



Mission Colleges Lower Hutt Trust Board
(Proprietor of Sacred Heart College Lower Hutt)

MISSION COLLEGES LOWER HUTT TRUST BOARD

POLICIES AND PROCEDURES

(as at 1 September 2025)

Mission Colleges Lower Hutt Trust Board

Policies, Procedures and Delegations Review Schedule

Policy/Procedure/ Delegation	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Due Date
Financial Procedures 1. Financial Management	1 Sept 2025							2028 Sept
Financial Procedures 2. Principal and Controls	1 Sept 2025							2028 Sept
Financial Procedures 3. Theft and Fraud Protection	1 Sept 2025							2028 Sept
Financial Procedures 4. Fundraising	18 Nov 2024							2027 Nov
Financial Procedures 5. Sponsorship	18 Nov 2024							2027 Nov
Financial Procedures 6. Delegations	1 Sept 2025							2026 AGM
Entertainment and Hospitality	24 Aug 2024							2027 Aug
Health & Safety	19 May 2025							2027 May
Disaster Management & Recovery	19 May 2025							2028 May
Conflicts of Interest	26 Aug 2024							2027 Aug
Non-Preference Students - Transparency of Enrolment and Priority of Enrolment	26 Aug 2024							2027 May
Uniform	18 Nov 2024							2027 Nov

Committees - Terms of Reference	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Due Date
Policy and Procedures Committee	30 Nov 2020							
Finance and Audit Committee	15 Jun 2020							
Property Committee	15 Jun 2020							
Special Character Committee	5 Sept 2016							
Trading Committee	3 Sept 2018							

Financial Procedures

1. Financial Management

1.1 Management

- 1.1.1 The Trust Board will employ a professional person – Secretary/Treasurer to oversee the Trust Board's finances. The Secretary/Treasurer is responsible to the Board Chair.
- 1.1.2 The Secretary/Treasurer is responsible for the daily management of the financial resources of the Trust Board. He/she will ensure that appropriate financial management procedures are put in place.
- 1.1.3 The Secretary/Treasurer is responsible for the financial security of Trust Board Financial Assets.
 - 1.1.3.1 Cheque books, cash and negotiable documents should be secured when not in use.
 - 1.1.3.2 Ensure that the finance packages is to be backed up daily to an offsite data centre.
- 1.1.4 The Trust Board needs to be aware that Policy One funding from the Ministry of Education can only be spent on capital items, maintenance works and loan principal repayments. Any other payments require the approval of the Trustee Board and/or the Ministry of Education.

The Trust Board needs to comply with the Ministry directives, issues from time to time on this matter.

- 1.1.5 The Finance Chair can delegate her/his responsibilities to selected trustees.

1.2 Annual Budgeting

- 1.2.1 The Finance Chair is responsible for:
 - 1.2.1.1 The annual budget process. Before this process begins, he/she will ensure that there is a determination of major goals.
- 1.2.2 Locally raised funds are to be included in the annual budget.
- 1.2.3 The Board Chair and Secretary/Treasurer together with the Finance Chair and Property Chair will prepare a long term financial plan giving consideration to the Trust Board's short and long term objectives.

1.3 Monthly Report

The Secretary/Treasurer in conjunction with the Finance Chair will prepare the following reports for presentation to the Finance Committee:

- 1.3.1 Income and expenditure
- 1.3.2 Current bank account balances
- 1.3.3 Current investments.

1.4 General Criteria

- 1.4.1 All expenditure must be approved with recognised delegations.
- 1.4.2 All available money is to be invested with an approved registered bank.

1.5 Financial Records

All Trust Board financial records are to be kept for seven years. After seven years the Finance Committee will approve and minute the archiving or destruction of the records.

1.6 Review

This procedure will be reviewed every three years by the Trust Board's Finance Committee.

Approved by resolution of the Board at its meeting on 1 September 2025

Signed:

Review Date: 2028

NB: A procedure does not cease to have effect because it is due to be reviewed or is being reviewed.

Financial Procedures

2. Financial Management – Principal and Controls

2.1 Payment Approval Principal

2.2 Credit Control

2.2.1 Invoices are to be issued wherever credit is issued. Payment is to be requested to be made by the 20th of the month following the date of issue.

2.2.2 It is the Finance Chair's discretion as to whether credit is issued (i.e. exemption of payment).

2.3 Borrowing

2.3.1 Decisions to borrow funds must be taken in accordance with Clause 10.3(d) of the Trust Board's Trust Deed dated 25 August 1992.

2.3.2 Borrowing is limited to the purchase of long-term assets or developing major College projects.

2.3.3 Money is not to be borrowed to finance the day to day activities of the College.

2.4 Investments

2.4.1 The Finance and Audit Committee Chair and Secretary/Treasurer will be responsible for ensuring that surplus funds are invested. Financial investments will have different maturities so that there is a suitable amount of investment available to meet day to day requirements.

2.4.2 All surplus funds will be invested.

2.5 Review

This procedure will be reviewed every three years by the Trust Board's Finance and Audit Committee.

Approved by resolution of the MCLHTB on 1 September 2025.

To be reviewed in 2028.

NB: A procedure does not cease to have effect because it is due to be reviewed or is being reviewed.

Financial Procedures

3. Theft and Fraud Prevention

3.1 Introduction

The Mission Colleges Lower Hutt Trust Board (MCLHTB) has responsibility to protect its physical and financial resources and to prevent and detect theft and fraudulent actions by persons employed or contracted by the MCLHTB or who are service recipients of the MCLHTB. The MCLHTB accepts that any investigation into any such theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and will be procedurally just and fair.

3.2 As the Proprietor of Sacred Heart College, Lower Hutt, the MCLHTB requires its Secretary/Treasurer to establish systems and procedures to guard against instances of theft or fraud.

