

**Monte Cecilia Catholic School
BOARD OF TRUSTEES MEETING**

Minutes

Date: Tuesday 16 May 2017
Time: 7.00pm – 9.26pm
Venue: School Staffroom

Agenda item	Minute/action item	Responsibility
1.	<u>Opening Prayer</u>	Jeremy H
2.	<u>Introductions</u> Nil	Chair
3.	<u>Present</u> Craig T, Dinesh P, James R, Jeremy H, Leonie P, Michele M, Sarah M, Trevor L-J	Chair
4.	<u>Apologies:</u> Fr Francis P, Natalie T	Chair
5.	<u>Confirmation of the agenda:</u> <u>Motion:</u> THAT the agenda be confirmed. Moved by: James R Seconded: Jeremy H Objections: Nil Carried	Chair
6.	<u>Minutes of the Previous Meeting:</u> <u>Motion:</u> THAT, the minutes of the meeting held <i>on 21/3/2017</i> be confirmed Moved by: Craig T Seconded: Dinesh P Objections: Nil Carried	Chair
7.	<u>Declaration of interests:</u> <ul style="list-style-type: none"> • No new declarations 	BoT

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8.	<p><u>Principal's Report</u></p> <ul style="list-style-type: none"> • Annual Plan Goals tabled and discussed <ul style="list-style-type: none"> ○ Nga Whetu focus Te Rangi (the sky is the limit) • General NAGs 1-6 discussed <ul style="list-style-type: none"> ○ Roll is at 167, marginally higher than at the same time last year <p>Motion: THAT the Board of Trustees approve the Principal's Report</p> <p>Moved by: Michele M Seconded: Craig T Objections: Nil Carried</p>	Michele M
9.	<p><u>Correspondence Log:</u></p> <p>Motion: THAT the Inwards correspondence is received (no Outwards correspondence)</p> <p>Moved by: James R Objections: Nil Carried</p>	Chair
10.	<p><u>Reporting:</u></p> <ul style="list-style-type: none"> • <u>Finance report</u> <ul style="list-style-type: none"> ○ Report has been distributed via email <ul style="list-style-type: none"> ▪ Achieve budget – still off-track ▪ Need to look into further fundraising options ▪ Finance Committee to review fees <p>Motion: THAT the Board approves the Finance Report.</p> <p>Moved by: Craig T Seconded: Trevor L-J Objections: Nil Carried</p> <ul style="list-style-type: none"> • <u>Parish Report</u> <ul style="list-style-type: none"> ○ Deferred due to Fr Francis being on vacation 	Craig T

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11.	<p><u>Policies:</u></p> <ul style="list-style-type: none"> • Governance Policy 9: Role of the Chairperson reviewed and approved 	BoT
12.	<p><u>Funding and Expenditure Requests:</u></p> <ul style="list-style-type: none"> • Nil 	
13.	<p><u>In Committee</u></p> <ul style="list-style-type: none"> • Items discussed (separate Minutes issued) 	BoT
14.	<p><u>General business:</u></p> <ul style="list-style-type: none"> • Decapitation <ul style="list-style-type: none"> ○ In 1982 Monte Cecilia School (Monte) became a State-Integrated school catering for Boys Years 1-6 and Girls Years 1-8 ○ At some point it was decided that Monte would just cater for Years 1-6 (both genders) ○ Linda McQuade has put in a request to the Ministry to rectify and requested that the BOT discuss ○ Notice out to Community <p><i>Motion:</i> THAT the Board accept the recommendation to have Monte Cecilia Catholic School “decapitated” to Years 1-6, boys and girls.</p> <p>Moved by: James R Objections: Nil Carried</p> <ul style="list-style-type: none"> • Contracts <ul style="list-style-type: none"> ○ Cleaning contract is noticeably higher than last year ○ “Should be more pro-active in managing contracts – procurement is the responsibility of management” ○ Set up a Register of contracts: <ul style="list-style-type: none"> ▪ Expiry dates ▪ Costs ▪ Terms and conditions ▪ Name 	

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	<ul style="list-style-type: none"> ▪ Price Reviews <ul style="list-style-type: none"> ○ Leonie to email key items to be included on Register • ETap <ul style="list-style-type: none"> ○ Useful resource ○ Under-utilised at the moment 	
15.	<p><u>Action register</u></p> <ul style="list-style-type: none"> • Spreadsheet updated 	Trevor L-J
16.	<p><u>Closing Prayer</u></p>	Dinesh P
17.	<p><u>Next Meeting Date:</u> Tuesday, 20 June 2017 4th Tuesday is PPC meeting 2nd Thursday is PTA meeting Meeting Closed: 9:26pm</p>	Chair