

# **Minutes of Hato Pāora Board Meeting**

11am, 13 October 2024

Hato Pāora College

**Karakia:** Pā Nathan

**Welcome:** Whaea Kerianna

## **1. Administration**

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### **1.1 Present**

Nathan Matthews (Tumuaki), Kerianna Stirling (Chair), Hona Black, Gerard Tully, Kelly Nicklin, Anna McKay

### **1.2 Apologies**

Paula Hill

### **1.3 Declarations of Interests**

None

### **1.4 Health and Safety**

#### **1.4.1 Accident register**

Upstairs classroom escape exit stair case unusable – classrooms' no longer in use until it can be fixed.

## **2.0 Finance and Audit report**

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Whaea Kerianna welcomed Whaea Anna McKay from our accounting firm, Open Book Solutions, who spoke to the September financial report.

Anna began by acknowledging the difficulties of the last few years including Covid and a low roll in 2023. She then talked through the financial report for September 2024.

Allocation of teacher salaries based on school roll. Staffing banking. Last year we had more teachers than funded for. So at end of 2023 there was an overspend of \$95,000.00. To be repaid in July, Oct 2024 and Jan, April 2025.

We do have an underspend of \$36,000 this year which we will get reimbursed.

Kerianna initiated a discussion around responsibility of the Board (Governance) and the Principal (Management). Anna explained it is really up to the Board what is delegated to Nathan and what the Board need to be responsible for. Policy on delegation. At the end of the day Governance is responsible.

Fixed asset purchases – any asset (lasts longer than a year) that costs over \$1,000.00.

MOE recommend  $\frac{1}{8}$  of Ops grant as 'a rainy day fund' - \$93,000.

Saving for Cyclical maintenance – painting. Each year 1/10 is added into the provision and needs to be saved. Currently at \$235,000.00.

Nathan talked about the 10 year maintenance plan which is the responsibility of the Diocese - nothing has been done yet. Owed a massive amount of work - need to discuss with the Diocese.

Anna said once painting is started it is removed from the MOE cyclical maintenance program. It gets removed from MOE money to be spent, whether it is paid for by the Diocese or MOE.

Anna spoke to the Revenue and Expense and talked through the Explanations of Variance.

Sport expenditure - Nathan said the plan for next year is to charge a \$100 fee per sport. Over half the students get 'additional support' of \$540.00 a year from the MOE which would cover this fee. Also TPW. Will let whānau know that this will be happening this term. The biggest cost each year is Basketball - look at fundraising to pay tournament subs.

Anna mentioned the figure for sports doesn't include the cost of travel and the wear and tear on vehicles.

Looking at Expenses – Admin salaries are over as hadn't budgeted for the social media role. Now Pā Darcey is on a LAT this will decrease; Teacher Aid salaries are over – now reduced to one; IT – we have had to increase service as wasn't meeting our needs; Property – Nathan has reduced the cleaning contract; electricity high and repairs and maintenance higher than expected due to using the vans rather than busses. In summary expenditure is \$300,000 over budget. The good news is loss is reducing as we continue to reduce expenditure.

Anna has approached Peter Whyte MOE finance officer and he is monitoring us and is not overly concerned - pleased we made contact early.

Statement of Financial Position - sets out what the Board has committed to and how we are doing.

Board need to keep an eye on working capital and make sure it continues to grow.

Need to look at how we manage old debt. Discussion around this. Nathan asked if there would be benefit to writing off the zz's. Whaea Anna said the Board need to decide on this. Kath said the zz's not up-to-date – she is currently updating. Need a policy around this. In terms of those in credit should try and track them down.

Whaea Anna said they can also provide an 'Expenses by Contact report' which shows everything raised as an invoice and all money which has come out that month and is a good way of spotting trends or inconsistencies.

Pā Gerard acknowledged the work done by Nathan, Kath and Anna in reducing spending.

Anna talked to the Statement of Financial Position and Cashflow for 2024 and the End of Year Financial Statements. Board needs to approve these. We need to report on both of these to the MOE.

2025 Draft Budget – almost there – need to table at the December meeting - 127 pupils as starting figure for 2025.

Discussed MLP Level 1 – Pā Nathan is going to make a decision in the next couple of weeks.

