



**Meeting of the Garin College Board of Trustees  
3 September 2019, 5.30pm, W1 off the library  
AGENDA**

1. Opening prayer/reflection: Roman Birch
2. Welcome: Chris Ward

Present: Fr Bill, Markelle Ward, Selwyn Mason, Roman Birch, Sarah Binns, Ann Ritchie, Chris Ward, Dave Ashcroft, John Noble, Iain Hall, John Noble arrived 5.35. Katrina Taylor arrived 5.50pm

Absent:

Apologies: None

Conflict of Interest/Pecuniary Interest:

3.	<b>Minutes of previous meeting</b>				
	August Minutes				
	Moved	Markelle Ward	Second	Fr Bill	Carried
	<b>Matters Arising</b>				
	<ul style="list-style-type: none"> <li>• Chris W to organise to meet with John Pope GCET</li> <li>• Parish Review draft being assembled. John M will prepare draft response to Parishes post seeing review</li> <li>• The College runs 2 sets of Policies. Governance and Operational Policies. Operational Policies are up to date with a review programme in place. Governance Policies were developed in 2016 and Chris will develop a review schedule</li> <li>• John M to share with the Board the speech he presented at the Catholic Principals Conference</li> <li>• Health and Safety meeting dates to be shared</li> <li>• Policies – John M to prepare an initial draft of a Harassment, Bullying and Wellness Policy</li> </ul>				

4.	<b>Special Topic</b>	Strategic Planning workshop Brainstorming occurred around the table to help determine the review of the Vision and Mission of the school. Board members choose ideas they liked the most. Dave A to summarise brainstorming and share with Board at October meeting
5.	<b>Principal's Report</b>	<i>John Maguire</i> Areas of good progress or areas of slippage noted as required. <ul style="list-style-type: none"> <li>• Positive enrolment numbers for 2020</li> </ul>

There was some discussion around how school was marketed to feeder schools. John M explained that considerable efforts were made to ensure Garin College was represented to students and their parents.

- Board Paper #1 Media

***Motion***

That the BOT approve additional funding to the value of \$5000 be made available to top up the 2019 Marketing Budget, for the purpose of meeting projected costs to engage a design company to undertake a design audit of Garin's current print and digital marketing / promotional materials, design and align all marketing media materials used for College, Hostel and International Marketing.

Moved Dave, seconded Ann

***Approved***

- Board Paper #2 Sport Trip

John answered questions about the impact of absences for sports trips on students' learning. It was agreed that the opportunity to participate was important

***Motion***

That the BOT provide approval to Nelson Bays Volleyball for the Garin College Senior Girls A Volleyball Team travel to the Gold Coast, Australia and participate in the Queensland Schools Cup August 2020 as representatives of Garin College, supported by Nelsons Bay Volleyball under the TE TOTARA DEVELOPMENT PROGRAMME. As an Adhoc trip (Non-school event)

That the BOT approval for the Garin College Senior Girls A Volleyball Team participation is subject to Nelson Bays Volleyball gaining approval from Tasman Volleyball (Regional body) and Volleyball New Zealand (National body) and Nelson Bays Volleyball providing all logistical, training and administrative support for the Garin team members, parent representative and coach to travel to participate in the Queensland Schools Cup in 2020.

Moved Dave, seconded Ann

***Approved***

	<p>For Board information, John M tabled MoE Attendance Matters Report for Term 2.</p> <p>John M to share enrolment data including numbers from feeder schools.</p> <p><b>Motion</b></p> <p>That the Principal's report be accepted  Moved John M seconded Dave A</p> <p><b>Approved</b></p>
6.	<p><b>Policy Review 2019</b></p> <ul style="list-style-type: none"> <li>• 2019 Policy Review <ul style="list-style-type: none"> <li>- Board Paper #3 Concerns and Complaints Policy (draft)</li> </ul> </li> </ul> <p>John M explained some of the changes that had been made for the sake of clarity and to align with NZSTA guidance. The Board requested a clarification be added to note that not all complainants will be satisfied with the results of a complaint process.</p> <p><b>Motion</b></p> <p>That the BOT Review the Concerns and Complaints Policy considering the ELT recommendations for changes annotated (Highlighted on the version 'updates for review'</p> <p>That the BOT include any further changes to the policy, and adopt the policy as a draft review to be presented to relevant stakeholders (Staff, Parents) for consultation.</p> <p style="text-align: right;">Moved Fr Bill Second Iain</p> <p><b>Approved</b></p> <ul style="list-style-type: none"> <li>- Updating Governance Policies:  14 <u>Meeting Process Policy</u></li> </ul> <p>Dave talked through the changes that were proposed. These included simplification of processes, and changes to aid with clarity. Following amendments were requested:</p>

