



**Meeting of the Garin College Board of Trustees
6 August 2019, 5.30pm, W1 off the library
Minutes**

1. Opening prayer/reflection: ~~John Noble~~ Sarah Binns
2. Welcome: Chris Ward

Present: Sarah Binns, Iain Hall, Selwyn Mason, Fr Bill, John Maguire, Dave Ashcroft, Markelle Ward, Chris Ward, Roman Birch

Apologies: John Noble, Ann Ritchie, Katrina Taylor Apologies accepted

Conflict of Interest/Pecuniary Interest: None

3. **Minutes of previous meeting**

July Minutes

- Discussion around minute recording and level of detail captured.
- Minutes are public document
- Useful tool looking back
- Reminder of tasks for Board members
- Find a balance between true record of substantive discussion and too much detail
- Prioritising around the business, motions, recommendations
- Question around presentation of agenda
- Suggestion to have Recommendations at the front followed by other items

Motion

That the minutes of the BoT meeting held on 2 July 2019 be accepted with addition of Chris' tasks from last meeting.

Moved Chris, Seconded Sarah

Approved

Dave would like to see more comprehensive minutes and asked that his vote against the motion be recorded in the minutes

Minutes recording

Motion:

That Trustees Dave Ashcroft, Chris Ward and Sarah be delegated responsibility for reviewing the agenda policy and the format for board minutes

Moved Fr Bill Seconded Dave

Approved

Matters Arising

- Chris met with BOT Waimea Chair – Waimea Chair has offered general support for Chris and Chris has offered support to Waimea BoT Chair on the matter of government funding based on the decile system. Also met with Dr Smith – agreed we will not be contributing to survey. Garin Bot to take into account regional pressures on roll growth.

4.	Special Topic	<p>Strategic Plan</p> <p>–</p> <ul style="list-style-type: none">• John M would like the Board to consider a timeline for Strategic Plan. An opportunity for the Board, Staff, students and community to review Strategic Plan and set some new direction having a well worked Charter and Strategic Plan for February. Questions not clear in terms of forward thinking. Over 3 years good progress made. Many levels of the school to consider. Annual plan will define steps each year.• Board of Trustees agree to review the Charter• BoT set aside 45 mins meeting time for the next three meetings be devoted to Strategic Planning• Dave to identify and share examples of Strategic Plan review processes. <p>Motion: <i>That the Board of Trustees develop a timeline for the review of College Charter / Strategic Plan 2020 - 2024</i></p> <p>Moved Sarah Seconded Selwyn</p> <p>Approved</p>
5.	Principal’s Report	<p><i>John Maguire</i> Areas of good progress or areas of slippage noted as required.</p> <ul style="list-style-type: none">• School roll numbers not accurate this month in Principal’s report. Amended data tabled. Discussion around the reason of the data. Shows fluctuation, trends. Trend data needs to show how things are changing over the school year. Graph data including breakdown in year levels. <p>Motion</p>

That the board accept the inclusion of roll data is accepted.

Moved John M, Seconded Chris

Approved

- No Board action required with the Sacramental documents sent out in the Board pack
- John M briefed the Board on Tagged Teachers
- Brief discussion about the role of Garin College Educational Trust (GCET)
- Trust is there to support the College and its developments
- John suggested that John Pope to be invited to next meeting

Motion

That the BOT communicate with the Chair of the GCET, John Pope (BOT representative) and invite John to speak/present to the Board on matters relating to the GCET.

That the Board consider the capacity of the GCET to support the developing of Board priorities whilst still providing an emphasis on scholarships.

Moved Chris Seconded John M

Approved

- Attendance data tabled and added to Principal's Report.
Higher level of absence in the last month due to illness and families holidaying overseas

Suggestion for DP/AP to remind staff of the Attendance codes for accuracy
- Kahui Ako positions advertised
Concern of time teachers are out of school
Constrain of staff for school positions

Motion

That the Principal's report be received with the inclusion of tabled data

Moved John M

Seconded Chris

Approved

6.

