



Meeting of the Garin College Board of Trustees

2 June 2020, 5.30pm

Minutes

Opening Prayer / Reflection:	Selwyn
Present:	Chris Ward, Ann Ritchie, Markelle Ward, Katie Herd, John Noble, Roman Birch, Selwyn Mason, Fr Bill, Sarah Binns, John Maguire, Paul Bucknall, Maree Holland, Dave Ashcroft (arrived 5.45 pm), Katrina Taylor (arrived 6.25 pm)
Apologies / Welcomes:	Apologies: Iain Hall <i>Moved: Chris Second: Sarah Approved</i>
Special Guests / Presentations:	<p>Paul Bucknall discussed the HOF Social Science Faculty Report. He highlighted the following:</p> <ul style="list-style-type: none"> • Two scholarships in Geography and History. Staff were praised for their enthusiasm and devotion, resulting in higher achievement levels in NCEA. • Geography students are narrowing the gap of results between genders. • Business Studies has continuing success. • Online learning has magnified all issues, especially in engagement levels. • Approval of the NCEA exams extended by 10 days. • There are good networks between our teachers and teachers in similar schools. Zoom meetings are now more common. <p>John acknowledged Paul's hard work and thanked him for his commitment and dedication. The Board appreciated the format of the report and all faculties will now follow this template.</p>
Minutes of Previous Meeting:	<p>April Minutes <i>Moved: Chris Second: Anne Approved</i></p> <p>May Minutes <i>Moved: John Second: Markelle Approved</i></p>
Matters Arising:	None – All tasks in previous minutes actioned in the Principal's Report and in Zoom meetings.
<p>Matters for Discussion:</p> <ul style="list-style-type: none"> • Progress Towards Strategic Goals • Principal's Report • Correspondence for discussion • [Other items listed as appropriate] 	<p>Principal's Report</p> <p>John gave summary of report. Attendance roles have been stable. 521 students on our current role, compared to 527 at same time 2019. Nearly all the students are back from lockdown, although a few have chosen to study online. Key focus areas – wellbeing, curriculum design, learning, tracking, monitoring and to drive our wellbeing through the physical, mental, spiritual and social areas.</p> <p>Wellbeing: Board Paper #1</p> <p>Covid19 has heightened our sense of wellbeing. Staff development continues on new methods of wellbeing: Learn it – Live it – Teach it – Embed it.</p> <p>Ako Learning: Board Paper #2</p> <p>The development of online learning is progressing well. The strategy was implemented across the school on 15 April 2020. Within School, Teacher and ELT support are progressing the development of effective student tracking and monitoring the procedures.</p> <p>International Student Forecast: Board Paper #3</p> <p>International income will be on budget if the status quo remains the same. Discussion was held regarding the 27 students leaving for home at the end of 2020 and possibly not be able to return. To be monitored.</p> <p><i>Moved: John Second: Bill Approved</i></p>

<p>Matters for Information:</p> <ul style="list-style-type: none"> ● Committee Reports ● Correspondence for Information ● [Other items listed as appropriate] 	<ul style="list-style-type: none"> ● Finance Report Anne reported that the payrolls are now done in house. Covid19 hasn't affected finances yet as within budget for income and slightly under for expenses. The Audit is now completed and we are in good financial shape. The Board appreciated comprehensive overview of current position and requested that consideration be given to providing future projections. <i>Moved: Anne Second: Sarah Approved</i> ● Hostel Report (verbal) No issues with Covid19 period other than poor internet. No illness. New hostel plans are on hold. The staff worked full time over the lockdown and were given their entitlements and relief when needed. <p>Archbishop Of Wellington J Dew – Attendance Dues Help Confirmed assistance available for those needing it by contacting the school.</p> <p>Parent: L Young – Bill of Rights Discussed response to Louisa. Matter settled.</p>
<p>“In Committee” Business:</p>	<p>Time In: 7 pm Time Out: 7.05 pm</p>
<p>Closing Prayer:</p>	<p>Fr Bill</p>
<p>NEXT MEETING DATE:</p>	<p>4 August 2020</p>
<p>Evaluation of meeting:</p>	<p>On the 2 June meeting a verbal response was taken. General feedback: All agreed that Chris is chairing the meetings well and Board is active and participatory. Reports were being presented at strategic level and John's reporting of progress using visual colour coding was appreciated. What could we do better: Introductions are needed at start of every meeting.</p>

Tasks:

John

- Email 3 facility reports to Board by 5/6/2020.
- Prepare paper for next meeting for decreasing the pressure of rooms, especially in junior school.
- Exchange labels: Regular students and International students on Principal's Report, pg 1 for filing
- Forward sentence for Anne Financial Report

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- Consider involvement in property committee
- Roman: Forward Vision Statement to John for BOT to check correct grammar terms
- Maree: Bill to open with prayer for BOT meeting 4/8/2020.
- Maree: Add Introductions on BOT Agenda
- Maree: Forward link for soft copy of NZCEO 2020 Handbook for Board of Trustees to be sent with minutes.