3.3 The Convenor of the MCLHTB's Finance and Audit Committee shall report any such actions of theft and/or fraud to the Chairperson of the MCLHTB, in accordance with the procedures set out below.

3.4 As preventive measures against theft and fraud, the MCLHTB is required to ensure that:

3.4.1 The MCLHTB's physical resources are kept secure and accounted for.

3.4.2 The MCLHTB's financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards set out in section 45C (b) of the Public Finance Act 1989 and satisfy the principles of accounting practice as promulgated and supported by the Institute of Chartered Accountants of Australia and New Zealand.

3.4.3 Any person who is delegated responsibility by the MCLHTB for the custody of physical and/or financial resources shall be competent to carry out that responsibility and shall be held accountable by the MCLHTB for the proper execution of this responsibility.

- 3.4.4 All such persons shall be aware of their responsibility to immediately inform the Chairperson of the MCLHTB or the Convenor of the MCLHTB's Finance and Audit Committee should they suspect or become aware of any improper or fraudulent action by any employee, supplier, contractor, student or other person in relation to the MCLHTB's physical and/or financial resources.
- 3.5 In the event of any allegation of theft or fraudulent action, the MCLHTB shall act in accordance with the following procedures:
- 3.5.1 Decide either to report the matter to the New Zealand Police immediately or to deal with the matter in accordance with the following procedure:
- 3.5.2 So far as is possible the Chairperson of the MCLHTB shall, within twenty-four hours:
- 3.5.2.1 Record details of the allegation(s), the person or persons allegedly involved; and the quantity and/or value of the alleged theft or fraud.
- 3.5.2.2 Request a written statement from the person or persons who informed him or her or the Convenor of the MCLHTB's Finance and Audit Committee as the case may be, of the nature and details of the alleged theft or fraud, and the time(s) and circumstances in which it occurred and the quantity and/or value of the alleged theft or fraud.
- 3.5.2.3 Decide on the initial action to be taken, including consultation with the person(s) who provided the information and, if appropriate, confidentially consulting with other persons about the person or persons who are the subject of the allegation.
- 3.5.2.4 The Chairperson of the MCLHTB shall inform the members of the MCLHTB of the information he or she receives under 3.5.2.1, 3.5.2.2 and 3.5.2.3 and shall consult with them.
- 3.5.3 On the basis of the information supplied by the Chairperson and any advice received the MCLHTB shall decide whether or not a prima facie case of theft or fraud does exist, and if not the MCLHTB shall document this decision and record that no further action will be taken on the matter.

- 3.5.4 If the MCLHTB considers that a prima facie case does exist:
- 3.5.4.1 The MCLHTB shall invoke any disciplinary procedures contained in the contract of employment if the person concerned is an employee of the MCLHTB;
 - 3.5.4.2 May lay a complaint with the New Zealand Police;
 - 3.5.4.3 If considered necessary, commission an independent investigation and/or seek legal advice;
 - 3.5.4.4 If considered necessary, inform the MCLHTB's auditors.
- 3.5.5 The MCLHTB Chairperson may if considered necessary, seek legal or other advice as to what further action if any, should be taken.
- 3.5.6 If it is considered that a case exists, the MCLHTB Chairperson shall act as follows, unless the MCLHTB decides that another course of action is more appropriate:
- 3.5.6.1 Inform the person concerned in writing of the allegation(s) which have been received and request a meeting with them at which their representative(s) are also invited to be present.
 - 3.5.6.2 Meet with the person who is the subject of the allegation of theft or fraud and their representatives and explain the allegation made against them.
 - 3.5.6.3 Obtain a verbal or preferably a written response to the allegation (all verbal responses must be recorded in the minutes of the meeting and the accuracy of those minutes attested to by all persons present at the meeting).
 - 3.5.6.4 Advise the person concerned in writing of the procedure to be followed from this point on.

- 3.5.7 The MCLHTB recognises that alleged or actual instances of theft or fraud can affect the rights and reputation of the person or persons who are the subject of such allegations. All matters relating to such allegations will be dealt with in the strictest confidence and all written documentation shall be kept secure.
- 3.5.8 The MCLHTB affirms that any allegations of theft or fraud made to it must be dealt with in accordance with due process, equity and fairness. If the MCLHTB decides that there is a case to be answered then due process of the law shall be applied to the person or persons concerned.
- 3.5.9 Any oral or written statement made on behalf of the MCLHTB concerning an instance of alleged or actual theft or fraud shall be made by the Chairperson of the MCLHTB who shall do so after consultation with the members of the MCLHTB, and after taking legal or other advice if appropriate.
- 3.5.10 Any allegation of theft or fraud made against a member of the MCLHTB should be made to the Chairperson of the MCLHTB. The Chairperson will then commence an investigation of the allegation in accordance with the requirements of this procedure.

Approval

- 3.5.11 On approval and adoption of this procedure by resolution of the MCLHTB, no amendments or variations can be made to this procedure except by resolution of the MCLHTB on the recommendation of the Policy and Procedures Committee.
- 3.5.12 The Secretary/Treasurer of the MCLHTB shall circulate this procedure to all members of the MCLHTB and it shall be included in the MCLHTB's electronic database. All new members of the MCLHTB shall be given a copy of this procedure by the Secretary/Treasurer together with copies of all other policies and procedures approved and adopted by the MCLHTB.
- 3.5.13 This procedure will be reviewed every three years by the MCLHTB's Policy and Procedures Committee.

Approved and adopted by resolution of the MCLHTB on 1 September 2025

To be reviewed in September 2028

NB: A policy or procedure adopted by resolution of the MCLHTB does not cease to have effect because it is due to be reviewed or is being reviewed.

