee. Families are responsible for ensuring their son/daughter transport to and from meetings – trustees not able to share responsibilities for student representative's travel.

12. PERSONNEL MATTERS

Moved into IN COMMITTEE at 7.55pm

Moved by the Chair that: "The meeting go into committee" and that the public be excluded from the following parts of the proceedings of the meeting, namely Personnel Report. The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows: this matter contains personnel information and there are reasonable grounds for the passing of this resolution to protect the identity and privacy of the personnel to be discussed"

- Approval of In-Committee Minutes
- Personnel Report
- Personnel Committee Report
- 7.58pm out of committee
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13. DATES FOR NEXT MEETINGS

- 19th August 6pm – Catholic Character
- 19th August 7pm – Finance and Property
- 6th September 9am – Strategic Planning
- 6th September 11am – Board Formation – online with FR Chris Gleeson
- 9th September 6.30pm – Board of Trustees

14. Closing Prayer – Andrea

Matters Arising	
Railway Access	John Gilbert
Complaints Process – circulate for approval	Linda McQuade

Approved 9 September 2025