

**MINUTES of  
Establishment Board Meeting  
St Ignatius of Loyola Catholic College  
SIOL, Burtt Road, Drury  
Tuesday 05<sup>th</sup> March 2024 at 7pm (Hall/Chapel tour) meeting start 7.20pm**

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

**IN ATTENDANCE:** Monica Johnson (Governance Facilitator)

**1. OPENING PRAYER:** Pat Buckley

**2. How are you?**

**3. APOLOGIES:** Nil

**4. CONFLICT OF INTEREST – Updates – nil.** Pat Buckley is a member of the Board of St Mary's School, Papakura, but this was not considered a conflict of interest.

**5. MINUTES OF MEETING HELD ON 30<sup>th</sup> January 2024**

MOTION: That the minutes of the previous meeting held on 30<sup>th</sup> January 2024 were confirmed as a true and correct record.

MOVED: Patrick Buckley      SECONDED: John Gilbert

**6. MATTERS ARISING:**

Code of conduct to be signed by Trustees and given to Linda for filing.

**7. CORRESPONDENCE:** Taken as read.

Inwards: - nil

Outwards: - 25<sup>th</sup> February -MOE re new Board Election Date – taken as read

- At the powhiri Linda talked with MOE personnel and they asked why we wanted the election now. They were informed that the Board felt it would be good to have parental involvement on the Board now. Louise said she was writing a report for her team.
- Email back from Louise, looks ok.
- Linda to go back asking when it will be gazetted. Assuming the dates proposed are accepted and allows the new Board to stay in office until the 2028 elections.

New Board:

- First meeting will be held in July. Focus of this meeting is induction for Board members will incorporate items such as board policies and procedures, what it means to a Catholic school is, as well as a Jesuit Companion School.

MOTION: That the new Board Election dates be accepted

MOVED: Claire Stapleton      SECONDED: Catherine Rawlinson

**8. Special Character Committee – No meeting in Feb.**

**9. FINANCE: - see JG email/ report (SEE JOHNS NOTES)**

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

- Representation Letter – what we are responsible for: Preparing the Financial and the activities of the school falls on the Board.

MOTION: The Representation Letter to be signed by the presiding member and the Principal

MOVED: John Gilbert      SECONDED: Nadia McFadden

MOTION: It is in the opinion of the Board and management that the annual financial statements for the financial year ended 31<sup>st</sup> December 2022 fairly reflects the financial position and operations of the school:

MOVED: John Gilbert      SECONDED: John Mills

MOTION: The Presiding member and the Principal sign the 2022 Financial Statements.

MOVED: John Gilbert      SECONDED: Nadia McFadden

January reports are still not reported due to very busy time with year however we are safely within the budget.

MOTION: That the DAILY LIMIT of withdrawal for bank transactions be increased to \$100k.

MOVED: John Gilbert      SECONDED: Linda McQuade

**10. PRINCIPALS REPORT**

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

Board Assurances:

Physical restraint course completed

Support staff police vetted with dates

Government 100-day plan:

- school's mobile phone policy does not allow phones switched on during the timetabled school day

- 1 hr/day for Y7&8 for each of reading, writing and mathematics enabled through timetabled Mathematics, English and across the curriculum

Strategic Plan and Annual plan have both been uploaded to the MOE Secure data Portal

Comprehensive operational Health & Safety manual developed

Digital technology and online safety agreements signed by all students

Insurance in place for the following:

- Contents Sum Insured \$3,000,000

- Additional Increased Costs of Working \$100,000

- Loss of Income \$50,000

- Claim Preparation Costs \$50,000

- Public and Products Liability \$5,000,000 o

- Professional Indemnity \$1,000,000

- Employer Liability \$1,000,000

- Statutory Liability \$1,000,000

NZQA Update:

- Consent to Assess NCEA suite of assessments – letter received 15th February.
- Signatory to the Education (Pastoral Care International Learners) Code of Practice 2021.

ERO

Final school readiness visit scheduled for 8/9 April.

Annual Plan Progress: taken as read. Links provided to show “behind the scenes”. This provides an insight into the operational functioning of the college.

First Weekly Excellence reports published to parents and caregivers on 23rd February. Weekly average summaries will be included in the next report.

Meet the Teacher event held on the 29th February was very positive, vibrant atmosphere. Student guided so they can show the parents around.

A new national RE Curriculum is being implemented. Currently the teaching resource provided by NCRS are very limited or have not yet been developed for some year levels. Our DRS has been actively working towards ensuring the programme can be delivered effectively in the College.

A special mention to the staff – well done.

Principal Report be accepted.

MOVED: John Mills

SECONDED: Catherine Rawlinson

**10. GENERAL BUSINESS:**

**NZTA Newsletter Feb 2024:** New board members welcome to public office, circulated to board members – take as read.

- Although our College is not a crown entity – as the land and buildings are owned by the Auckland Diocese, the College receives funding from the State and the Board is accountable to the public and government for:
  - complying with Education and Training Act 2020.
  - Providing a safe physical and emotional environment (Principal will provide the Board with assurances such as providing: H&S training; developing a risk register)
  - Being a good employer.
  - It is really important we understand our role as elected office-holders are not volunteers.  
*We act together, collective responsibility.*
  - Student achievement is a significant part of our role, and we will be provided with data, showing achievement of all students as well as for students who are in priority groups. Magis centre already set up – the best for every single student.

Dean is happy to share operational information to validate if the board or committees require more information.

As a Catholic, Jesuit Companion School we are also accountable to The Diocese and JEA. We will be required to provide at the end of the year a report to our proprietor. The Catholic Character Committee takes a leadership role in this area. DRS and Father Ika would also attend the Catholic Character meetings.

*A great privilege to serve on the board.*

**Formation Session**

Jenny hickey (Directors of JEAC education)– a zoom session 9.30-11.30 Saturday 23<sup>rd</sup> March.

Subject: Network of the companion school and Jesuit School

Apologies Catherine R, Elvira Balle

**Consecration Of The Chapel**

A tentative date for the– Saturday 18<sup>th</sup> May time tbc - Bishop will be presiding over this mass.

**11. IN-COMMITTEE FOR PERSONNEL COMMITTEE REPORT**

At 08:25pm Moved by the Chair that “the meeting go into Committee” and 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 personal information and there are reasonable grounds for the passing of this resolution to protect the identity and privacy of the personnel to be discussed”

Moved out being In-Committee at 8.28pm

**Meeting Dates:**

CATHOLIC CHARACTER: Tuesday 19 March 6.00pm and Tuesday 16 April 6.00pm

FINANCE: Tuesday 19 March 7.00pm and Tuesday 16 April 7.00pm

BOARD MEETING: 7 May at 700pm *Opening Prayer: John Mills; Examen: Nadia McFaden*

**Closing Prayer – Examen****CLOSE MEETING: 8.31pm**

No board meeting in APRIL

*Closed 08:40pm*

<b>ACTIONS</b>	
From 05 March	
New Board Election update	LM

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

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