

**MINUTES of
Board Meeting
St Ignatius of Loyola Catholic College
SIOL, Burtt Road, Drury
Tuesday 06th August 2024 at 7:00pm**

PRESENT: Linda McQuade, Joseph Fa'afiu, Barbra Lee, Dean Wearmouth, Nadia McFadden, Benjamin Speedy, John Gilbert, Andrea Clark, Catherine Rawlinson, Apaula Lautua (late arrival 7.30pm), Elvira Balle

1. OPENING PRAYER: All

2. APOLOGIES: nil

Linda McQuade steps down as presiding member.

Dean to take over the meeting as he cannot be the presiding board chair of the board.

3. NEW BOARD PROCESS:

- **Election of Chair for 2024**
- **Volunteer to take minutes**

Upon motion duly moved, seconded and carried it was resolved that:

The following persons be appointed to:

Name	Office
Linda McQuade	Presiding Member
Nadia McFadden	Secretary

MOVED: Ben Speedy

SECONDED: Catherine Rawlinson

- **Signing of New Code of Conduct** – Taken place prior to meeting
- **Reapproval of delegations** – Amend standing committee page 3 delete Communications, Personnel and to add:
Catholic Character
Policy C
Finance
Property

MOTION: That the reapproval of delegations are approved with the above amendments

MOVED: John Gilbert

SECONDED: Ben Speeding

- **Establishment of a Conflict of Interest Register for St Ignatius of Loyola Catholic College Board** – pass around the table to fill out.
- **Conflict of Interest Register of St Ignatius of Loyola Catholic College Board** – taken as read and signed.
- **Q&A on “Board Operations and Procedures”** – taken as read

4. MINUTES OF MEETING HELD ON 02nd July 2024 of the EBoT

MOTION: That the minutes of the previous meeting held on 02nd July 2024 were confirmed as a true and correct record.

MOVED: Nadia McFadden

SECONDED: Catherine Rawlinson

5. MATTERS ARISING: nil

6. CORRESPONDENCE: Taken as read.

Inwards: 29th July, 2024 from Auckland Common Fund – the group made of representatives of proprietors of Catholic schools in the Auckland Diocese, receives the attendance dues monies collected by all schools; common good approach.

All families at our College have paid.

7. CATHOLIC CHARACTER: Meeting held on the 15th July

Report taken as read.

Matt prepared the report for the first 3 goals, the last goal is Fr Eka

They both also attend the Catholic character meeting; they give us information about what's happening. A lot of discussion and clarifications.

Goal 2 – Growth in Knowledge: Linda acknowledged the amount of work done by Matt and his team in introducing the new RE curriculum where resources have not been developed nationally. A lot of hard work has been required as new school to develop schemes/programmes of work but additionally to prepare all the newly required resources as well.

A completely new RE programme for Years 1-13 is being introduced across New Zealand. Schools are required to teach the new curriculum once the resources have been developed for a specific year level. Because we are a new school it makes sense to start with a new curriculum, despite the lack of national resources for Years 7-10. The Jesuit charism is used as a “lens” in terms of the curriculum teaching.

MOTION: That the report be approved

MOVED: Linda McQuade

8. FINANCE/PROPERTY: Meeting held on the 15th July – report taken as read.

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

MOTION: That the Finance JUNE 2024 Reports be accepted.

MOVED: John Gilbert

SECONDED: Apaula Lautua

MOTION: That the Property report be accepted.

MOVED: John Gilbert

SECONDED: Apaula Lautua

No further Ministry of Education Furniture Fittings and Equipment funding will be received until the Stage 2 building is completed. Consequently, money we have received needs to be allocated to "fit out" area with equipment and resources as new subjects are introduced e.g hard material technology. Timing of introduction of new subjects is staff dependent and planning these changes requires prudent spending now.

8. PRINCIPALS REPORT

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

Dean has advised the board that this format can change, the current form is what was reported to the EboT.

The strategic plan and annual plan are associated to the NELPS.

We need to have our next consultation with the parents.

For now we are working on our strategic plan and our annual plan for 2024.

We just waiting for confirmation from the MoE whether we go on the cycle as the rest of the country.

Some points:

Stand downs and suspensions

A student was excluded, and the parents went to the Ombudsman. We are actively working with the Ombudsman.

