



Garin College Board  
 Tuesday 9 February 2021, 5.30pm  
**Minutes**

<b>Opening Prayer</b>	Sarah Binns
<b>Present / Apologies</b>	<p><b>Present:</b> John Maguire, Chris Ward, Selwyn Mason, Roman Birch, Jesse Sherlock, Sarah Binns, Matthew McTague, Dave Ashcroft (arrival 5.40pm)</p> <p><b>Minute Taker:</b> Maree Holland</p> <p><b>Apologies:</b> Iain Hall, Father Seph, Katrina Taylor (for lateness; arrived 6.20pm)  <i>Resolved to accept apologies: Moved: Chris Secoded: Selwyn</i></p> <p><b>Welcome:</b> Jeremy Marshall – new Deputy Principal</p>
<b>Appointments</b>	<p><b>Board Chairman Appointment 2021:</b>  <i>Resolved to accept Chris Ward as Board Chairman: Moved: Matthew Secoded: John</i></p> <p><b>Deputy Board Chairman Appointment 2021:</b>  <i>Resolved to accept Matthew McTague as Deputy Board Chairman: Moved: Chris Secoded: Jesse</i></p>
<b>Conflict of Interest Pecuniary Interest:</b>	Chris explained and reminded the Board of the Conflict of Interest policy. Noted that John's wife Lou Maguire is on the payroll. Board Chair signs off on Lou's salary payments.
<b>Minutes of Previous Meeting</b>	1 December 2020 Minutes <i>Resolved to accept December 2020 Minutes: Moved: Chris Secoded: Matthew</i>
<b>Matters Arising from Previous Meeting</b>	<p><b>JOHN:</b>        Present results of the review of Governance Policies. <i>In process. Meeting this week with Jeremy</i>        Present a Capital Expenditure wish list (prioritized) and a suitable date to review budget.  <i>Actioned. Refer to Board Paper #8</i>        Present Final Budget. <i>Actioned. Refer to Board Paper #7</i>        Present Minutes of H&amp;S Committee meeting. Tackle recommendations. <i>Minutes emailed 9/2/21</i>  <i>In process. John to present actions/feedback of the HSR report at next meeting</i>        Define the scope of the Whanau Review.  <i>In process. John to email to Board by 18/2/21 to enable feedback. Present at next Board meeting</i></p> <p><b>CHRIS:</b>        Confirm dates of BOT 2021 so we can email with minutes. <i>Actioned. Emailed to Board 11/12/21</i>        Review Quarterly Evaluation process prior to next quarter's evaluation. <i>At next meeting</i></p> <p><b>DAVE:</b>        Report on meeting with John Pope / Financial Model / Review of GCET philosophy required?  <i>Chris met with John. Still in process. Dave to report on how GCET, GCHT and Garin College can operate together with the same future focus</i></p>
<b>Matters for Decision</b>	<p><b>Enrolment Policy (draft): Board Paper #1</b>        John discussed how this ballot system is the best option for each criteria, as in the past the guidelines have been unclear. Enrolment policies have to be displayed on all school websites (MOE to undertake audit to ensure this policy is accessible). Last year there were 13 Non-Preference enrolments.        Resolved:        That the Board approve the School Policy / Procedure – 6.6 Enrolment Procedure and delegate Chris and John to make final amendments to the text to improve clarity. <i>Moved: John Secoded: Dave</i></p> <p><b>Principal Appraisal 2021: Board Paper #3</b>        Noreen has 22 years of experience, is keen to support the school and is ideal for this position.        Resolved:        That the Board approve Principal Appraiser Noreen Melvin (Teacher Council Practicing Certificate 136989) Independent Education Consultant Principal to undertake the 2021 Appraisal of Principal John Maguire. <i>Moved: Selwyn Secoded: Roman</i></p> <p><b>Principal Delegations 2021: Board Paper #4</b>        Noted that under purchasing:        There was a gap between budgeted ≤ \$10,000 and ≥ \$20,000 – change to ≥\$10,000.        Contracts with value of more than \$10,000 or more than one year – Board decision, Principal input.        New delegation: contracts &lt;\$10,000 and less than one year – Principal decision, Business Manager input.        Resolved:        That the Board approve the Principal Delegations 2021 subject to above amendments, submitted by Chris. <i>Moved: Matthew Secoded: Dave</i></p> <p><b>Finance Report to 31/12/20: Board Paper #5</b>        Great result of an operating surplus of \$59k. No concerns – ongoing maintenance to increase for the 20 year cycle.</p>

