



Garin College Board of Trustees
 Tuesday 1 December 2020, 5.30pm
Minutes

Opening Prayer	Roman Birch
Present / Apologies	<p>Present: John Maguire, Chris Ward, Selwyn Mason, Ann Ritchie, Roman Birch, Father Bill, Markelle Ward, Dave Ashcroft, Iain Hall, Jesse Sherlock, Sarah Binns, Matthew McTague</p> <p>Minute Taker: Maree Holland</p> <p>Apologies: Katrina Taylor <i>Resolved to accept apologies: Moved: Chris Seconded: John</i></p>
Introductions	Welcome to Mathew McTague, Lou Maguire, Cassie Fitzsimmons
Minutes of Prev Meeting	3 Nov 2020 Minutes: <i>Resolved to accept November 2020 Minutes: Moved: Selwyn Seconded: Bill</i>
Matters Arising from Previous Meeting	<ul style="list-style-type: none"> • JOHN: Traffic while construction takes place – meeting to be confirmed with Manager. <i>Completed</i> • Invite John Pope to next meeting. – <i>Unavailable</i> • Circulate the International Policies for reading so we can be ready for the next meeting. Comments from BOT to be emailed by 13/11/20. <i>Completed</i> • Front page summary to be included in next Principal's Report. <i>Completed</i> • Draft Budget to be finalised next week and discussed at next BOT meeting. <i>Completed</i> • Discuss progress of Strategic Plan at next BOT meeting. <i>Completed</i> • Look at how we achieve student attendance rates. Separate Y13 independent study when not on site? <i>Completed</i> • PLD funding – need to come back to Board to look at other funding opportunities if we are unsuccessful. <i>PLD funding successful</i> • Promote in Newsletter student success in gaining tertiary scholarships for 2021. <i>Completed</i> • Meet Matthew regarding BOT position. <i>Position accepted.</i> • ROMAN: Property Report: Ask specific questions to Tracy Stock and Paul Bucknall for an understanding of the pressure on timetabling. <i>Completed</i> • DAVE: Meet with John Pope / Financial Model / Review of GCET philosophy required? <i>Report to next meeting (Feb 2021)</i>
Matters for Decision	<ul style="list-style-type: none"> • International Department Policies: Board Paper #1 Recommendation: The Board ratify as Garin Policy each of the following International Policies: <ul style="list-style-type: none"> ➢ Garin College Accommodation Policy ➢ Garin College Fee Protection Policy ➢ Garin College International Student Policy ➢ Garin College Management of Supervised Groups Policy ➢ Garin College Managing Agents Policy ➢ Garin College Refund Policy <i>That the Policies are ratified as Garin Policy, subject to John adding a special character clause.</i> <i>Moved: Dave Seconded: Roman</i> • Financial Report: Board Paper #2 It was noted that our finances are in a healthy state, with 88 % of budgeted income received and 80% of budgeted expenses spent to 31/10/20. The Board acknowledged that Cassie started her role at Garin during Covid-19, and despite it being an unpredictable year, she has done a great job. Recommendation: That the Board of Trustees approve the Finance Summary for 31 October 2020. <i>Moved: Chris Seconded: Dave</i> • Chairperson's Report: Review of Governance Policies Recommendation: That the Board appoints Chris, John and Matthew to review the Board's Governance Policies to reflect updated guidance from NZSTA and to ensure the incorporation, where appropriate, of Catholic Special Character. And that the results of the review be presented to the first Board meeting in 2021. <i>Moved: Dave Seconded: Iain</i>
Matters for Discussion	<ul style="list-style-type: none"> • Principal's Report <ul style="list-style-type: none"> ➢ New enrolments for 2021 totals 127 x Y9 Students at 30/11/20. This is the highest number of Y9 students intake to date. ➢ Urgent Response Funding has provided additional tutoring for Y11-Y13 students and we have had good feedback from this. ➢ Meetings have now underway regarding the celebrations for Garin College's 20th anniversary in 2022. ➢ Professional Learning – some subjects will change significantly by having fewer, larger standards and by strengthening literacy and numeracy requirements. ➢ Staffing progressing well. There are vacancies in maths and history/social science positions, which are now being advertised. It has been good to see teachers progressing on their career pathways.