Financial Procedures

4. Financial Management – Fundraising

- 4.1 This Policy and procedure has been adopted to ensure that all fundraising activities conducted by the Mission Colleges Lower Hutt Trust Board ("MCLHTB") are in keeping with the MCLHTB's objects and powers as prescribed in clauses 9 and 10 of the MCLHTB Trust Deed dated 25 August 1992 (the Trust Deed).
- 4.2 All fundraising activities conducted by the MCLHTB must be approved by the Chairperson of the MCLHTB.
- 4.3 As a general rule, the MCLHTB will not conduct fundraising activities for the benefit of an individual person.
- 4.4 The Sacred Heart College Community (including college staff, students and parents/caregivers) will be informed of any fundraising activity to be conducted by the MCLHTB including the purpose for which any money raised by that fundraising activity will be spent.
- 4.5 All funds received from any MCLHTB fundraising activity must be deposited in an MCLHTB bank account and spent in accordance with the purpose(s) of that fundraising activity.
- 4.6 The results of any fundraising activity conducted by the MCLHTB must be the subject of a financial report to the MCLHTB or the Chairperson of the MCLHTB as appropriate.
- 4.7 No compulsion will be placed on college staff, students or parents/caregivers to participate in any fundraising activity conducted by the MCLHTB. However, the College community will be encouraged to actively support, outside of school hours, those MCLHTB fundraising activities which will provide resources for the benefit of the College students and/or the College community.
- 4.8 If funds are raised for a purpose which does not proceed all known contributors will be consulted and where possible, the funds contributed will be used for another purpose within the MCLHTB's objects as prescribed in the Trust Deed.

4.9 This Policy and Procedure will be reviewed every three years by the MCLHTB's Policy and Procedures Committee.

Approved and adopted by resolution of the MCLHTB on 18 November 2024

To be reviewed: November 2027

NB: This Policy and Procedure does not cease to have effect because it is due to be reviewed or is being reviewed.

Financial Procedures

5. Financial Management – Sponsorship

- 5.1 This Policy and procedure has been adopted to ensure that all sponsorship agreements entered into by the Mission Colleges Lower Hutt Trust Board (MCLHTB) are:
- a. In keeping with the MCLHTB's objects
 - b. Are fully and properly documented.
- 5.2 Any sponsorship for money, goods or services which exceeds \$2,000 in value and/or requires the use of the MCLHTB's name in publicity or in activities related to the sponsorship concerned shall require prior approval by the MCLHTB.
- 5.3 Any sponsorship for money, goods or services not exceeding \$2,000 in value and not requiring the use of the MCLHTB's name in publicity or in activities related to the sponsorship concerned may be approved by the Convenor of the MCLHTB's Finance and Audit Committee, who shall report in writing, any approval given under this delegation to the MCLHTB.
- 5.4 Every new offer of sponsorship received by the MCLHTB shall be considered on its merits irrespective of any prior sponsorship agreement which the MCLHTB may already have with the same sponsor.
- 5.5 The Convenor of the Finance and Audit Committee in consultation with the Chairperson of the MCLHTB shall be responsible for ensuring that any financial commitments which the MCLHTB has entered into under the sponsorship agreement, are met.
- 5.6 The convenor of the Finance and Audit Committee in consultation with the Chairperson of the MCLHTB shall have responsibility for liaising with and reaching agreement with the Sponsor on all publicity relating to the sponsorship.
- 5.7 All sponsorship agreements or arrangements shall:
- a. Specify the exact terms of the sponsorship;
 - b. Clearly state all the obligations to be undertaken by the MCLHTB;
 - c. Be signed by either the Convenor of the Finance and Audit Committee or by the Chairperson of the MCLHTB.

Approved and adopted by resolution of the MCLHTB on 31 May 2021

Reviewed and amended: 18 November 2024

To be reviewed again: November 2027

NB: This Policy and Procedure does not cease to have effect because it is due to be reviewed or is being reviewed.

Financial Procedures

6. Delegations

6.1 Trust Board Chair and Secretary/Treasurer's Authority

The Trust Board Chair and the Secretary/Treasurer are delegated the power to order goods and services and approve these for payment up to the value of \$10,000 for operating expenditure and \$10,000 for capital expenditure. Any such expenditure shall be scheduled and reported to the Trust Board. The Trust Board may limit this authority at any time. *(As substituted by resolution of the Trust Board at its meeting on 25 November 2019.)*

6.2 Trust Board Chair's Right to Delegate

Within the limits set under 5.1 above, the Trust Board Chair may delegate to Trustees the power to order goods and services. The Trust Board Chair may withdraw the delegation to any Trustee at any time without question.

6.3 Finance and Audit Committee's Delegated Authority

Should it be necessary for management to expend funds in an emergency or urgent situation e.g. major maintenance, where immediate approval is required, the Trust Board Chair and the Secretary/Treasurer have the power to act following approval from the Finance and Audit Committee members within a short time, up to limits of \$20,000 for operating expenditure and \$20,000 for capital expenditure. *(As substituted by resolution of the Trust Board at its meeting on 25 November 2019.)*

6.4 Signing Authority

Any two of those listed below:

6.4.1 Trust Board Chair

6.4.2 Secretary/Treasurer

6.4.3 Finance and Audit Committee Chair

6.4.4 Designated Trustees

shall have full Trust Board authority to sign Trust Board cheques.

Any two of those listed above have authority to authorise electronic transfer account payments on sighting approved invoices.

6.5 Fundraising

The Trust Board Chair is delegated full Trust Board authority to approve fundraising activities.

6.6 Annual Review

These delegations will be reviewed annually.