<p>Policy Review 2019</p>	<ul style="list-style-type: none"> • 2019 Policy Review complete Board to have a look at what Policies have been reviewed and dates when policies are due. <p>Board requested list of staff roles and responsibilities</p> <ul style="list-style-type: none"> • Development of two policies: <ul style="list-style-type: none"> - Harassment, Bullying and Wellness Policy - Review of Complaints Policy <p>Motion: That the BOT initiate the development of a Garin Board Policy - Harassment, Bullying and Wellness Policy</p> <p>Motion: That the BOT initiate a review of the Garin Board Policy - 3.3 SCHOOL POLICY - Complaints and Concerns Policy</p> <p style="text-align: right;">Moved Dave Seconded Roman</p> <p>Approved</p>
<p>Governance Priorities</p>	<ul style="list-style-type: none"> • Board Committees membership <ul style="list-style-type: none"> - Health & Safety Dates of Health and Safety meetings to be circulated to the Board and trustee attendance to be rotated according to availability - Finance / Property - GCET Update next Board Meeting - Other <p>Board discussion around Trustees joining committees</p>
<p>Annual Work Plan</p>	<p><i>covered under special topic</i></p>

7.

8.

9.

Committee Reports *(attached where indicated)*

- Special Character – covered in Principal's Report

Executive summary from Stoke Parish not completed. Board possibly need both Executive summaries before deciding a formal response to the Parish Review Group. Alignment with Strategic Plan.

Motion:

That the Board of Trustees receives the Executive Summary -- "Our Lady of the Bays Parish Review", Reflect on the role of Garin College being an integral partner within the Archdiocese and the two Catholic faith communities of Our Lady of the Bays and the Holy Family parishes.

That the BOT prepare a formal response to the Parish Review Group that invites participation and dialogue between the Garin College Board of Trustees and the established 'Working Group' undertaking the feasibility of building a Catholic hub between Stoke and Richmond.

Moved Iain Seconded Markelle

Approved

John M to prepare draft response to the Parishes for BoT consideration at next Board Meeting.

- Personnel (NAG 3) *In Committee*
- Finance Report (NAG 4) Attached

John noted that the 2018 final accounts had been approved at previous Board meeting so the recommendation is withdrawn. A transposition error mean that the investments had not been correctly identified in the accounts, and the note 11 on page 5 against investments should be deleted. This had no impact on the figures themselves.

Recommendation: *That the Board of Trustees approve the 2018 audited Financial Accounts.*

withdrawn

- Property Report (NAG 4) covered in Principal's Report
- Health & Safety (NAG 5) covered in Principal's Report

10.	<p>Correspondence For Action: BoT Insurance Programme - Declaration Passed onto Finance Committee for processing For Official Record: For Viewing Only: <ul style="list-style-type: none"> • Gazette </p>
11.	<p>General Business Board Committees <ul style="list-style-type: none"> • Hostel – No report this month • Finance </p>
12.	<p>“In Committee” Business Start Time: 7.22 <ul style="list-style-type: none"> • Signing of minutes for July • Personnel matters • Stand Down / Suspension Reports Finish Time: 7.37 </p>

Tasks from minutes

1. Strategic Plan – Dave to identify and share examples of Review Process
2. Student roll data – John M to identify trend data through graphical format
3. GCET Chairperson – Chris to invite John Pope to the next Board meeting'
4. Attendance codes – John M to ask DP/AP to remind staff of the attendance codes for accuracy
5. Staff Roles- John M to provide board with list of staff roles and responsibilities
6. Parish Review – John M to draft a response to the Parishes for BOT to consider at next meeting
7. Policies – Chris to look at date cycle of policies
8. Policies – John M to prepare an initial draft of a Harassment, Bullying and Wellness Policy
9. John M to prepare resource to support review of 3.3 School Policy – Complaints and Concerns policy
10. Health and Safety Meeting dates – Shona to circulate dates to the Board