

## MINUTES OF THE BOARD OF TRUSTEES MEETING

HELD ON 12 DECEMBER 2016

**PRESENT:** Chris Allen, Valerie Broomfield, Betty Harrison, Kathrine Hughes, Bruce Macdonald, Stana Pezic, Sr Rosemary Revell, Kate Shoebridge, Ray Webb

**Apologies -** Apologies for absence were received from Andrea Boyed, Sine O'Sullivan and Kim Spark

**In attendance** Karen Mitchell

1. Valerie Broomfield read the opening karakia

2. **Special Topic** - no Special Topic

3. **Minutes of the Previous Meeting**

- The Minutes of the meeting held on 14 November 2016 have been circulated.

***Motion moved:*** that the Minutes are confirmed as a true and accurate record of the meeting

*Moved/Seconded*

*C. Allen/R. Revell*

*CARRIED unanimously*

4. **Matters Arising**

- S. Pezic tabled the BOT Work Programme
  - S. Pezic is to provide an electronic version of the Work Programme to C. Allen.
- Community Engagement communication -
  - This has been sent out and there have been a small number of responses.
  - After some discussion it was decided that the ad hoc subcommittee that had written the survey (A. Boyed, V. Broomfield, B. Harrison and K. Spark) should meet to decide recommendations to the full board and that C. Allen is to give the Board some feedback on her thoughts on the responses. The subcommittee can then consider a response from the Board. It was suggested that there should also be a brief answer to the whole school; R. Webb will use the "Board Corner" in the newsletter to do this.
- Letter from a parent that was received just prior to the November meeting.
  - C. Allen arranged a meeting with the parent who came in and had a discussion with C. Allen about Banding/Streaming - C. Allen explained the college's point of view.
  - There was a discussion about cut-off times for the Board accepting correspondence. K. Spark had checked the protocols - it is usual for a 6-day cut off before Board meetings and that the meeting packs should be distributed 4 days before the meeting. The Board agreed that it would be acceptable if papers were distributed by the Wednesday before meetings.
  - At times it would also be appropriate for the Board to be more responsive - the Board should operate on practical level and accept business outside of the cut off times in

exceptional circumstances. In the case of an exceptional situation the Board Chair and Deputy should decide if the matter could be tabled.

- B. Macdonald explained that sometimes the Board would receive the Financial Report for the previous month because of timing issues. The Board had agreed at the last meeting that this was acceptable.
- Draft Annual Goals
  - R. Webb will follow through with C. Allen on the procedural issues.
  - **Goal 1**
  - Parents are to be invited to Wednesday masses - whichever class is rostered on for the weekly mass is to invite family members to mass that week.
  - **Goal 2**
  - C. Allen would like to defer the performing arts focus to the year after next, as next year there is to be a strategic focus on the sports' area.
  - Members of the Board would like to see the college excelling, as it does academically, in the sports and arts' areas as well and joining with Rosmini in some of these activities.
  - There was a discussion about making use of the lake for such things as rowing, windsurfing and sailing. This is something the Board should give consideration to and possibly make a financial commitment to. The college should look at using the lake, as it is a wonderful resource.
  - It was suggested that there be an 8th goal supporting an approach that strengthens the relationship with Rosmini to the benefit of both organisations.
  - **Goal 3**
  - There is an indication that the Board wants to see a more holistic approach to student wellbeing.
  - Will the introduction to the CoL affect staff professional development and support for staff? It was confirmed that there is \$40 - \$50K budgeted for next year's staff PLD.
  - There was a discussion about forming a College Foundation - R. Webb will have a conversation with L. Lander - it will be useful to get the official position from CCAL on setting up a foundation. R. Webb to write to the Proprietors to get an understanding of their reservations.

## 5. Correspondence, taken as read

**Motion moved** that the Board accept the inwards correspondence

*Moved*

*S. Pezic*

*CARRIED unanimously*

## 6. Principal's Report, taken as read

- Trip applications -
  - Final approval for the 2017 International Netball Festival 12 - 20 April, Queensland, Australia - **approved**
  - Approval in principle for the 2017 Y12 PE Camp 26 - 28 February - **approved**
  - Update re the Fenelon Ste-Marie College Paris Exchange Project with a request for BOT financial support for a chaperone. There is a policy in place that all overseas trips are to be self-funded. It is important to ensure that parents know students will be flying unaccompanied. There should be a clear statement to parents and they should be asked to sign off their acceptance - this should be part of the RAMs.

**Moved** that the Board

- Accepts the principal's report
- Approves the trip applications
- Declines the request for financial support for the Fenelon Ste-Marie College exchange programme

*R. Webb/R. Revell*      *CARRIED*

**7. Student Representative**

- No matters to report.

**9. Financial Report - Draft Budget**

- B. Macdonald discussed the draft 2017 budget with the Board.
- R. Webb acknowledged the amount of work put into preparation of the budget by B. Macdonald, C. Allen and the Business Manager.

**Moved:** that the Board accepts the Budget for 2017 as distributed

*B. Macdonald/R. Webb*      *CARRIED*

**10. Buildings and Grounds**

- A meeting has been held with Watershed and Liz de Kort from CCAL to discuss the plans for the new car park.

**11. Special Character**

- A new DRS and Chaplain have been appointed.

**12. Policy Review Committee**

- Documents have been finished and will be circulated.

**13. Professional Committee**

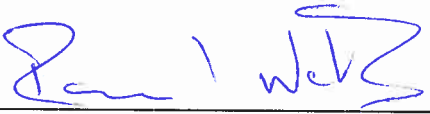
- C. Allen has had an exit interview with a staff member; two permanent teachers have resigned effective from the end of the year.

**14. General Business**

- A reminder that the first item on the agenda at the next meeting will be the election of the Chairperson.
- Staff flu vaccinations - this is covered under the principal's delegated authorities.

**Bruce Macdonald read the closing karakia**

There, being no further business, the meeting closed at 8:00 pm

Signed  (Chair) Date 9/3/2017  
Ray Webb

The next meeting will be on the 13th of February 2017

Opening prayer:

Closing prayer:

## Board Actions

Date of meeting	Action point	Responsible
12 December 2016	Email electronic version of the Board Work programme to C. Allen	S. Pezic
12 December 2016	Give feedback on the survey responses to the subcommittee	C. Allen
12 December 2016	Follow through the draft Goals procedural matters with the principal	R. Webb
12 December 2016	Find out the Proprietor's stance on Foundations	R. Webb