Minutes of the SCC Board of Trustees meeting held 3rd September, 2026, commencing at 6.00 pm

Present: Taima Fagaloa, Amélie Kelder, Victoria Esson, Tupu Fidow, Andrea Graham, Kaira Scheck, Nick Small, Lila Waenga-Asi (from 6.30pm) and Geraldine Dai

Note: Kaira Sheck attended as an observer as she considers a co-opt role on the board

Karakia: Andrea Graham

1. ADMINISTRATION

1.1 Welcome: Taima welcomed Kaira, former student and prospective BOT member.
Apologies: Jacqueline Godfery, Kate Kolich, Avalani Wright
Taima MOVED apologies be accepted, seconded Nick Small. *Carried.*

1.2 Conflict of Interest Register and Declarations Conflict of Interest Register
No new conflicts of interest.

1.3 Previous Meeting Minutes: BOT Minutes, 6th Aug, 2026
Amendments: Add 'building' to Julia Dickson; ensure final discussion is IN COMMITTEE
With these amendments, the Minutes of the BOT meeting 6th August, 2026 were accepted as a true and correct record of the meeting. MOVED Amelie Kelder, seconded Tupu Fidow. *Carried.*

1.4 Actions List from August

Paper / Presentation	Action	Who	Date action passed	Date due
French Room	Look at frequency of testing French Room *No recommendation from Air Quality Control; currently 100% safe. Amelie to monitor and get room tested when she thinks it's necessary* *Former Common Rm **is** safe but Amelie preferred to remove students from there as it is not far from the mould; new Common Rm made available.*	Amélie		September Hui
Use of AI in Board docs	Add addendum on *The Use of AI in Drawing up Board Documents* to IT Policy *Ongoing.*	Kate		September Hui
BOT email addresses	Alter default order of email addresses to ensure staff are more likely to use *non BOT addresses* when contacting Board members on *non-Board matters.* *Done. Staff advised.*	Amélie		September Hui

RAS	Prepare Risk Appetite Statement for posting on website *Done.*	Kate, Amélie		September Hui
Special Character Review	Post Special Character Review onto website *Done.*	Amélie		September Hui
Special Character: D1	Prepare report on D1, Encounter with Christ, dimension of Special Character in school *Ongoing.*	Tupu		September Hui
Student Rep Reflection	Review details in Student Rep Reflection report to ensure privacy of individuals mentioned is not breached *Done.*	Avalani		September Hui
Document for Student Rep	Prepare brief document outlining the Board's meeting process for Student Reps, document to include ● the purpose of Board meetings, ● the roles and responsibilities of proprietor, parent, staff and student representatives, ● a high-level overview of how meetings are prepared, conducted, and concluded. *Done.*	Tupu		September Hui
Principal Appraisal	Undertake Principal Appraisal, incorporating perspectives of Board Trustees highlighted in email responses. *Taima will meet with Amelie.*	Taima; Appraisal Committee		September Hui
HOD Interviews	Assist Amélie with interviews for HOD positions *Last interviews Friday, 4th Sept; Victoria inadvertently omitted from interview panel*	Amélie, Nick, Taima Avalani		24th August
H and S Committee	Send link to minutes of recent meeting *Done. Link doesn't always work - permissions may need to be altered.*	Amélie		Sept Hui
Careers, STAR, Gateway	Acknowledge Heather's report and check any support that she might need. *Done.*	Amélie		September Hui

1.5 Correspondence In/Out: Correspondence Folder

- Sector Update - School Planning and Reporting - see below
- Request to Melanie Smith
- Response from Melanie Smith

2. GENERAL BUSINESS

2.1 ERO Review

- **Guidelines for Board Assurance Statement and Self Audit Checklists** - Guidelines
    - ERO 13th - 15th October
    - Guidelines look at six areas of compliance, ERO assesses evidence that school's legal, curriculum, governance etc obligations are being carried out;
    - The issue is that **evidence** is often informal, based on conversations, and "in people's heads". In a small school, some measurable evidence e.g. data percentages, can be misleading. School may need more student voice, more types of feedback and other more measurable outcomes also. Academic tracking is helpful. Evidence allows trends to be identified;
    - Curriculum changes include nine Industry subjects; Amelie hoping kāhui with Rongotai and St Pat's will work, but getting data on what parents and community want not easy - will be surveyed next year;
    - ERO will meet BOT Chair and Deputy - want high-level understanding of policies;
    - Feeling that SLT sometimes more reactive than proactive; Tupu suggested Board may be able to help SLT ' lift their gaze' to see bigger picture and anticipate future issues more readily;
    - Board needs to be able to evaluate itself on many fronts - blueprint would be helpful;
    - Process is seen as 'mana-enhancing'; Amelie looking forward to understanding next steps for improvement.
- **New Board Assurance Statement and Self Audit Checklist** Statement and Checklist

2.1 Strategic Review Strategic Planning -

Sector Update: Changes to School Planning and Reporting

Sector Update outlines changes to school planning and reporting. Although Ministry has told Amelie SCC doesn't need new plan, she'd like to continue process as it meets requirements and includes community consultation.