		<ul style="list-style-type: none"> <li>• Annual agenda to be changed to annual work programme</li> <li>• Add “last reviewed date” and “to be reviewed by date” to each Policy</li> </ul> <p><u>15 Meeting Procedure Policy</u></p> <p>Dave explained the updates/changes drafted in the Meeting Procedure Policy. Changes made for clarity and to simplify processes. There was some discussion about what parts of the policy were required by legislation. Dave to review legislative requirements for next meeting.</p> <p><b>Motion</b></p> <p>The Board agree to update Governance Policy 14 - Meeting Process Policy with amendments identified in the meeting and that Policy 15 - Meeting Procedure Policy, be brought to the next Board meeting for approval.</p> <p style="text-align: right;">Moved Dave Seconded Chris.</p> <p><b>Approved</b></p>
7.	<p><b>Governance Priorities</b></p>	<ul style="list-style-type: none"> <li>• Board Committees <ul style="list-style-type: none"> <li>- Health &amp; Safety</li> <li>- Finance / Property</li> <li>- GCET</li> <li>- Other – Student Election</li> </ul> </li> </ul> <p>John M was asked about the measles outbreak in Auckland and any consequences for Garin. The College had just received some generic advice from Nelson Marlborough Health. The College holds vaccination records of students. John M agreed to provide update to the Board by email.</p> <p>John Noble spoke to his recommendations. The Board agreed that the NZSTA residential course was a valuable training opportunity and that it was helpful for the current student representative to have a mentoring role for the new student representative.</p>

	<p><b>Motion</b></p> <p>That the BOT approves the elected representative to attend the NZSTA residential Course upon selection, noting NZSTA will cover the cost of the sailing and PD programme AND Boards will be required to cover the cost of travel and any additional accommodation (other than on board).</p> <p style="text-align: right;">Moved John N Second Iain</p> <p><b>Approved</b></p> <p><b>Motion:</b></p> <p>That John Noble is elected as a Co-opted member for the remainder of this year to support the new student trustee in their transition into the role.</p> <p style="text-align: right;">Moved John N Second Iain</p> <p><b>Approved</b></p> <p>It was noted that the Board had approved the following motion by email (dated 9 August) due to urgency</p> <p>That the BOT at the September meeting ratify the appointment of Laurie Gabites as Returning Officer for BOT Student Representative Election 2019.</p>
8.	<p><b>Annual Work Plan</b> No discussion</p>
9.	<p><b>Committee Reports</b> (<i>attached where indicated</i>)</p> <ul style="list-style-type: none"> <li>▪ Special Character – covered in Principal's Report</li> <li>▪ Personnel (NAG 3) <i>In Committee</i></li> <li>▪ Finance Report (NAG 4) Attached</li> </ul> <p>John and Ann explained variance in Finance Report. The Board asked that future reports could give an indication as to whether finances were on track/ as expected or showing a more significant variance.</p> <ul style="list-style-type: none"> <li>▪ Property Report (NAG 4) covered in Principal's Report</li> <li>▪ Health &amp; Safety (NAG 5) covered in Principal's Report</li> </ul>
10.	<p><b>Correspondence</b></p> <p>For Action:</p> <p>For Official Record:</p> <p>For Viewing Only:</p> <ul style="list-style-type: none"> <li>• Gazette</li> </ul>

11.	<p><b>General Business</b></p> <p>Board Committees</p> <ul style="list-style-type: none"> <li>• Hostel – Markelle W gave an outline of the Hostel Trust meeting. The licence had been received to extend occupancy to 60, and work was continuing on the strategic plan.</li> </ul>						
12.	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>“In Committee” Business</b></td> <td style="text-align: right;"><b>Start Time: 7.37</b></td> </tr> <tr> <td colspan="2"> <ul style="list-style-type: none"> <li>• Signing of minutes for August</li> <li>• Personnel matters</li> <li>• Stand Down / Suspension Reports</li> </ul> </td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Finish Time: 8.13</b></td> </tr> </table>	<b>“In Committee” Business</b>	<b>Start Time: 7.37</b>	<ul style="list-style-type: none"> <li>• Signing of minutes for August</li> <li>• Personnel matters</li> <li>• Stand Down / Suspension Reports</li> </ul>			<b>Finish Time: 8.13</b>
<b>“In Committee” Business</b>	<b>Start Time: 7.37</b>						
<ul style="list-style-type: none"> <li>• Signing of minutes for August</li> <li>• Personnel matters</li> <li>• Stand Down / Suspension Reports</li> </ul>							
	<b>Finish Time: 8.13</b>						

Tasks:

- John M to share his powerpoint presented at the ADW DP/AP conference, with the BoT
- John M to share link of Catholic Education of School Age Children booklet
- Dave A to summarise brainstorming ideas from Strategic planning workshop and share with Bot at next meeting.
- Policy 15 Meeting Procedure Requirements- Dave to review legislative requirements for next meeting
- John M to send NMDHB Measles Update letter to BoT