Approved and adopted by resolution of the Mission Colleges Lower Hutt Trust Board on 1 September 2025

To be reviewed: Annually at the AGM

NB: *A delegation does not cease to have effect because it is due to be reviewed or is being reviewed.*

Entertainment and Hospitality – Policy and Procedure

1. The Mission Colleges Lower Hutt Trust Board (MCLHTB) has a responsibility to ensure that any expenditure on entertainment must be clearly linked to the objects and business of the MCLHTB.
2. Responsibility for implementing this policy and procedure is delegated to the Convenor of the MCLHTB's Finance and Audit Committee.
3. **Purposes of entertainment and hospitality**
Expenditure on entertainment shall be for the following purposes:
 - 3.1 Building relationships and goodwill (eg. Christmas and farewell functions)
 - 3.2 Representation of the MCLHTB at social occasions
 - 3.3 Hospitality provided in the course of conducting the MCLHTB's business with external parties and/or at social functions.
4. The purpose of all expenditure on entertainment and or hospitality shall be wholly transparent and the amounts expended must be reasonable and appropriate to the occasion.
5. **MCLHTB events**
 - 5.1 These include conferences, seminars workshops, training courses and meetings.
 - 5.2 When deciding on a venue, the MCLHTB should hold any function or entertainment on the premises of Sacred Heart College, unless a different type of venue eg. a restaurant is more appropriate. In this regard, due consideration should be given to the nature of the event, the total cost of the event, and the expectations of the participants.
6. **Purchase of Alcohol**
 - 6.1 The MCLHTB should only purchase alcohol for entertainment or hospitality purposes.
 - 6.2 Alcohol purchased will usually be for consumption by Trustees and guests at MCLHTB hosted events. The amount expended on alcohol must be demonstrably reasonable, appropriate for the event and be sufficient for moderate consumption only.
7. **Approvals**
 - 7.1 A copy of this Policy and Procedure shall be given to all members of the MCLHTB and be included in the MCLHTB's database.

Approved and adopted by resolution of the MCLHTB on 24 August 2024

To be reviewed: 2027

NB: This policy and procedure does not cease to have effect because it is due to be reviewed or is being reviewed.

Health and Safety – Policy

1. The Mission Colleges Lower Hutt Trust Board ("MCLHTB") is the Proprietor of Sacred Heart College, Lower Hutt and is committed to ensuring health and safety at the College in accordance with the requirements of the Health and Safety at Work Act 2015. As the owner of the College's land and buildings, the MCLHTB shares its responsibilities under this legislation with the College's Board of Trustees ("BOT").
2. The MCLHTB has primary responsibility for the safe condition of the College premises comprising both the integrated and non-integrated land and buildings, in particular for:
 - 2.1 maintaining the condition of the integrated and non-integrated land, buildings, and associated plant and fixtures to the required health and safety code and standards, vet
 - 2.2 ensuring the safety of all who work at or visit the integrated premises, from the effects of upgrading and maintenance works carried out by the MCLHTB.
3. The MCLHTB acknowledges it has a shared responsibility with the BOT to monitor, identify and fix unsafe grounds, buildings and their associated plant and fixtures. The MCLHTB and its agent(s) undertake to consult, plan and work with the BOT and the College Principal to ensure the safety of all who work at or visit the College premises.
4. This joint responsibility is shared because the MCLHTB is responsible for upgrades and major maintenance, while the BOT is responsible for minor maintenance of the same integrated premises in the context of the BOT's primary responsibility for the safe day to day operation of the College on those premises.
5. The MCLHTB will ensure that:
 - 5.1 the integrated premises are inspected regularly and priority is given to maintaining grounds, buildings, plant and fixtures to the required health and safety regulations and standards,
 - 5.2 contractors engaged by the MCLHTB comply with the Health and Safety at Work Act 2015, are health and safety trained and assume a shared responsibility for the safety of all,
 - 5.3 safety measures, including emergency plans and procedures are coordinated with the College and contractors prior to the commencement of works,

- 5.4 incidents and injuries arising from works commissioned by the MCLHTB are reported and recorded and that WorkSafe NZ is notified as appropriate.
6. The MCLHTB will instruct and monitor its agent(s) to:
 - 6.1 review current health and safety procedures and processes in light of this policy and of the requirements of the Health and Safety at Work Act 2015 in consultation with the College's BOT and report back to the MCLHTB for its approval,
 - 6.2 comply with this policy, and with relevant procedures, and report to the College's BOT on the effectiveness of safety measures relating to the integrated premises and of any MCLHTB's works being undertaken at the integrated premises.

Approved and adopted by resolution of the MCLHTB on 19 May 2025.

To be reviewed: May 2027

NB: This policy does not cease to have effect because it is due to be reviewed or is being reviewed.

Disaster Management and Recovery – Procedure

The Mission Colleges Lower Hutt Trust Board ("MCLHTB") is the Proprietor of Sacred Heart College, Lower Hutt.

In the event of serious damage to the College's property occurring as a result of an earthquake or other natural disaster:-

Initial response:

Welfare of People - Board of Trustees' (BOT) responsibility

- Evacuate the buildings in accordance with the school's evacuation scheme Ensure that all students and staff are safe and accounted for
- Contact Emergency Services as required
- Care for students until they are reunited with their caregivers

Shut down and secure the College Property - BOT responsibility

- Turn off all services- gas, electricity, water etc.
- Take all practicable steps to secure the property
- Advise Emergency Services of any hazardous materials on site. Eg science chemicals, etc.

Severe Disaster -Crisis Declared

- The BOT is responsible for the well-being of students and operational safety of the school and buildings
- The MCLHTB follows Ministry of Education (MoE) guidelines
- Visual inspection carried out by appropriate personnel eg.Caretaker, Property Manager, Principal, BOT member
- Communicate findings to the MCLHTB and to the BOT
- Further professional assessment as required (BOT)

Legislation

The MCLHTB is guided in the development of best practice under this Disaster and Emergency Management Procedure by the following legislation:

- Education and Training Act 2020
- Health and Safety at Work Act 2015
- Health and Safety at Work (General Risk and Workplace Management)
- Regulations 2016
- Civil Defence Emergency Management Act 2002

Advice from Public Authorities

- Monitor advice concerning the disaster from the MoE,
- Ministry of Civil Defence, Hutt City Council and Greater Wellington Regional Council or the School's project manager.