- From 2027, Strategic Plan needs to include quantitative data, progress descriptors, indicators of wellbeing, interventions, attendance and next learning steps
- Plan will also include: 'Students will be connected to a pathway for learning and leave SCC with a statement that includes measurable outcomes with respect to literacy and numeracy.'

Tupu Fidow MOVED that the Board accept Amelie's proposed changes to the Strategic Plan, seconded Victoria Esson. *Carried.*

- **Governance Process and Policy Review**

    - **EdPay School Access Report** Authorised User Report
      Authorised users noted.

    - Mercy Scholarships Includes criteria, scoring sheet, interview questions, template for recommendations for awards etc
      Sisters of Mercy Scholarship Fund overseen by four BOP reps and Amelie. Taima will select date; Amelie will *not* take part in interviews

2.3 Regular Review

- **Learner Progress and Achievement**
  - **UE and L3 Tracking**
    - Not all Yr 13 students want to go to uni - SCC wants all to get UE; concern about level of disengagement; different 'pockets'of students with different aspirations
    - School has interventions to help develop individual learning plans, but concerns about number needing assistance.
    - Important that learning pathway and level of achievement prepare student for whatever future avenue they choose and that decisions are *informed*.
    - SCC tracks students who go onto further study - good uptake

  - **Report on SMART tool**
    - SMART - Student Monitoring, Assessment and Reporting Tool - new online assessment tool replacing PAT tests and e-asTTle.
    - Mandated for 2027, but SCC trialling it 2026 with Yrs 9 and 10
    - Students need preparation for digital assessments
    - Extra report for Maths and English teachers
    - Concern - teachers can see student answer - could change
    - SMART is benchmarked - tells us where the students are at regarding curriculum level.

- **Human Resources:**

    Principal performance agreement approval - Taima thanked Board for feedback; info to be sent to Amelie.

    Appointments:
    - HOD English - Eliza Bartlett; contract signed
    - HOD Social Sciences - Claire Dixon - now permanent; SCC now advertising for Social Sciences teacher for 2027.
    - HOD Science interview on 4th Sept.

- **Curriculum: update on curriculum changes**
  - Delivered in phases; most now delivered
  - Foundation Curriculum documents expected soon

- **Compliance:**
  H and S Committee Minutes - H and S Minutes, 25th August
  - Management of chemicals under control
  - Influenza A - Register compiled; cleaning regime instigated and supplies made available; parents informed and asked to keep unwell students at home.

- **Operational Areas Report:**

- **Budget:**
  Financial Monthly Report - July Report
  - Positive; school and Board running tight ship
  - Financial Services provider continuing to look for investment options
  - New Terms of Reference being drawn up for new Finance Committee members - possibility of moving money from term deposits to shares, but still under consideration.

  26th August Finance Meeting Minutes

  Victoria Esson MOVED the July Financial Report be accepted; seconded Andrea Graham. *Carried*.

- **Board Process Compliance Requirements**

3. COMMITTEE /GROUP PAPERS/DISCUSSION ITEMS

3.1 Sub-Committee Updates - Taima and Kaira will join Policy Committee;

- Discussion around various options for new configurations of Rep roles
- Neil Swindells, Independent Educational Consultant, appointed to BOP; will join us on BOT
- New Parent Rep - Amelie, Taima and Victoria to meet.

3.2 Principal's Report - Amélie Principal's Report

Special Character: Yr 12 Retreat organised by Jenny and focussing on leadership criteria was very worthwhile - 25 applications for student leadership positions for 2027. All applicants will be interviewed, starting with those applying for Head Girl; other student roles then considered.

Physical Restraint: Physical Restraint
- Guiding principles: Respond, reduce risk, restore relationships
- All staff required to do online course every three years

Amelie needs approval of Board for Support Staff to be authorised to use physical restraint if and when needed. Discussion points included:

- Note: Kate Kolich's feedback was submitted to the Board in her absence.

- Health and Safety issue
- Training offers scenarios; helps staff understand circumstances when physical restraint is appropriate, reduce risk, etc
- Coaches, managers, sports teams, supporters etc have own Code of Conduct Policy

Amelie Kelder MOVED that Support Staff be authorised to use physical restraint in appropriate circumstances; seconded Nick Small. *Carried.*

Principal's report carried by consensus. *Carried*.

3.3 Student Rep Report - Lila BoT Student Report - 03/09

Amelie Kelder MOVED Student Reps' Report be accepted; seconded Tupu Fidow. *Carried*

ACTION POINTS

Paper / Presentation	Action	Who	Date due
Use of AI in Board docs	Add addendum on *The Use of AI in Drawing up Board Documents* to IT Policy *Ongoing.*	Kate	Nov Hui
Special Character: D1	Prepare report on D1, Encounter with Christ, dimension of Special Character in school *Ongoing. November hui.*	Tupu	Nov Hui
Evaluation	Send and complete evaluations	Taima and Board members	

Meeting Evaluation: Taima will send evaluation

MEETING CLOSE: Karakia. The meeting ended at 7.40 pm.

Next Meeting: 29th October, 2026

_____ Presiding Officer _____ Date

- NZSTA Board Task Sheet (Term 3, 2026)
- BOT Working Calendar 2026