	<p>73% of Donations paid – a remarkable result for COVID year.  In the report, it states that \$18,620 is going to be written off, which relates to a payroll recovery balance in 2016. (Refer to Financial Summary, pg2). This is now going to be followed up for payment.  Resolved:  That the Board approve the Finance Summary for 31 December 2020 with the above amendment.  <i>Moved: Matthew Secoded: Chris</i></p> <p><b>Resolutions for Annual Accounts/Budgets 2021: Board Paper #6</b>  These resolutions are in place so that annual accounts can be signed off. Suggested that Finance Committee to consider embedding Resolutions 2,3, and 4 into a policy within the accounts, rather than seeking approval each year.  Resolved:  1. The Board authorizes the Board Chairperson and Principal to sign the Statement of Responsibility for the 2020 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.  2. That the Board approves the inclusion of a budget for the 2020 statement of Financial Position and a Budgeted Cash Flow which are derived from the Board's 2020 Operating and Capital Purchases Budgets.  3. That the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2020 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2020 year and will include an income amount and an equivalent expenditure budget.  4. That the Board approves the inclusion of a budget for the use of land and buildings equal to the Archdiocese of Wellington estimate of notional lease cost for 2020. The 2020 figure will include an income amount and an equivalent expenditure budget.  <i>Resolved to approve the above Resolutions 1-4: Moved: Chris Secoded: Dave</i></p> <p><b>Annual Budget 2021: Board Paper #7</b>  Noted it was a well thought out budget. Discussion was held regarding whether to approve a deficit operating budget of -\$15.8k. Agreed it was preferable not to have a deficit budget. Agreed to explore transferring 30k from reserves for a contingency plan to income, thus ending in a positive budgeted balance. This would allow John to be able to spend \$14k without reverting back to the Board.  Resolved:  That the Board approve the Garin College Final Budget 2021 (including Capex), subject to amendment if \$30k can be transferred from the reserves to income accounts. <i>Moved: Chris Secoded: Matthew</i></p>
<p><b>Matters for Discussion</b></p>	<p><b>Principal's Report:</b>  John gave overview - Lots to celebrate with a successful start to the year. 2021 role sits at 557 students (increase of 44), including 15 international students (decrease of 10). The summer programme for the international students was successful, with many positive comments. There has been a 25% increase growth in Preference enrolments, proving the confidence that our Community has in our school.  We had outstanding results in NCEA, especially in a COVID year. Area of focus is the decrease of 18.7% in the excellent endorsement rate in Y11 results. Reasons could be prioritizing Student's wellbeing in COVID, Student's understanding of the importance of Y11 results and the different ways other school's record results.  3 students achieved L3 NCEA Scholarships. Currently there are 8 x Y12 students engaging in the scholarship programme over 2 years. Discussed our development needs for scholarships. It is like another standard, not taught in the classroom environment, thus requiring additional teaching.  Benefits for student – money, learning and an opportunity for high level critical thinking to complex situations.  Father Seph to be welcomed as our College Chaplin at the school Mass next week.  <i>Resolved to receive the Principal's Report Moved: John Secoded: Roman</i></p> <p><b>Capex Expenditure Wish List 2021: Board Paper #8</b>  Discussion was held regarding the Board approving the Capex Expenditure wish list of the SLT Allocated Capex Prioritised spending itemised \$56,267.90 against budget depreciation of \$94,000. John explained each item on list, highlighting the need for the portable stage to be purchased before Mahi Toi. Agreed that the Technology Laser cutter \$15k is an approved capital expense in the Budget. Further prioritised spending (if available) will be considered after mid-year review of 1 July 2021.</p>
<p><b>Matters for Information</b></p>	<p><b>EOTC Overnight Trips: Board Paper #2</b>  No overseas trips scheduled for 2021.  Level 1-5 trips - Organiser completes SAP, approved by T Speirs and signed off by J Marshall.</p> <p><b>BOT Property Committee Report:</b>  Still in process surveying targeted audiences. Next 2 months analysing data. John to get timelines for annual plan.</p> <p><b>Hostel Report:</b>  Last hostel meeting December 2020. 1 vacancy left.  Need to consider a board representative on Hostel Trust, as Markelle is no longer on Board. Chris to confirm what is the ideal skill set for this position and follow up with Matt O'Regan.</p>
<p><b>Other Business</b></p>	<p>No</p>
<p><b>In Committee</b></p>	<p>Time In: None Time Out:</p>
<p><b>Closing Prayer</b></p>	<p>Jesse</p>

**TO DO LIST:****JOHN:**

Present results of the review of Governance Policies at next meeting.

Provide actions/feedback of the HSR report at next meeting. Chris to follow up this process.

Email Board the Whanau Review by 18/2/21 requesting feedback and present at next meeting.

Change mistake in finance report as discussed.

Change year to 2021 in budget board paper #7.

Finalise timelines for Annual Plan.

Explore who are the students who are low in literacy and numeracy, particularly year 12? Are they leavers and do they get additional support once they have left?

Email Annual Plan and Annual Variance to Board by 21/2/21. Needs to be with MOE before 1/3/21.

**CHRIS:**

Submit changes to Shona for the enrolment procedure.

Submit amendments to the Principal Delegations as noted.

Follow-up with Matt O'Regan. What skills do we need for hostel trust representative?

Review Quarterly Evaluation process prior to next quarter's evaluation at next meeting

**DAVE:**

Report on Financial Model / Review of GCET philosophy - report on how GCET and GCHT can operate together with the same future focus.

**MATTHEW:**

Finance Committee to consider embedding Financial Resolutions 2,3, and 4 into the accounts going forward.

**MAREE:**

Send calendar invitations for board meetings. (Chris backup).

Signed: \_\_\_\_\_

Chris Ward, Board Chair