

St Oran's College Board of Trustees

Minutes of the meeting of the Board of Trustees
held at the College on Wednesday 24 February 2021 at 6:00 pm

Present: James Wilkinson (Chair), Peter Williams (Deputy Chair), Elizabeth Coe, Jeanette Duffy (Principal), Karen Phillips, Martin Richardson, Lynley McInnarney, Annette Forbes, Leigh Tennent, Caren McLachlan and Charlotte Siriman.

In attendance: Lynda Singleton (Secretary), Cherie Wildon (Executive Officer)

1. Opening: James Wilkinson welcomed Board members to the first meeting of 2021 and Lynley McInnarney opened the meeting with a prayer.

2. Annual Election of Officers:

- 2.1 James Wilkinson called for nominations for the Chair of the Board of Trustees. Elizabeth Coe nominated James Wilkinson. Seconded Lynley McInnarney. No other nominations were received. James Wilkinson was duly elected Chair for 2021.
- 2.2 James Wilkinson called for nominations for the Deputy Chair of the Board of Trustees. James Wilkinson nominated Peter Williams for the position of Deputy Chair. Seconded Caren McLachlan. No other nominations were received. Peter Williams was duly elected as Deputy Chair for 2021.
- 2.3 James Wilkinson called for nominations for the Treasurer of the Board of Trustees. James Wilkinson nominated Cameron Stewart for the position of Treasurer. Seconded Elizabeth Coe. Cameron has indicated via email of his acceptance of being nominated for the position of Treasurer. No other nominations were received. Cameron Stewart was duly elected as Treasurer for 2021.

3. Apologies: Cameron Stewart

4. Declaration of Conflict of Interest: None

5. Minutes:

- 5.1 James Wilkinson moved that the minutes of the 18 November 2020 meeting be accepted with minor amendments. Seconded Caren McLachlan.
Carried Unanimous.

6. Action Points

- 6.1 No further actions

7. Correspondence:

- 7.1 Correspondence list for November 2020 and February 2021 included in Board papers.
- 7.2 Jeanette Duffy moved the inwards and outwards correspondence be accepted. Seconded Peter Williams. Carried. Unanimous.

8. Administration:

- 8.1 Delegations of Authority 2021 – The Board resolves to delegate the following powers and responsibilities for the next 12-month period: Delegation to the Principal, Deputy Principals and Delegation to Discipline committee. Included in Board papers.
James Wilkinson moved the Delegations of Authority for 2021. Seconded Elizabeth Coe. Carried. Unanimous.
- 8.2 Memorandum of Understanding 2021 – PA/BOT – included in Board papers.
- 8.3 Board to note the updated Board of Trustees 2021 meeting schedule and Self-Review Schedule for 2021-2023 included in Board papers.
- 8.4 Sub-committees/members – Board reviewed and updated 2021 members.
Cameron Stewart will Chair the Finance committee and Annette Forbes will join the ICT committee.

Monitoring

9. Principal's Report:

- 9.1 Jeanette Duffy's Principal's report, circulated with Board papers, was taken as read. Jeanette discussed various aspects of her report.
- 9.2 School Roll – Tracking below the maximum roll numbers. As discussed at the end of 2020 some families may be financially strained and it is possible, they have chosen not to have their daughter complete their Senior year/s at St Oran's College. 12 students across Year 8-13 have joined St Oran's at the start of this year. Board discussed.
- 9.3 2020 NCEA Results – Provisional – Despite a period of lockdown and remote learning the overall level of achievement is very high and places the school very favourably when compared with other Decile 10 schools. Caren McLachlan requested that the staff be acknowledged/thanked with a morning tea for their hard work for the outstanding NCEA results. Elizabeth Coe, as Chair of Board of Proprietors agreed to joint fund the morning tea with the Board of Trustees in appreciation also for the Dallard re-opening.
- 9.4 Draft 2021 Annual Plan – No further comments or corrections. Jeanette Duffy moved that the 2021 Annual Plan be accepted. Seconded James Wilkinson. Carried. Unanimous.
- 9.5 Draft Analysis of Variance 2020 – Elizabeth Coe acknowledged the work carried out by Wendy Sowden, Literacy Co-ordinator who has supported the students throughout the year. The students have increased their comprehension reading level by between 1 and 5 years and their overall reading proficiency by 1-5 years. All student's vocabulary level improved by 1-2-year levels. No further comments or correction. Jeanette Duffy moved that the Analysis of Variance 2020 be accepted. Seconded Annette Forbes. Carried. Unanimous.
- 9.6 Literacy and Numeracy Reports – Jeanette would like to see a more in-depth data analysis and is mentoring Chris Hosnell while Phillipa is mentoring Paul Dyer. Jeanette Duffy moved that the Literacy and Numeracy reports be accepted. Seconded Elizabeth Coe. Carried. Unanimous.