Recovery and Communications

As the BOT is a Crown Entity it is required to communicate with the MoE at all times.

Approved and adopted by resolution of the MCLHTB on 19 May 2025.

To be reviewed: May 2028

NB: This Procedure does not cease to have effect because it is due to be reviewed or is being reviewed.

Conflicts of Interest – Policy and Procedure

The Nature of Conflicts of Interest

There is a conflict of interest where the duties or responsibilities of a member of the Mission Colleges Lower Hutt Trust Board (MCLHTB) as a member of the MCLHTB, could be affected by some other interest or duty that the member may have.

This other interest or duty might exist because of:

- The member's own financial affairs;
- A relationship or other role that the member has inside as well as outside the MCLHTB; or
- Something the member has said or done.

This policy statement is intended to supplement, but not replace, any laws governing conflicts of interest applicable to non-profit and charitable organisations, which are in force in New Zealand.

Definitions

1. Interested person — an MCLHTB member with voting rights, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest — a person has a financial interest if the person has, directly or indirectly, through business, other roles, investment or family:
 - (a) An ownership or investment interest in any entity with which the MCLHTB has a transaction or arrangement,
 - (b) A compensation arrangement with the MCLHTB or with any entity or individual with which the MCLHTB has a transaction or arrangement, or
 - (c) A potential ownership or investment in, or compensation arrangement with, any entity or individual with which the MCLHTB is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favours that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the MCLHTB decides that a conflict of interest exists, in accordance with this policy.

Procedures for addressing conflicts of interest:

1. The Agenda for all meetings of the MCLHTB shall include the following item: "Declarations of Interest".
2. Duty to disclose: - In connection with any actual or possible conflict of interest, a MCLHTB member must disclose the existence of the financial or other interest and be given the opportunity to disclose all material facts to the MCLHTB.

3. An MCLHTB member may be excused at any time from involvement in any decision or discussion in which there may be a conflict of interest, without having to go through the process for determining whether a conflict of interest exists.
4. Determining whether a conflict of interest exists: - After disclosure of the financial or other interest and all material facts, and after any discussion with the interested person, the MCLHTB member shall leave the meeting while the determination of a conflict of interest is discussed and voted upon. The remaining members shall decide if a conflict of interest exists,
5. Addressing the conflict of interest: - An interested person may make a presentation to the MCLHTB meeting, but after the presentation, the presenter shall leave the meeting during discussion of, and the vote on, the transaction or discussion of the possible conflict of interest,
6. Investigation of alternatives: - The Chairperson of the MCLHTB shall, if appropriate, appoint an impartial person or an MCLHTB member to investigate alternatives to the proposed transaction or situation.
7. Failure to comply with the Conflicts of Interest Policy: - If the MCLHTB has reasonable cause to believe that a MCLHTB member has failed to disclose an actual or possible conflict of interest, it shall inform the member of the basis for such belief and give the member the opportunity to explain the alleged failure to disclose,
If, after hearing the member's response, and after further investigation if warranted by the circumstances, the MCLHTB determines that the member has failed to disclose an actual or potential conflict of interest, it shall then take appropriate and corrective action.
8. Recordings of Proceedings: - The Minutes of the MCLHTB meeting shall contain:
 - (a) The names of the persons who disclosed or were otherwise found to have a financial or other interest in connection with an actual or possible conflict of interest, the nature of the financial or other interest, any action taken to determine whether a conflict of interest was present, and the MCLHTB's decision as to whether or not a conflict of interest in fact existed.
 - (b) The names of those present for the discussion and voting relating to the transaction or situation, the content of the discussion, and a record of any votes taken in connection with the proceedings.

Approved and adopted by resolution of the MCLHTB on: 26 August 2024

To be reviewed: August 2027

NB: *This policy and procedure does not cease to have effect because it is due to be reviewed or is being reviewed.*

Non-Preference Students –

Transparency of Enrolment Processes and Priority of Enrolment

Policy and Procedure

1. The Deed of Agreement ("the Agreement") made on 9 April 1980 between the Crown and the Sisters of Our Lady of the Missions as the then Proprietor of Sacred Heart College Lower Hutt (SHC), provided for the College to become an integrated school pursuant to the Private Schools Conditional Integration Act 1975 ("the PSCI Act")
2. By a Deed made on 25 August 1992, the Sisters of Our Lady of the Missions established the Mission Colleges Lower Hutt Trust Board (MCLHTB) as their successor as the Proprietor of SHC.
3. Clause 10 of the Agreement was amended by a supplementary Deed of Agreement dated 8 August 1994, between the MCLHTB and the Crown which amended Clause 10(b) to read as follows:

"(b) In accordance with section 7(6)(h) of the Private Schools Conditional Integration Act 1975, unless the Proprietor otherwise agrees, and subject to places being available, the number of pupils whose parents do not have preference of enrolment at the School in accordance with the provisions of Section 29(1) of the Private Schools Conditional Integration Act 1975 shall be limited at all times to five (5) per cent of the maximum roll as determined by Clause 8 hereof and the Board of Trustees shall not enrol more than that number PROVIDED THAT to maintain and preserve the Special Character of the School the Controlling Authority in classifying such pupils so enrolled shall endeavour to reasonably distribute them through the range of classes offered by the School."
4. When the PSCI Act was repealed the provisions of that Act were all carried over and are now contained in schedule 6 of the Education and Training Act 2020.
5. In August 2020, the Association of Proprietors of Integrated Schools (APIS) worked with the Ministry of Education (MOE) to achieve transparency in regard to the enrolment of non-preference students across all integrated schools. This was done to disprove untested assumptions made in the Report of the Independent Task Force on the Review of Tomorrow's Schools about a perceived advantage that state integrated schools had in relation to the enrolment of non-preference students and the opportunity this appeared to give to these schools to pick and choose students with particular abilities.

