



## GOOD SHEPHERD SCHOOL BOARD OF TRUSTEES



**'Together we Learn and Care'**

30 Telford Avenue, Balmoral, Auckland 1041  
(09) 620 4962

### MINUTES OF MEETING Tuesday 10 August 2021

**OPENED:** The meeting opened at 7.00pm with a prayer led by Graeme Twose

**PRESENT:** Aaron DeLacey Daniel Erickson Graeme Twose  
Jane Hahn Mele Kautoke Bianca Prentice  
Nicola Maddox Stephen Rewcastle  
Monsignor Bernard Kiely

**APOLOGIES:** Heather McLeod

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#### **Declaration of Conflicts of Interest**

Conflicts of interest declared: None.

#### **Principal's Report**

The Principal's Report was taken as read, with the following highlights:

##### ***\*Catholic Special Character***

Parish/School Mass on Sunday 8 August was a special celebration.

##### ***\*Curriculum***

Creatives in Schools Project, culminating in the school production 'Two Trees, One School', was a positive experience for the students and the whole community. The school is in the process of applying for another project under this initiative for 2022.

##### ***\*Strategic Plan, School Review and Reporting on Student Progress***

Education Review Office review involves board reviewing parts of the School Self Audit and Assurance Statement within the first six months of the review.

**Action:** The three areas with this requirement will be discussed in smaller groups:

Board Administration: Stephen Rewcastle, Jane Hahn

Health, Safety and Welfare: Graeme Twose, Daniel Erickson, Jane Hahn

Personnel: Heather McLeod, Nicola Maddox, Jane Hahn

##### ***\*Personnel***

Vivienne Berger has been appointed as Room 1 new entrant teacher

*Trustees: Stephen Rewcastle (Chair), Aaron Delacey,  
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Emily Stevenson has resigned from her position as Room 5 teacher and Director of Religious Studies

Bill Wong has been appointed as Room 5 teacher until the end of the 2021 school year.

#### **\*Finance**

School is currently making the transition to the new financial provider, Education Services.

The board has been successful in applications for grants to the Lion Foundation, the Four Winds Foundation and Pub Charity Ltd. These grants will contribute towards a technology equipment upgrade.

Discussion about the Working Capital of over \$400,000 as at end of June 2021 and opportunities to spend some of these funds on projects that will benefit students.

**Action:** Finance committee to meet with Kirstin Blackburn of Education Services to go over financial report before the next board meeting.

***The Board resolved to accept the Finance committee's minutes.***

#### **\*Health and Safety**

There were no Health & Safety or Bullying Prevention Team meetings in July.

#### **Additional:**

Attendance Report for Term 1, 2021 indicates a positive trend for attendance at Good Shepherd. School is currently making a transition to a new uniform provider, Elizabeth Michael Uniforms, which should be completed by the beginning of Term 4.

Jane Hahn has applied for a TeachNZ sabbatical for 2022.

***The Board resolved to accept the Principal's report***

#### **Property**

Aaron DeLacey and Jane Hahn attended a meeting facilitated by Catholic Diocese of Auckland Property team on the Essential Property Maintenance Projects (EPMP) package. Good Shepherd School is entitled to just over \$130,000 under this initiative. The Greenstone Group has been assigned as the Project Manager for Good Shepherd School.

Draft GSS 10 Year Strategic Property Plan 2022-2032 discussed and projects prioritised under the headings: Health and Safety, Essential Infrastructure, Fit for Purpose Learning Environments, Discretionary Projects. Sources of funding for various projects discussed.

**Action:** Jane Hahn to update the draft strategic property plan as per discussion

**Action:** Jane Hahn to contact Project Manager for initial meeting

#### **Community Consultation 2021**

Survey has been completed and is ready to send out to the school community.

Fono for Pacific families to be organised. Māori families to be invited along as well.

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No other community consultation meeting to be organised at this stage.  
Discussed setting up iPads in administration area for whānau to fill in survey.

**Action:** Jane Hahn to send out survey to community.

**Action:** Mele Kautoke and Jane Hahn to organise Pacific fono and Māori hui on a Sunday afternoon.

**Action:** set up iPads in the foyer for whānau to fill in survey

### **Meeting Administration**

#### **ACTION LIST FROM THE MEETING ON 29 June 2021**

<b>Action</b>	<b>By</b>	<b>Result</b>
1. Amendments made to Enrolment & Learning Support Policies	Jane Hahn	Completed
2. Review Personnel Policy	Heather/Jane	In process

### **Minutes of the Last Meeting**

There were no matters arising from the Minutes of the previous meeting.

***The Board resolved to accept the Minutes of the Board meeting held 29 June 2021.***

### **Correspondence**

ERO New Schools Operating Model Newsletter

Kāhui Ako Update

Auckland Common Fund Limited 2020 Annual Report

**CLOSED:        The meeting closed at 8.31pm with a prayer led by Graeme Twose**

**NEXT MEETING:**                    Tuesday 14 September BOT/PTA/Staff Mix 'n Mingle

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Chair

14 September 2021

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## ACTION LIST FOR MEETING ON 14 SEPTEMBER 2021

Action	By
1. Review Board Administration for ERO	Stephen R./Jane H.
2. Review Health, Safety and Welfare for ERO	Graeme T./Daniel E./Jane H.
3. Review Personnel for ERO	Heather M./Nicola M./Jane H.
4. Organise meeting with Kirstin Blackburn	Jane H.
5. Update Draft Strategic Property Plan	Jane H.
6. Organise meeting with Project Manager	Jane H.
7. Send out surveys for community consultation	Jane H.
8. Organise fono and hui for Pacific and Māori families	Mele K./Jane H.
9. Review Personnel Policy	Heather M./Jane H.
10. Review Health & Safety Policy	Health & Safety Committee
11. Review Child Protection Policy	Health & Safety Committee
12. Review Complaints Policy	Stephen R./Jane H.

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