



GOOD SHEPHERD SCHOOL BOARD

'Together we Learn and Care'

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



MINUTES OF MEETING

Tuesday 4 April 2023 – Good Shepherd School Meeting Room

OPENED: The meeting opened at 7.00pm with a prayer led by Jane Hahn

PRESENT: Daniel Erickson Bridget Spencer
Bradley St Clair (acting as Chair)
Kate Hagemeister Jane Hahn
Mele Kautoke Elton Gomes
Eparama Tuibenau Monsignor Bernard Kiely

APOLOGIES: Heather McLeod, Daniel Erickson

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:

Letter from Catholic Diocese in response to annual report.

The 24th of April will be a teacher only day. Jane Hahn suggested Friday 17 November for term 4.

The Board approved Friday 17 November date as a teacher only day in November.

Education Review Office External Review

Jane Hahn presented the unconfirmed reports from the Education Review Office, to be confirmed by the board:

- Te Ara Huarau | School Profile Report
- Board Assurance with Regulatory and Legislative Requirements Report

The board moved to approve the Te Ara Huarau / School Profile Report and the Board Assurance with Regulatory and Legislative Requirements Report.

Targets for Raising Student Achievement and Analysis of Variance 2023

The school leadership team and all teaching staff have examined student achievement data and developed the attached target for raising student achievement in reading. This information was presented to the board for discussion and approval.

The Board moved to approve the Targets for Raising Student Achievement and Analysis of Variance 2023 Report.

*Trustees: Daniel Erickson (Presiding Member),
Elton Gomes, Bradley St Clair, Kate Hagemeister, Eparama Tuibenau,
Mons Bernard Kiely, Jane Hahn (Principal), Heather McLeod, Mele Kautoke*

Collective Agreements

Jane Hahn gave an update on negotiations occurring with the Principals' Collective Agreement and Teachers' Collective Agreement.

Both are still under negotiation and there may be further disruption as a result.

Finance and Property

The Finance and Property Subcommittee met this month. The new members are Elton Gomes and Bradley St Clair.

The meeting was held as an induction meeting, and accounts were reviewed.

The subcommittee is still waiting for quotes for olive trees. The 2023 Cyclical Maintenance Plan was discussed.

***The board moved to accept the Finance and Property sub-committee minutes.
The board moved to approve the 2023 Cyclical Maintenance Plan.***

Health and Safety

The Health and Safety Committee met on 30 March.

Workplace Flu Vaccinations - in the past the board has paid for employees to have a flu vaccination at this time of the year, at a cost of approximately \$300.

The board moved to approve the cost of flu vaccinations for interested staff.

Jane Hahn stepped out of the meeting for 5 minutes while an In Committee discussion took place.

Policy Review

There are four policies due for review this year:

- Governance Policies
- Appointments
- Principal's Performance Appraisal
- Self-Review
- Reducing Student Distress and Use of Physical Restraint

Jane Hahn spoke to the Reducing Student Distress and Use of Physical Restraint Policy, and outlined that all board members are required to complete a module on this by February 2024.

The Board moved to approve the Governance Policies.

The Board moved to approve the Reducing Student Distress and Use of Physical Restraint Policy.

Action: Bradley St Clair will review all remaining policies.

Principal's Appraisal

Jane Hahn presented a briefing for the Board of Trustees Principal's Appraisal 2023. This outlines the ongoing steps being taken to fulfil this, which are all underway.

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Elton Gomes, Bradley St Clair, Kate Hagemeister, Eparama Tuibenau,
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Meeting Administration**ACTION LIST FROM THE MEETING ON 28 February 2023**

Action	By	Result
1. Review of Board Governance Policies	Brad S./Jane H.	completed
2. Inform Daniel E/Jane H. if want to sit on sub-committees	All	completed
3. Present student achievement targets to board	Jane H.	completed
4. Forward Strategic and Annual Plans to MOE	Jane H.	completed
5. Investigate options for olive tree surrounds	Jane H.	completed
6. Discuss options for the 2023 school fair with the PTA	Jane H.	completed
7. Present a policy review schedule to the board	Jane H.	completed
8. Newsletter	Daniel E.	ongoing

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 on 28 February 2023.

Correspondence

Letter from Catholic Diocese.

Other

Monsignor Kiely suggested the Board attend and be introduced to the congregation at the next school Mass. The Board agreed that this would be a good idea.

CLOSED: The meeting ended at 7.47pm and was closed with a prayer led by Jane Hahn.

NEXT MEETING: Tuesday 23 May 2023

Chair

Date: 23 May 2023

*Trustees: Daniel Erickson(Presiding Member),
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Mons Bernard Kiely, Jane Hahn (Principal), Heather McLeod, Mele Kautoke*

ACTION LIST FOR MEETING ON 4 April 2023

Action	By	Result
1. Review of the following policies: Appointments Principal's Performance Appraisal Self-Review	Brad S.	
2. Newsletter	Daniel E.	

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