Annual implementation plan – to provide the board with assurance that the annual plan is followed through.

Strategic improvements, we are a new school, so it is a implementation plan.

Ākonga electives – very impressive, the joy and the skills, between the students.

teacher perspective – that having as an elective during school time is great.

Staff wellbeing – Dean feels staff are supportive of one another. Maybe need to look at some more initiatives around well-being. Well-being budget in place.

MOTION: That the Principal JULY Report be accepted.

MOVED: Dean Wearmouth

SECONDED: Elvira Balle

10. PERSONEL REPORT – IN COMMITTEE – NIL

Note if we have one we will go in- committee, minutes are separated.

11. GENERAL BUSINESS:

Approval of overnight EOTC activities –

Dean is seeking Board approval for 3 overnight EOCT events:

i.Trips to AIMS games dates 06th – 13th Sept

- ii. Year 8 sports camp at Camp Adair 9-13th Sept
- iii. Year 7 Camp to be held at Camp Adair, Hanua – dates 4th – 6th December

To ensure the safety of students for planned overnight EOTC events, the school is using “School Bridge Education Outdoors NZ” – a recognised organisation that monitor and provides best practice. The online service for ensuring safe practices, assesses risk for varying types of activities, risk management forms, and provides assurance that every consideration is given to ensuring the safety of all involved in each specific EOTC activity.

Parent are police vetted if they are staying with students.

MOTION: The application for 3 overnight EOTC activities: AIMS games 06th – 13th Sept; Year 8 sports camp 9-13th Sept; Year 7 Camp s 4th – 6th December be approved, provisional to the “School Bridge” process being distributed to the board.

MOVED: Andrea Clark

SECONDED: Ben Speedy

- Term of Office for this Board is 4 years. Date of election was moved under the advice from the NZSTA, if we held it out slightly later, we would not need to have an election next year. Elections after this will be in sync with the 3 yearly election cycle for all schools.
- Board formation – consulted with Fr Eka, keen to work with the board with the St Ignition formation. Feedback was very useful.

12. Membership of Board Committees: Catholic Character, Policy; Finance and Property

CATHOLIC CHARACTER – meets with Fr Eka, Matt, Dean. Members: Benjamin Speedy, Catherine Rawlinson, Nadia McFadden, Joseph Fa’afiu, Linda McQuade.

POLICY – this is a new committee to begin the work of reviewing policies

- The decision was made that our Policies would be based on the NZSTA Policies which had been amended by NZCEO to include the Catholic dimension. The policies were then further adapted by us to include our Ignatian Charism.
- We need start using English / Te Reo for common words throughout the policy documents.
- In each of the polices review/monitoring of the policy – we left it at this point, now we need to look at if we need this section at all.

Meets with Dean. Members: Andrea Clark, Nadia McFadden, Joseph Fa’afiu, Barbara Lee, Linda McQuade.

FINANCE & PROPERTY – both meet at the same time/night, one after another. Which includes H&S

Meets with Dean: Members: John Gilbert, Elvira Balle, Apaula Lautua, Linda McQuade.

If there is a stand down / suspension – the committee is generally the Presiding Member and the first few people that respond to Dean that they can meet at the specified date and time.

13. Meeting dates for 2024 – agreement of days and times.

Some dates have been set and taken as read.

Setting up a Board plan – the calendar will look different next year.

Suggestion for the opening prayer for the board meetings for the rest of the years – we will watch videos provided by the Catholic Education Services. This begins with prayer and followed by a formation video.

Closing Prayers – Dean rostering everyone on a closing prayer, up to the person to decide what they want prayers to be.

14. Prior approval of leave

If you are aware you are not able to attend the next meeting best practice is to request for prior approval of leave.

If you are not present on the board for 3 months without apology then the person is automatically removed from the board.

Andrea may not be able to attend next meeting.

15. Dates of next meetings

**Tuesday 20th August: 6pm Catholic Character
7pm Property Finance**

Tuesday 03rd September: Full Board

16. Closing Prayer – (Dean Wearmouth)

Opening Prayer: Video

Closing Prayer: Catherine Rawlinson

CLOSE MEETING: 08:30pm

ACTIONS	
From 6 AUGUST 2024	
School Bridge Process for ensuring safe practices for overnight EOTC trips to be distributed to the board.	DW

Signed: _____

Date: _____