



## Garin College Board Zoom Meeting Tuesday 22 February 2022, 5.30pm MINUTES

<b>Opening Prayer</b>	Father Seph
<b>Present / Apologies</b>	<b>Present on Zoom:</b> John Maguire Chris Ward, Selwyn Mason, Matthew McTague, Iain Hall, Jesse Sherlock, Father Seph, Katrina Taylor, Roman Birch, Linda Hay <b>Minute Taker:</b> Maree Holland <b>Apologies:</b> Dave Ashcroft <i>Resolved to accept apologies: Moved Chris Seconded: Iain</i>
<b>Minutes of Previous Meeting</b>	16 December 2021 Minutes <i>Resolved to accept December 2021 Minutes as a true and accurate record: Moved: Chris Seconded: Jesse</i> 30 November 2021 Extraordinary Minutes <i>Resolved to accept November Extraordinary Minutes 2021 Minutes: Moved: Chris Seconded: John</i>
<b>Matters Arising from Previous Meeting</b>	Recruit Proprietor Rep for Board <i>John – Completed</i> Circulate Extraordinary Board Minutes for approval <i>Chris by next meeting - Completed</i> Confirm inflation ratio to the budget increases <i>Matthew by next meeting – On Agenda</i> Board to receive recommendations for draft <i>Markelle by next meeting – On Agenda</i>
<b>Matters for Decision</b>	<p>The Principal took the Chair and called for nominations for Presiding Officer. Chris was the sole nominee. <b>Appointment of Presiding Member</b> Resolved that the Board appoint Chris Ward as a Presiding Member. <i>Moved: John Seconded: Roman</i></p> <p>Chris took the Chair. <b>Board Paper #2 Finance</b> Key points: \$88k operating surplus resulting in a good year. We received \$53,918 in Additional Relief Teacher funding for long term teacher absences in Jan &amp; Feb 2022, which is recognized as 2021 income and makes up the 88K surplus/profit in 2021. The 2021 income and expenses figures were as planned. <i>Resolved to approve the Finance Summary Report. Moved: John Seconded: Roman</i></p> <p><b>Board Paper #4 Budget</b> For the past 10 years, a surplus result has been achieved, which also has had built into it a “rainy day” budget. 2022 is the time to spend this. The budget figures have also been set to reflect previous years’ actual expenditure, inflation and cut backs in certain areas. Thus the 2022 Budget has a negative bottom line of \$186k, which is an achievable budget, without making sacrifices. The Board has decided not to make deep cuts to the budget, as this would undo progress made over the last few years, and negatively impact on outcomes for students. There will be ongoing internal reviews of expenditure and projected income in order to develop a 2023 budget that balances to zero. The cost of Teacher Aiding (Support Staff funding) has a reduced income by \$45k, primarily due to decreased ORS funding. The Board agreed to continue to provide the same support levels in the school as previously. PLD has decreased to \$25k this year which will adequately fund the PLD programme, due to less travel and opportunities because of restrictions. The Teacher Representative supported this change. The Board thanked Matthew, John, Cassie and the Finance Committee for the work that they have achieved.</p> <p><b>#4.1 2022 Final Budget Summary for BOT</b> <b>2021 Financial Statement</b> Resolved that the Board approves the inclusion of a budget for the 2021 Statement of Financial Position, and a budgeted Cash Flow, which are derived from the Board’s 2021 operating and capital expenses budgets. <i>Moved: John Seconded: Chris</i></p> <p><b>#4.2 BOT Summary for 2022 Final Budget</b> Resolved that the Board approves a deficit budget for 2022 of the amount of \$186,138, as presented in the attached budget summary. <i>Moved: John Seconded: Matthew</i></p> <p><b>Board Paper #5 Principal Delegations</b> No changes had been made to the Delegations approved last year. John raised the issue of unbudgeted contingency requiring ADW approval. Clarification to be sought. Resolved that the Board approves the Principal Delegations 2022, subject to clarification on unbudgeted contingency. <i>Moved: John Seconded: Matthew</i></p> <p><b>Board Paper #6 CAPEX</b> Total CAPEX submissions = \$40,170. The SLT has reviewed this and proposes to spend \$37,821, as this does not include the \$2,349 submitted to invest in a drone. Further investigation of the requirements around drone flying was required before that item could be approved. John confirmed that the level of CAPEX funding in the draft budget was in line with what HOFs had requested. For more information there is a paper available from the Finance Committee. Resolved that the Board of Trustees approve the 2022 Capital Expenditure (CAPEX) to the value of \$37,821 as documented in the 2022 CAPEX Expenditure table. <i>Moved: John Seconded: Katrina</i></p> <p><b>Board Paper #9 Health Curriculum, #9.1 Draft GC Board Statement: Delivery of Health Curriculum</b> <b>#9.2 Health Curriculum - Consultation Data Review Feb 2022</b> This curriculum has had 2 consultation phases so far. Only minor changes had been made, following consultation with the school community. Concerns were raised about the Mates and Dates programme,</p>