Whaea Kerianna thanked Whaea Anna for her presentation.

### **Other finances**

*Nathan moved that the Board approve the Statement of Financial Position and Cashflow for 2024, seconded by Hona, passed*

*Whaea Kerianna moved that the September 2024 Monthly Financial Report be approved, seconded by Kelly, passed.*

## **3. Monitoring**

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### **3.1 Principal's report**

Pā Nathan spoke to the Pūrongo a te Tumuaki

School Roll - total 107 as @ 23/09/24

Darcey Tipene-Boyd (0.4 LAT)

Teaching Staff FTE 13.4 (-1), 12.4 as @ 23 September 2024

We are currently below, marginally, our banking staffing for 2024

## **Enrolments 2025**

21 x Year 9s Accepted + 7 in progress

2 x Year 10s accepted + 1 in progress

## **Leadership**

We have continued to have regular meetings with our accountant Anna McKay to monitor spending and potential expenditure cuts for 2024 while developing the budget for 2025.

In the last week of Term 3 we had our ERO visit. Our evaluators are Kelvin Whiting, former Principal of Hillcrest High School, and Darcey Te Hau. The visit went really well and they noted that all the groups they spoke to (SLT, Chair, Whānau, Teachers, Taura and Hostel) highlighted similar benefits and strengths of the kura. They particularly noted that our Strategic Plan priorities and PB4L Pou were evident in all of the conversations. They will be back in Week 3 of Term 4 to complete classroom observations.

## **Mana Oranga**

The major focus for the Term, other than academic, was the preparation for House Comps. This year's event went really well with 300-400 whānau whānui in attendance and 8 old boys, all current Matatini performers, as judges. Overall, the standard was really good and Ngāti Rongomātāne were deserved winners on the night.

## **Mana Tangata**

Our senior taura performed in the Feilding Military Tattoo alongside the NZ Army band and a number of other performers. We continue to build toward the Ki-ō-rahi regionals with our combined team with Te Kura o Kauwhata. They have had multiple training sessions and have stayed onsite for whanaungatanga as a team.

Our Senior Prem basketball team played at both the small schools regionals where they qualified to play in the Basketball 'A' Nationals. The team played well and things are looking positive for next year as the bulk of this year's squad were Year 12 and 11 taura. There are a number of talented juniors as well.

## **Mana Ako**

This has been the busiest Term in recent years in terms of academic work and commitments. We had our internal Derived Grade Exams for seniors and Junior exams. All Year 11 and selected Year 10 taura sat the new Literacy and Numeracy Corequisites exams. The new NCEA L1 externals for Science, RE and Te Reo Māori were delivered and PE is early in Term 4. All senior taura also sat the L1-3 Te Ao Haka external.

We have learnt a lot from this and will make changes next year based on these learnings around taura workload and how we manage our calendar. NZQA have also confirmed that will change some of these in light of the same issues that we found impacting schools nationwide.

### **Mana Whakapono**

Our Special Character Review, which was due in Term 3, has been postponed until Term 4, date tbc. This was due to the lack of availability of one of members of the review panel.

### **Mana Whakaara**

Whaea Kelly attended PLD for PB4L Tier 2 which we are slowly implementing into the kura.

### **Upcoming Events**

22/23 October Y12&13 Retreat Pukekaraka (Marist way feedback from boys)

24/25 October Sacrament Programme

1 November Leavers Dinner

2 November Mass & Prizegiving

4 November NCEA Externals Begin

5/6 November ERO Classroom Obs

10 November Sacrament Mass

2-6 November Junior e-asTTle

13 November Last Day of Term

### **Comments/Discussion**

Whaea Kerianna said the ERO feedback was positive. The only negative was about the buildings. The Whānau hui with ERO was really positive feedback (Whānau from every year group represented) on the impact the kura has had on their kids.

*Pā Nathan moved the Principal's report be accepted, Whaea Kerianna seconded.  
Passed*

### **Resignation**

Pā Nathan spoke to his resignation.

In summary he said he was asked to come in and do a fix up job and feels has done this – ERO visit underlines this. Now time for him to look at other academic opportunities.

Big challenge to find the right person. Have a 6 month window to do this. Will speak to Old Boys at their next hui.

Will let staff, boys and Whanau know on Monday.