	<ul style="list-style-type: none"> ➤ Mark Taylor, Safety Matters NZ Ltd, gave Garin College a H&S systems report score of 50%. Although John is comfortable with our systems, it was suggested that we do the policy procedure paperwork to resolve any issues. The H&S Committee will review this report on 3/12/20. <i>Resolved to receive the Principal's report: John. Seconded: Chris</i> ● Draft 2021 Budget: Board Paper #3 Presented by: Cassie Fitzsimmons Cassie outlined the budget for 2021, noting the following: <ul style="list-style-type: none"> ➤ The school received \$71k from MOE (due to Covid-19) to support staff continuation within the area of International Students. A portion of this will be used over this summer break to provide a programme for our existing International Students to stay in NZ. It is recommended that the \$55k balance be put into the Income in Advance account, so it can be used as income in the 2021 year. This will match the year that our International Student income is reduced due to Covid-19 (budgeted at \$106k loss as we have decreased from 27 to 16 International Students). ➤ There is an unknown amount of Teacher Aide income expected from MOE as an increased Operations Grant – these instalments not included in the budget. ➤ History shows we budget and spend conservatively, as most years result in figures well above budget. Capital expenditure is what gets held back in conservative budgeting, so the Board suggested a priority rating on the “wish list” and a date set to which we can review the budget to decide what capital expenditure to allow. The Final Budget will be presented at the next BOT meeting. ➤ Board members discussed the pressures and likely demand on counselling support, and whether the College is resourced to effectively meet the needs. Additional 2 days requested by John for terms 3 and 4 to be included in draft budget. ● Strategic Monitoring Report and Draft Annual Plan: Board Paper #4 <ul style="list-style-type: none"> ➤ John explained that the Leadership Team (with input from students and community) will define a Student Graduate profile for Garin College Learners in Term 1. This profile is built on the Garin College vision that “our graduates will be Christ-centred people of faith, who action this with love and wisdom within their community”. It will describe the skills, knowledge and attributes that each student will need to develop, to participate fully in their growth throughout each year at our school and beyond. By having the end in mind, this profile will then determine the plan for leadership development, professional learning, strategic resourcing and decision making - influencing everything we do. This is a journey of change that we are embarking on in the way we are all learning together. ➤ Discussion was held regarding the whanau time, with the review taking place in 2021. This will not review at what we currently have, but look at a where student learning can grow and link back to whanau needs. Whanau time has been focussed on wellbeing – can we incorporate learning in this space such as mentoring and connection and focus on growing the elements of the Student Graduate profile? John was asked to define the scope of the whanau actions and measures with a time structure. ● End of 2020 Inclusive Special Education Report: Presented by: Lou Maguire Presently 100 students have a barrier to learning. The aim is to provide early support and, as the student progresses, that the level of support decreases over the years. The Board was thanked for their support, and the successful year was highlighted with 15 x Y13 Students leaving with Level 2 and above. Our school is recommended for students who require learning support. We have good systems in place that prevents students “slipping through the gaps”. It was appreciated that Staff are updated and upskilled to understand the needs that each student require for special education. ● Careers Report: Documented as read. ● STAR Funding Report: Documented as read. ● Chairperson’s Report: Results of Quarterly Evaluation: Chris to review our evaluation process and report back. ● Property Report: Roman is currently collating information due in by 10/12/20 ● Hostel Report: None. <p>Recommendation: That the Board of Trustees approve all recommendations received in bulk. <i>Moved: Chris Seconded: Roman</i></p>
Matters for Information	NZCEO: Memorandum - Royal Commission of Inquiry into Abuse – Documented as read. Resource for Catholic School & Parish Leaders – Documented as read.
Tabled/Other Business	Chris resolved extension of BOT meeting to 8 pm. <i>Moved: Chris Seconded: Bill</i> Farewell to Markelle Ward for her involvement on the Board.
In Committee	Time In: 7.40 Time Out: 7.50
Closing Prayer	Father Bill
Next Meeting Date	9 February 2021

TO DO LIST:

JOHN:

At next BOT meeting:

- Present results of the review of Governance Policies.
- Present a Capital Expenditure wish list (prioritized) and a suitable date to review budget.
- Present Final Budget.
- Present Minutes of H&S Committee meeting. Tackle recommendations.
- Define the scope of the whanau review.

CHRIS:

- Confirm dates of BOT 2021 so we can email with minutes.
- Review Quarterly Evaluation process prior to next quarter's evaluation.

DAVE:

- Meet with John Pope / Financial Model / Review of GCET philosophy required? Report to next meeting (Feb 2021).