	<p>however John confirmed that the content has been adjusted to suit the character of the school, and is previewed before presentation, to ensure consistency with our special character. There have been good robust discussions about the curriculum with the parents. All parents will receive a letter before the programme starts, with an optional student with-drawl if desired. Y11 to start the programme next week. A big thank you to Markelle and the RE faculty for the great work they have done to date.</p> <p><b>Draft Statement about the delivery of the Health Curriculum - December 2021</b> Resolved that the Board ratify the Board Draft Garin College Statement Health &amp; Sexuality Programme 2022/23 (Dec 2021) as being the Board Statement for the delivery of the Health Curriculum 2022/2023. <i>Moved: John Seconded: Chris</i></p> <p><b>Board Paper #10 Charter/Strategic Plan- attached to the Agenda today.</b> The development of a new Strategic Plan is required to align ourselves with the 2023 reporting. Changes include the GC Graduate Profile which is a critical document, and to align ourselves with our vision and mission statements to produce learner wellbeing. This will be captured in 2022, with the Annual Plan to be built from this, which John presented in December 2021. The Health and Counselling services (#4) has been added, resulting from the strong recommendations in the Koru G&amp;T review in 2021. How can we build our relationship with our local Iwi? Matua to focus on this project, with an increase of Te Reo in our environment, which is in line with all the discussions we have had last year. The new plan may embed further development in these areas, such as using Te Reo in our signage. The background of this to be completed in 2022 and resourced in 2023.</p> <p>There has been progress reflection over the past 2 years. The Graduate Profile has shown capacity to be more consultative, as it is a critical document for direction and links to developing the wellbeing model. There is an alignment starting to happen between Ako and special character, with the coherence starting to build in college, grown in our students and teachers. The PLG groups show freedom and scope, and is an exciting space within the college.</p> <p>The Board agreed to read the Draft Plan, and email comments to John by Friday 25/2/22, before considering the resolution.</p> <p><b>Board Paper #11 Analysis of Variance (AOV):</b> To be emailed to the Board for comment by the end of month.</p> <p><b>Agenda Template Approval:</b> The additional matters on Agenda is from staff and student representatives, as most schools do allow feedback from them. It was agreed that a verbal current update would suffice. This Agenda template, as well as the documents presented on the new Board google drive, will streamline and update our processes. No issues were noted. Resolved that the Board adopts the Draft Agenda as the new Agenda for our meetings. <i>Moved: Chris Seconded: John</i></p>
<b>Matters for Discussion</b>	<p><b>Board Paper #1 - Principal's Report Approval:</b> The year has started well. Present roll numbers are 565 students. To date, no cases of covid are in the college, although 13 students are self-isolating. In 2021, 7 NCEA Scholarships were achieved, 3 of which were achieved for year 12 students. It was noted that the Scholarship Committee to be thanked for their hard work. Pleased with NCEA results well above decile 8. The school has now been brought into alignment to NZQA recommendations of 16-18 credits per faculty. Discussed endorsement rates and an inquiry is now underway. Resolved that the Board receives the Principal's Report. <i>Moved: John Seconded: Father Seph</i></p>
<b>Matters for Information</b>	<p><b>Health &amp; Safety Committee Minutes</b></p> <p><b>Board Paper #3 SchoolDocs</b> <b>#3.1 SchoolDocs 2022 Review Schedule</b> <b>#3.2 SchoolDocs Review Instructions Term 1</b> Although SchoolDocs is a powerful tool, it will create more work, as it has a regular review policy. To keep pace with the review cycle, we need to focus our attention on the needs of the school. The Board was shown how to access and review Board policies on SchoolDocs, with a monthly reminder of policies under review. The NZ Catholic Education Office works with special character policies, that the Board can delegate a Subcommittee to oversee. John and Jeremy to provide guidance to the Board on areas to focus on.</p> <p><b>Board Paper #7 Principal's Appraisal</b> Noreen to do appraisal by 31 March 2022. Board to receive a report. A new Appraiser will need to be appointed.</p> <p><b>Board Paper #8 EOTC Overnight Trips – for our information.</b> Resolved that the Chair moved an extension of time by 15 minutes. <i>Moved: Chris Seconded: Roman</i></p>
<b>Correspondence</b>	As per Correspondence Document: For approval: Budgeted Statement of Financial Position 2021
<b>In Committee</b>	Time In: 7.30 Time Out: 7.40
<b>Closing Prayer</b>	Father Seph Meeting finished at 7.45 pm
<b>Next Meeting Date</b>	29 March 2022

Signed: \_\_\_\_\_ Board Chair

Date: \_\_\_\_\_