

**MINUTES of  
Establishment Board Meeting  
St Ignatius of Loyola Catholic College  
SIOL, Burtt Road, Drury  
Tuesday 04<sup>th</sup> June 2024 at 7:00pm**

**PRESENT:** Linda McQuade – Presiding Member, John Mills – DP, John Gilbert - Chair Finance Committee, Elvira Balle – Secretary, Dean Wearmouth, Patrick Buckley, Nadia McFadden, Catherine Rawlinson, Apaula Lautua

**1. OPENING PRAYER:** Linda McQuade

- a. **How are you?**

**2. APOLOGIES:** Claire Stapleton

**3. CONFLICT OF INTEREST – Updates – nil**

**4. MINUTES OF MEETING HELD ON 07<sup>th</sup> May 2024**

MOTION: That the minutes of the previous meeting held on 07<sup>th</sup> May 2024 were confirmed as a true and correct record.

MOVED: John Gilbert

SECONDED: Patrick Buckley

**5. MATTERS ARISING:**

New Board election update:

- See Correspondence taken as read.
- Revised 2024 meeting dates distributed. Our July meeting of the last meeting of the Establishment Board, but this Board still has governance responsibility until Friday 2 August 2024. The new Board is to meet on Saturday 3 August for a training morning.
- Nominations for 4 Bishop Appointees will need to be submitted.

**6. CORRESPONDENCE:** Taken as read.

Inwards: Letter from MoE re. Election date ad copy of the NZ Gazette – circulated.

**7. Special Character Committee:**

Report from the 21<sup>st</sup> May meeting – taken as read

**Special Mention:**

- A lot of liturgical opportunities for students
- Students and common practices i.e private journalling and reflecting
- Gathering student voice
- R.E writing, Outreach, and Young Vinnies.
- Thank the teachers involved.
- Parent Formation Session – fascinating and real

MOTION: That the Catholic Character Report

MOVED: Linda McQuade

SECONDED: Nadia McFadden

## **8. FINANCE:**

Finance reports circulated to and considered by the finance subcommittee. We can meet all our bills as they fall due.

MOTION: That the Finance May 2024 Reports be accepted.

MOVED: John Gilbert

SECONDED: John Mills

Sound and systems for both the Auditorium and Chaple are to be installed.

## **9. PRINCIPALS REPORT**

Report dated May 2024 has been circulated and taken as read.

Key points:

- Enrolment Information ratio female vs male
- Job adverts for additional positions required for the larger roll in 2025 going out in 3 weeks time. Looking at staff that can do one or two things at a time. E.g Physics teacher who can teach Maths.
- Staffing is a challenge.

Board Assurances:

Safety vetting: All teaching and relief staff hold current practising certificates and all support staff hold current police vets.

Staff recruitment and selection: procedures for staff selection and appointment are being implemented as per Board Policy, Ministry of Education guidelines and collective agreements, including identity and registration checks, and board delegation for appointment committees.

Policy: all board policies can be accessed via the school web site.

MOTION: That the May 2024 Principal's Report be accepted.

MOVED: Dean Wearmouth

SECONDED: Catherine Rawlinson

## **10. STAGE 2 BUILDINGS:**

Plans distributed and discussed.

Still some work to do, we are short on resource area and some gym area. In the future may need to look at fundraising to build a stand-alone gymnasium. Drama Room in the new block will include bleacher seating and be able to function as a small theatre.

This will provide the accommodation required for 900 students.

3 courts – tiger turf, awning foundations to go in.

Construction site will be isolated. Noise may be experienced but otherwise business as usual.

**11. GENERAL BUSINESS:**

Sincere thanks from original faith and steering committee members of the College to Dean, Fr Eka, Matt and Leadership Team for a very joyful, spiritual consecration of the chapel. Thank you to Kane and Catherine for showing the College to the Faith and Steering Committee. It was a wonderful closure for many of them after their years of involvement in establishing the college. John Mills.

Catherine requesting primary student teachers from University of Auckland to have their practicum/partnership with SIOL. Catherine will make contact with Dean to discuss process.

Catholic P.E teacher to come in with a placement role of six weeks.

Feast of St Ignatius – Invitation to the Establishment Board for dinner on Wednesday 31<sup>st</sup> July 6pm in the Hospitality Area at the College.

**12. Meeting Dates:**

CATHOLIC CHARACTER: note no June meeting

FINANCE & PROPERTY: Tuesday 18<sup>th</sup> June 7.00pm

BOARD MEETING: 02<sup>nd</sup> July at 7.00pm (last meeting of the Establishment Board)

*Opening Prayer: Pat Buckley*

*Examen: John Mills*

**CLOSE MEETING: 7.45pm**

<b>ACTIONS</b>	
From 04 <sup>th</sup> June	
nil	nil

Signed: \_\_\_\_\_

Date: \_\_\_\_\_