Pā Gerard said how impressed he is with the kura, the NCEA results and the boys, and thanked Pā Nathan for his hard work.

Whaea Kerianna accepted Pā Nathan's resignation. She will inform Teressa at the Diocese. She said Pā Nathan has been a massive asset to the school and thanked him for all he has done.

Pā Hona thanked Pā Nathan for all he had done - came at a tough time. As an Old Boy, appreciates all the hard work done.

### **Property Plan and Diocese Role**

Pā Gerard asked for more detail around the Property Plan and the Diocese role? Pā Nathan doesn't feel he has been listened to by the Diocese. Serious problem around the lack of investment by the Diocese.

Pā Nathan sees a couple of opportunities to bang the drum about this - the Board survey and Proprietors Rep zoom hui are opportunities to bring this up. Pā Nathan is going to ask for a meeting with the Diocese to discuss.

On the hostel side we received money from the government but no contribution from the Diocese.

Pā Gerard suggested we request that a Diocese property person comes and explains the Property Plan and where it is at.

### **3.3 Policy Review Schedule**

Whaea Kerianna asked if everyone had read the information on EOTC (Education Outside the Classroom) – along with the policies and links attached.

Pā Nathan said ERO were happy with our paperwork – the only thing we haven't been getting right is getting the Chair to read and sign overnight EOTC. Putting in place processes to ensure this happens in the future.

Senior leadership team risk adverse.

### **3.4 Governance Manual Part D**

Waiting on Ohu Putea – will leave for next meeting when Whaea Paula is back.

### **3.5 Strategic Aim 2 Progress - Clear Ohu responsibilities. Rohe vs Whare**

Discussion around this.

Pā Nathan thinks a fund raising Ohu should be separate - maybe the PFTA. About revenue gathering throughout the year.

Other ohu 'Whanau innovation ohu' 'Whānau whanui'. – what do we want from this group? Whaea Kerianna said she thinks Whare more aligning than Rohe. Whare will always have numbers. Rohe will only work at gala.

Whaea Kelly suggested that each Whare have their own area at the gala.

Date for next year's Gala 8 March 2025.

Whaea Kerianna will go away and think about how to manage Rohe vs Whare.

### **3.6 Special Character Compliance**

Whaea Kerianna talked about completing the *Special Character Compliances required of School Boards of NZ Catholic Integrated Schools* questionnaire. Decided to do as a Board at next hui as not due until 22 November. Everyone to read. Pā Nathan will start filling it out the day of the next hui.

## **4 Administration**

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### **4.1 Confirmation of minutes of previous hui 29 August 2024**

*Whaea Kelly moved the minutes are true and accurate and be accepted Pā Gerard seconded. Carried.*

### **4.2 Matters arising**

Te Ahitaewa Hakaraia-Hosking elected as Student Rep.

Pā Hona discussed potential additional proprietors rep for the Board. Pā Hona to reach out to **Brad Miles**.

Pā Nathan said Whaea Paula had suggested Bianca and or Michael Rongo (son Mason in Year 9) as a good parent representative. Pā Nathan will reach out to them.

Gerard mentioned Principal Wellbeing fund – now \$12,000.00. Discussion around Pā Nathan using some of this before he leaves. Pā Nathan is looking at a conference in Auckland. Can tag some of it to use next year for new Principal.

**In committee 1.24pm**

**Out of committee 1.28**

#### **4.3 Correspondence**

Whaea Kerianna needs to table the complaint received prior to last hui (in relation to the in committee).

#### **4.4 Actions Log**

Whaea Kerianna's actions log is up-to-date.

#### **4.5 Board process requirements**

Whaea Kerianna said there is a new term 4 Board checklist. She will look at it and update.

#### **4.6 Board professional Development**

Board member training – already mentioned

#### **4.7 Next meetings**

Zoom – Thursday, 14 November 2024, 7pm

Last one this year zoom - Wednesday, 11 December 2024, 7pm.

### **8. Meeting closure**

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#### **8.1 Hui Evaluation Form**

#### **8.2 Hui Claim Form**

Whaea Kerianna thanks everyone for their mahi.

**Karakia Whakamutunga - Pā Nathan**

Whaea Kerianna Stirling  
Chair  
13 October 2024