

**St Mary's School Board of Trustees**  
**Tuesday 2<sup>nd</sup> July 2019, 6.30 pm**  
**St Mary's Kaikorai School, 6a Cromwell St.**

**Agenda**

**PRAYER AND WELCOME:** Corinne

**APOLOGIES:** Nikka Barcos (away overseas)

**ELECTIONS:**

- Notice put in ODT on Friday 24<sup>th</sup> May of final nominations accepted as follows:
  - Parent Representatives:
    - Nikka Barcos, Lynneth MacDonald, Caroline Walker, Stephen Finlay & Kyle Milner
  - Staff Representative:
    - Belinda Dillon
- Have all BOT completed change in membership per Karen's email 22.5.19
- Appointing a chair (process as below)
- Appointing Will as a co-opted board member
- Discussing roles for the board

**Appointment of Board Positions:**

Chair, Finance, Property, Community Liaison.

“Who runs the process to appoint a chair?”

The following people can all run the process to appoint a chair:

- the board secretary or minute taker
- any trustee not standing to be chair
- any of the school-based trustees who are not allowed to be chair. They are: the principal, or the staff of the student trustee.

“Process to appoint a chair”

The person running the process to appoint a chair calls for nominations. If there is only one nomination they declare that person elected unopposed.

If there is more than one person interested in the role, each can be asked to speak about what they would offer in terms of skills and experience. Using a secret voting process is advisable, especially if there are tensions.

If there are equal votes (a “tie”) for two candidates, there is usually a second vote. If there is still a tie on the 3rd vote, then the tie can be broken by “lot”. The most common option is to toss a coin.

**MINUTES OF PREVIOUS MEETING:** awaiting approval

**MATTERS ARISING:**

- IT Proposal – any annual costs?

**CORRESPONDENCE IN LISTED AND/OR TABLED:**

- Education Gazette 20 May, 3 June & 17 June (sitting on staffroom table).
- Letter from The Catholic Institute of Aotearoa New Zealand 10 May 2019 re Survey on Qualifications Profile of the Religious Education teacher workforce in our Catholic schools – with three reports attached.
- Email from Deloitte 23.5.19 re Financial Statements (Annual Accounts) and Representation letter to be signed. (attached)
- Email from Deloitte 29.5.19 re Signed and Stamped Financial Statements (Annual Accounts), Signed Auditor's Report and Report to the Board of Trustees. (attached)
- Appointment as Trustee – Declaration of Eligibility form handed in by Susan Kubala dated 5.6.19. (attached)
- Memorandum from Catholic Pastoral Centre 30.5.19 re Proprietor's Appointees to St Mary's School (attached) and namely Father Fredy and Susan Kubala.
- Email from Rhys of Min. of Education 8.6.19 re requesting missing reports x2 not downloaded to portal. (attached)
- Email from Rhys of Min. of Education 11.6.19 re confirming received reports, 2018 Annual Report can now be processed by them. (attached)
- Email from Katrina of Min. of Education 14.6.19 re Approved Kahui Ako to continue to receive funding. (attached)
- Summary Annual Report 2018 from NZCEO (NZ Catholic Education Office (sitting on staffroom table)

#### **CORRESPONDENCE OUT:**

- Email to Rhys of Min. of Education 10.6.19 re missing documents – advised one document is already saved to Portal and the other re Kiwisport we are looking into.
- Email to Rhys of Min. of Education 10.6.19 attaching Kiwisport 2018 Statement and downloaded to Portal.

#### **REPORTS:**

##### Principal's Report:

##### DRS Report:

##### Finance Report:

- May Report being prepared by Solutions & Services – hope to have available for meeting.

#### **GENERAL BUSINESS:**

##### Annual Accounts:

- Financial Statements and Representative letter signed by Caroline and Corinne

##### School Docs:

- Update

##### Meeting Dates – Rest of Year:

- Update