6. APIS and the MOE agreed that a "proforma of good practice " should be shared with schools and that schools should work with their Proprietors and Boards to agree on an enrolment process for non-preference students that would be published on their school website and be made available in hard copy on request.
7. In response to this requirement, SHC in December 2020 published on its website the school's current document setting out the priority of enrolment for non-preference students. This document is attached.
8. The authority to enrol non-preference students at SHC (and the maximum number of such students to be so enrolled), is given to the MCLHTB by Clause 10(b) of the Agreement between the Crown and the then Proprietor of SHC. Clause 10(b) is quoted in paragraph 3 above. It follows that any document setting down the order of priority for enrolment of non-preference students, as is currently published on the SHC website, should be considered by the MCLHTB and formally adopted with or without amendment, as the MCLHTB's own policy on this subject. The SHC Board of Trustees could do likewise.

Michael McDonnell
Chair
MCLHTB Policies and Procedures Committee

NB. The attached document "Priority of Enrolment" as published on the SHC website, setting out the order of priority for the enrolment of Non-Preference Students at Sacred Heart College, Lower Hutt, was Adopted by the MCLHTB on 31 May 2021 as the MCLHTB's Policy and procedure. On 26 August 2024, this document was reviewed by the MCLHTB's Policies and Procedures Committee, which recommends that no changes be made to this document,

To be reviewed: May 2027

NB: This policy and procedure does not cease to have effect because it is due to be reviewed or is being reviewed.

Attentional Material: Refer Ministry Attendance Dues Guidance



Sacred Heart College

65 Laings Road, Lower Hutt 5010

Priority of Enrolment

Where places are available, enrolment of non-preference students will be considered. The College is unable to enrol any non-preference students if there are more preference students than places available.

An order of priority for non-preference students is established using the following criteria:

Enrolment Priority	Categories
Non preference students	Non-preference students who currently attend Our Lady of the Rosary, Sacred Heart, San Antonio, St Bernadette's, St Brendan's, St Claudine Thevenet, St Joseph's, St Michael's, and Ss Peter and Paul schools.
	Non-preference students who are enrolling directly from another Catholic school.
	Non-preference students who are siblings of current students.
	Non-preference students who are the children or grandchildren of Board employees and/or Board members.
	Non-preference students who are siblings of former students, conditional that the former student completed their secondary school education at Sacred Heart College, Lower Hutt.
	Non-preference students who are children of a former student of the College, conditional that the former student completed their secondary school education at Sacred Heart College, Lower Hutt.
	Non-preference students who do not meet any of the above criteria.

Furthermore, the Principal will endeavour to establish that the family:

- Has a wish for Catholic education for their student; and
- Will support the College in matters relating to Catholic Special Character.



Attendance Dues Guidance for Proprietors

Uses of attendance dues

Matters related to setting, collecting, applying, and accounting for attendance dues by a Proprietor of a State Integrated School are governed by Schedule 6 of the Education and Training Act 2020.

Schedule 6 clause 30 (3) of the Act states that:

revenue received by the proprietor from attendance dues must be used solely for the purpose of paying, in respect of the school or group of schools in respect of which it is received, for improvements to the State integrated school or schools' buildings and associated facilities that are required by any integration agreement or integration agreements under [Schedule 6 cl 39\(2\)\(c\)](#) , or for any capital works that may be required by the Minister under Schedule 6 cl39(2)(d) or for meeting debts, mortgages, liens, or other charges associated with the land and the buildings that constitute the premises of the State integrated school or schools.

Lawful uses of attendance dues

Applying Schedule 7 clause 30(3) the Education and Training Act means that attendance dues can lawfully be spent on the following items:

Attendance dues administration

(includes dues collection costs, but does not include the proprietor's general, non-attendance dues administration)

Projects

(includes construction, and project support costs such as architectural services and project administration. Salaries and overhead costs of staff who manage/oversee work to which attendance dues can be applied are included as part of project administration costs).

Lease/rental payments

Insurance

Building warrants of fitness

Agency/service agreements

Debt servicing

A comprehensive table has been circulated to proprietors, and is attached to this document as an appendix. It is also available for download as a separate document.

Some examples of *unlawful* uses of attendance dues

Hostels

The Crown does not integrate hostels; therefore expenditure of attendance dues on any matter associated with a hostel is unlawful.



Chapels

The Crown does not integrate chapels; therefore expenditure of attendance dues on any matter associated with a chapel is unlawful.

Building new schools / acquiring land

Attendance dues can be spent on integrated land and buildings only.

Special character-related costs

These are not charges that are directly associated with the integrated land and buildings that constitute the premises of the school, or the cost of collecting, applying, and accounting for attendance dues.

Costs of Proprietorship

Examples:

- Membership of professional bodies or groups of proprietors
- Addressing national issues (policy development)
- Integration costs such as the costs relating to drafting or amending integration agreements. An exception to this is when an amendment is necessary following work to which attendance dues can be legitimately applied.

These are not charges that are directly associated with the integrated land and buildings that constitute the premises of the school, or the cost of collecting, applying, and accounting for attendance dues.

Exceeding State school standards

Dues cannot be used to provide or improve school buildings and associated facilities to a standard higher than that for a comparable State school (see Schedule 6 clause 30 (4) of the Education and Training Act 2020).

Note, however, that all of these examples of unlawful uses of attendance dues are legitimate matters on which any proprietor can choose to spend funds – but *attendance dues* cannot be spent on those items.

Contact Details

For further advice and support, contact the Ministry of Education at:

attendance.dues@education.govt.nz;

Advice and support can also be provided by the Association of Proprietors of Integrated Schools at:

Association of Proprietors of Integrated Schools

Ph 04-496-1739

nzceoffice@nzceo.org.nz



Attendance Dues – Lawful Expenditure Items

Context

Attendance dues can be applied in respect of *integrated* land and buildings only.