- 9.7 Jeanette Duffy moved her Principals report be accepted. Seconded Leigh Tennent. Carried. Unanimous.

10. Finance Sub-Committee Report:

- 10.1 Cherie Wildon spoke to the Finance sub-committee meeting minutes of 18 February 2021 circulated with Board papers, was taken as read.
- 10.2 Trip/Activity Sheet 2020 – Year 9 camp had a few unpaid donation requests. This is partly to the trip timing being changed to beginning of December due to Covid19 and the billing was not done until late October, which left parents a reasonable donation to make in a short time frame at a financially demanding time of the year. It is planned to request the donation for the Year 9 camp in the Term 2, 2021 accounts. Finance committee review the trip/activity sheet regularly and will bring to the Board each meeting.
- 10.3 James Wilkinson moved that the Finance sub-committee meeting minutes of the 18 February 2021, Principal credit card for the period ending 29/11/2020, 28/12/2020 and 27/01/2021, 2021 Budget, Annual Property Plan, 2021 Capital Item Purchase list and BOP/BOT Annual Agreement be accepted. Seconded Jeanette Duffy. Carried. Unanimous.

11. ICT Sub-Committee Report:

- 11.1 Peter Williams spoke to the ICT sub-committee meeting minutes of 26 November 2020 circulated with Board papers, was taken as read.
- 11.2 Peter Williams moved that his ICT sub-committee report and Digital Strategic Plan 2021-2023 be accepted. Seconded James Wilkinson.

Community Engagement

12. Board of Proprietors Report:

- 12.1 Elizabeth Coe gave a verbal report.
- 12.2 Board of Proprietors have not met this year.
- 12.3 Dallard re-opening celebrations on 1 February 2021 went well. Then two days later the building (by the Year 13 Common Room) received some fire damage to the external wall.
- 12.4 BOT/BOP 2021 Annual Agreement - approved
- 12.5 Elizabeth Coe moved that her verbal report be accepted. Seconded Peter Williams. Carried. Unanimous.

13. Parents' Association:

- 13.1 No minutes received for 10 February 2021 meeting.
- 13.2 James Wilkinson and Annette Forbes attended the 10 February meeting, where there was discussion of other fundraising opportunities.

- 13.3 The Parents' Association has requested a list once or twice a year of upcoming capital item requests, so individual approvals are not made in isolation. Cindy Ford is putting together a list to present at the March meeting.

14. Meeting Closure:

14.1 General Business:

- Peter Williams asked for a contact of the Old Girls' Association to forward onto an ex-student. Details are on the St Oran's College website.
- Discussion regarding Financially Sustainable Model for BOT
 - How can this Board come up with a plan/ideas or decisions on bridging the deficit budget going forward?
 - Finance Committee to discuss at its next meeting.
 - Prizegiving costs and options were discussed.
- Charlotte Siriman mentioned that some students have asked whether they could come to the next Board meeting to discuss the review of the jewellery options. Charlotte was advised that the formal procedure to raise an issue for a non-Board of Trustees member (member of the public) is to write a letter to the Board. This letter forms part of the inwards correspondence for discussion. After the Board have received the letter and if they would like to know more details.

7:24pm In-Committee

James Wilkinson moved that under Section 48 of the Local Government Official Information and Meetings Act 1987, the public be excluded from this part of the meeting because the Board wished to ratify minutes and for this reason the discussion of matters in public would infringe the privacy of natural persons under Section 9 (2) of the Official Information Act.

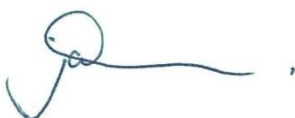
7:29pm James Wilkinson moved that the committee return to Open Meeting.

15. Closing: Leigh Tennent closed meeting with a prayer.

Meeting Closed at 7:29pm

Next monthly meeting to be held on 24 March 2021, 6pm.

This document is a true and accurate recording of the February 2021 meeting of the St Oran's Board of Trustees.



Signature: _____
(Chairperson)

Date: 24 March 2021

