

# ST IGNATIUS OF LOYOLA CATHOLIC COLLEGE BOARD

## MEETING MINUTES

TUESDAY 5<sup>th</sup> November 2024

### 6.00pm Board Room St Ignatius of Loyola Catholic College

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

#### 1. OPENING PRAYER: Ben Speedy

We will resume the CESB training videos at the beginning of 2025

#### 2. STAGE 2 BUILDING PLANS

- DW provided the board with a copy of the plans and talked through how the build was going to be managed with students at school. A very comprehensive plan is in place and building will begin in the first week of December. Several questions asked about the working relationship with the construction company (Savory Construction). This is largely managed by the Diocese and it has been successful so far. One question of note was how was an item such as grand piano going to travel from the music classroom to the performance space. DW noted for discussion about this. Thanks to DW for taking us on a tour to show us where it will all happen.

#### 3. APOLOGIES: none

#### 4. UPDATE OF CONFLICT OF INTEREST Register: Nil

#### 5. MINUTES OF THE MEETING held on 3 September 2024

Taken as read

MOTION: That the minutes of the previous meeting held on 3<sup>rd</sup> of September 2024 are confirmed as a true and correct record.

MOVED: Benjamin Speedy    SECONDED: Joseph Fa'afiu

#### 6. MATTERS ARISING:

None

#### 7. CORRESPONDENCE:

- Letter from Ministry of Education. Taken as read. DW and LM have been notified that the Education Review Office (ERO) will be attending the school for an evaluation in Feb 2025. This is taking a new format for all schools.
- Ministry of Education – letter to Catherine Ryan. Taken as read. This letter approves the maximum roll with increments every year until 2030 with the maximum roll of 900. A signed supplementary deed of agreement for this to be official.

#### 8. POLICY COMMITTEE (meeting held on 17 September)

- Reviewed the Enrolment policy. Report taken as read. There is an issue with our Enrolment Policy and Scheme. It can be difficult to find a pathway for Catholic families to

SIOLCC from some rural areas. Changes need to be made to reflect this and ensuring we have genuine applicants seeking Catholic education.

- Families will need to have a form completed by their Parish Priest which attests ways in which the family has and continues to be involved in the life of the Parish.

MOTION: That the proposed changes are made to the Enrolment Policy and the Enrolment Scheme be accepted.

MOVED: Andrea Clark      SECONDED: Catherine Rawlinson

**9. CATHOLIC CHARACTER REPORT** (meeting held on 22 October 2024)

- Taken as read.
- Two main topics were our Special Character Report from DRS and ETA and the Report to the Proprietor. Subsequently the reports were submitted to LM and DW compiled the all the data and additional information for the Proprietor's Report. Many thanks Dean.

MOTION: That the 2024 report to the Proprietor be approved by the Saint Ignatius of Loyola Catholic College Board of Trustees.

MOVED: John Gilbert      SECONDED: Barbara Lee

**10. FINANCE REPORT** (meetings held on 17 September and 22 October 2024)

- Report from the October 22<sup>nd</sup> meeting and the 2025 Draft Budget – taken as read.
- Finance reports circulated to and considered by the finance subcommittee. We can meet all our bills as they fall due.
- Huge amount of work is still being done to complete a more accurate coding system. This is improving the reporting and will continue to be worked on by Avril Johnson and John Gilbert.
- SIOLCC has placed the remainder of the funds received from the Ministry of Education for Furniture, Fittings and Equipment on term deposit. It is clearly ear-marked for this purpose.
- Unplanned expenditure – a specific machine needs to be purchased for floor cleaning. Approx cost is \$7000.

MOTION: That we move forward with the purchase of the floor cleaning machine for the outlined cost.

MOVED: John Gilbert      SECONDED: Catherine Rawlinson

MOTION: That the Finance September Reports be accepted.

MOVED: John Gilbert      SECONDED: Joseph Fa'afiu

**Draft Budget 2025**

- John would like to acknowledge Avril Johnson's work on the budget. The budget won't be 100 percent correct but we are working towards getting it correct.
- That the budget is a deficit budget is a concern, but it is anticipated to have some income streams that are not recorded that will get us through 2025. It is a challenging time to create a budget with many variables within a new school.

MOTION: That the budget for 2025 be accepted.

MOVED: John Gilbert      SECONDED: Elvira Balle

- LM requests that we get a \$50 gift card for each staff member for the huge workload they have carried and the significant contribution they have made to have the College functioning so effectively in the foundation year. This is just a small token of our appreciation.

MOTION: That we purchase \$50 gift cards for our 2024 staff in gratitude.

MOVED: Linda McQuade      SECONDED: Nadia McFadden

#### **11. PROPERTY REPORT (meetings held on 17 September and 23 October 2024)**

- Fields – our current number one field has drainage issues and cannot be used throughout the year. Property committee is seeking permission to create two new fields instead of improving the first field as the cost of fixing the original field is equal to creating two new fields with no guarantee the original field will drain as planned. The creation of two new fields will ensure we have working fields for 2025 winter season. The original field will be fit for purpose during Term 1 and Term 4. Dean will come back to us with a fully costed plan from a contractor.

MOTION: That we proceed with the project to create two new fields.

MOVED: John Gilbert      SECONDED: Nadia McFadden

#### **12. PRINCIPAL'S REPORT**

- Taken as read.

Comments:

Enrolments for 2025 – four student places were withdrawn for unpaid fee. There was a lot of effort to communicate with the families and payment options were made clear.

Clarification for board members that this fee to secure a student's place is not an enrolment fee but is credited towards the student's attendance dues for 2025

#### **13. ANNUAL PLAN 2025**

- The College's Strategic Plan is a continuation of the plan approved by the Establishment Board. The new ERO Strategic Improvement Framework and feedback from the community consultation informed the strategic goals in the categories of Leadership, Inclusion and Wellbeing, and Partnerships.

Catherine commends the inclusion of the Māori and Pacifica in the Magis Plan.

MOTION: That the modified Strategic Goals be accepted.

MOVED: Dean Wearmouth      SECONDED: Linda McQuade

MOTION: That the 2025 Annual Plan is accepted

MOVED: Dean Wearmouth      SECONDED: John Gilbert

#### **14. PERSONNEL REPORT:**

At 8.04 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"

The meeting moved out of Committee at 8.16pm

**15. GENERAL BUSINESS:**

- Initial work has begun on the 2025 Board meeting dates and Board Plan. LM proposes that we move our meeting to the second Tuesday of the month for 2025 as this allows monthly meeting to occur during the school terms. Members agreed that having the Board meetings on the 2<sup>nd</sup> Tuesday of the month was acceptable.
- Our Feb 2025 meeting will begin with a mass.
- DW warmly invites the board to St Ignatius' Got Talent – 6<sup>th</sup> November at 6pm.

**16. PRIOR APPROVAL OF LEAVE**

None

**17. DATES OF NEXT MEETINGS**

Finance and Property - Tuesday 19<sup>th</sup> November 6pm

LM proposes a social hour before our next meeting and getting together. If everyone could please bring some finger food to share to celebrate the final board meeting of 2024.

Next full board meeting is 2<sup>nd</sup> December 6pm start

<b>ACTIONS</b>	
From 5 November 2024	
Integration Agreement re maximum roll	LM
Form for involvement in Parish	LM/DW

**18. CLOSING PRAYER – Andrea**

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

Date: \_\_\_\_\_  
Meeting closed at 8.30pm