Key Principle

The principle of *related share* applies to all of the items listed below. Related share means the portion of an item's cost related to:

- (a) integrated land and buildings; or
- (b) the cost of collecting, applying, and accounting for attendance dues.

Lawful items

Definitions

Attendance dues administration

- 1**
- Collection agency fees
 - Outsourcing service fees
 - Credit card/Eftpos charges
 - Computer system licence fees and maintenance
 - Stationery
 - Information sheets
 - Salaries and overheads of staff employed to process and oversee the administration of the collection of attendance dues
 - Salaries and overheads related to the servicing of debt
 - Accounting costs
 - Audit costs

Projects

- 2**
- Improvements to integrated school buildings and associated facilities required by integration agreement
 - Capital works required by the Minister (post-integration).

Construction

- 3**
- Attendance dues cash applied directly to construction

Project support

- 4**
- Resource Management Act costs
 - Architectural services
 - Project management services
 - Legal services
 - Project administration
 - Property inspection

Other charges

Lease/rental payments

Insurance

Building warrants of fitness

Agency/service agreements

Debt servicing

- 5**
- Cost of engaging a third party to manage or undertake any of the tasks listed above on behalf of the proprietor
- 6**
- Principal and interest on debt incurred in respect of any of the items listed above



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Other lawful items

(these will not be included in calculation to set dues level)

- Local government rates (Boards of Trustees already funded for this item via operations grant)
- Maintenance (proprietors already funded for this item via Policy One grant)

Sacred Heart College Uniform – Policy and Procedure

1. School management submit any proposals for changes or additions to the College uniform to the Board of Trustees (BOT) for its consideration.
2. The BOT consider the proposal(s) and, before making any final decision(s) refers the proposal(s) to the Mission Colleges Lower Hutt Trust Board (MCLHTB) which operates the College's uniform shop ("Dresswear").
3. The MCLHTB will consult with the Manager of the uniform shop to determine stock levels held for the item(s) of uniform affected by the proposal(s).
4. The MCLHTB will then consider the proposal(s) and advise the BOT of its view.
5. The BOT will then make the final decision(s) on the proposal(s).

Approved and adopted by resolution of the MCLHTB

Reviewed and amended: 18 November 2024

To be reviewed again: November 2027

NB: This policy and procedure does not cease to have effect because it is due to be reviewed or is being reviewed.

**Minutes of the MCLHTB Policy and Procedures Committee meeting held on
Monday 19 May 2025 at 4.00pm. in Mission House**

Present: Michael McDonnell (Chair), Steve Bryan, Katrina Kerr-Bell

Apology: Philippa Bartlett

1. Minutes of last meeting:

Resolved: That the minutes of the meeting held on 18 November 2024 be confirmed as a true and correct record. **M McDonnell/ K Kerr-Bell**

2. Policies and Procedures for review:

2.1 Policy on Health and Safety

Resolved to recommend: That the Policy on Health and Safety (attached) as reviewed, be re-adopted by the MCLHTB without amendment. **K Kerr-Bell/S Bryan**

2.2 Disaster Management and Recovery Procedure

Resolved to recommend: That the Disaster Management and Recovery Procedure (attached) as reviewed and amended by the addition of a new section headed "Legislation", be adopted by the MCLHTB. **M McDonnell/S Bryan**

2.3 Policy and Procedure - Theft and Fraud Prevention

After consideration, this Policy was held over to the next meeting of the Committee pending consideration of an approval procedure used by the College for payments, for use by the MCLHTB.

3. General Business: There were no items of general business to consider.

4. Next scheduled meeting: - 18 August 2025.

The meeting concluded at 4.20 pm.

Minutes of the. MCLHTB Policy
and Procedures Committee
Meeting 19 May 2025

Present: Michael McDonnell (Chair), Steve Bryan, Katrina Kerr-Bell

Apology: Philippa. Bartlett

Minutes of last meeting:

Resolved: That the: minutes of the meeting held dn. 18 November:
2024be confirmed as a true and correct record, M- McDonnell/ K Kerr-
Bell:

2. Policies: and, Procedures for review:

2.1 Policy on. Health and Safety

Resolved: to recommend: That the Polio/ on Health and
Safety: (attached): as: reviewed, be re-adopted by the:
MCLHTB without amendment. K Kerr-Bell/S Bryan

2.2. Disaster Management and Recovery Procedure

Resolved to recommend: That the Disaster Management and
Recovery Procedure (attached) as reviewed and amended-
by: the: addition of a new section headed be adopted by the
MCLHTB. M McDonnell'S Bryan

2.3. Policy and Procedure - Theft and Fraud Prevention.

After consideration of this Policy: was held over to the next
meeting: of: the Committee pending consideration of an
approval procedure used by the College for payments,

3 General Business:

There were no items of general business to consider

Next scheduled meeting: - 18 August 2025.

The meeting concluded at 4.20 pm.

Minutes of the meeting of the MCLHTB's Policies and Procedures

Committee held on Monday 26 August 2024 at 4,30pm

1. Present: Michael McDonnell (Chair), Irene Newrick, Philippa Bartlett, Steve Bryan, Katrina Kerr-Bell

2. Apology: Tanya Wilton

3. Policies and Procedures for review:

3.1 Entertainment and Hospitality Resolved to recommend:

"That the Policy and procedure on Entertainment and Hospitality as reviewed (attached) be approved and adopted by the MCLHTB".

3.2 Conflicts of Interest

Resolved to recommend:

"That the Policy and procedure on Conflicts of Interest as reviewed (attached) be approved and adopted by the MCLHTB".

3.3 Non-Preference Students — Transparency of Enrolment Processes and Priority of Enrolment

Resolved to recommend:

"That the Policy and Procedure on the priority of enrolment of Non-Preference Students as reviewed (attached) be approved and adopted by the MCLHTB".

4. Attendance Dues — Guidance for Proprietors

Resolved to recommend:

"That the Ministry of Education's paper on "Attendance Dues — Guidance for Proprietors" be adopted for inclusion on the MCLHTB's database.

5. Next Meeting: 18 November 2024 at 4.30pm — (to be confirmed).

Terms of Reference

Policy and Procedures Committee

Responsibilities of the Trust Board

The Trustees of the Mission Colleges Lower Hutt Trust Board ("the Trust Board") have overall responsibility for any and all Policies and Procedures under which the Trust Board conducts its various functions and business.

Purpose of the Policy and Procedures Committee

1. To oversee the development of policies, procedures and protocols and provide guidance to ensure that the Trust Board operates in a consistent and business-like manner in order to meet the Trust Board's obligations and responsibilities under:
 - a. The Trust Board's Trust Deed dated 24 September 1992
 - b. The Integration Agreement dated 9 April 1980 between the Institute de Notre Dame des Missions Trust Board and the Crown
 - c. The Education Act 1989
 - d. Part 33 of the Education Act 1989 (as enacted on 19 May 2017).
2. To ensure that all policies, procedures and protocols developed by the Trust Board and its Committees comply with the obligations and responsibilities referred to in paragraph 1 above.
3. To provide advice and guidance to the Trust Board on the content and impact of existing or new policies, procedures, protocols or guidelines in draft form and also on those proposed for adoption or already adopted in draft form and also on those proposed for adoption or already adopted by the Archdiocese of Wellington's Proprietors Group.
4. To provide advice and guidance to the Trust Board on the content and impact of existing or new policies, procedures and protocols or guidelines either proposed for adoption or already adopted by the New Zealand Catholic Education Office Ltd.
5. To ensure that all Trust Board policies and procedures are reviewed at least once every three (3) years so that they are up to date, relevant and fit for purpose.
6. To carry out specific tasks and assignments as requested from time to time by the Trust Board.
7. To develop communication strategies which raise awareness of the role and functions of the Trust Board.

8. To develop and draft other relevant policies, procedures, protocols and guidelines as may be required by the Trust Board from time to time.

Delegated Authority

The Policy and Procedures Committee of the Trust Board has delegated authority to draft, and review policies procedures protocols and guidelines for submission to the Trust Board for adoption and to oversee compliance with and implementation of such policies, procedures, protocols and guidelines on behalf of the Trust Board.

Note: This delegated authority does not include responsibility for financial management procedures or financial delegations.

Meetings, Quorum and Reporting

1. The Policy and Procedures Committee will meet as required prior to scheduled meetings of the Trust Board.
2. The quorum of the Policy and Procedures Committee shall be three (3) of the voting members of the Committee (*Trust Board resolution of 5 September 2016 refers*).
3. The Minutes of the last Policy and Procedures Committee meeting shall be placed on the Agenda for the next scheduled meeting of the Trust Board.

Committee appointed on 13 July 2016

Terms of Reference adopted on 5 September 2016

Reviewed Terms of Reference adopted on 30 November 2020

Terms of Reference

Finance and Audit Committee

Responsibility of the Trust Board

The Trustees of the Mission Colleges Lower Hutt Trust Board ("the Trust Board") have overall responsibility for the Trust Board's finances but delegate the day to day management of finances and the budget to the Secretary/Treasurer through the Finance and Audit Committee.

Purpose of the Finance and Audit Committee is to provide advice to the Trust Board and guidance to the Secretary/Treasurer on the management of the Trust Board's finances.

Delegated Authority

The Finance and Audit Committee is responsible to the Trust Board for:

1. Setting in conjunction with the Secretary/Treasurer, their job description.
2. The preparation of an Annual Operating and Capital Budget in association with the Secretary/Treasurer.
3. Determining the level of financial discretion available to the Chairperson of the Trust Board and the Secretary/Treasurer.
4. Reviewing and approving Accounts for Payment.
5. Managing expenditure on non-integrated buildings and facilities (Chapel and Caretaker's residence).
6. In association with the Secretary/Treasurer, overseeing the operations of "Dresswear", the School's Uniform Shop.
7. Liaising and negotiating as necessary, the sharing of items of expenditure between the College's Board of Trustees and the Trust Board for costs associated with the Performing Arts Centre and similar operations.
8. Assisting the Secretary/Treasurer in the preparation of such financial reports where appropriate, and which are to be tabled by the Secretary/Treasurer at every Trust Board meeting.
9. Assisting the Secretary/Treasurer with the monitoring and management of the Trust Board's Policy One funding expenditure covering the MoE component, the Trust Board's bank loan principal repayments (if any) and the Policy One Reserve Funds held by NZCEO Finance Ltd.
10. Assessing and making recommendations to the Trust Board on requests for spending on items not already included in the budget approved by the Trust Board.
11. Assisting as necessary with the preparation of the Annual Financial Statements.
12. Assisting the Secretary/Treasurer as necessary, with the Audit of the Annual Financial Statements.

13. Recommending changes to Financial Policies, Processes and Procedures in conjunction with the Secretary/Treasurer.
14. Advising on additional funding sources.
15. Reviewing annually the Trust Board's Risk Management needs and insurance Cover.
16. Providing input into the Trust Board's financial planning.
17. Preparing special reports for consideration by the Trust Board.

Meetings, Quorum and Reporting

1. The Finance and Audit Committee shall meet at least once prior to each scheduled meeting of the Trust Board.
2. The quorum for the Finance and Audit Committee shall be three (3) of the voting members of the Committee (*Trust Board resolution of 5 September 2016 refers*).
3. The minutes of the last Finance and Audit Committee meeting shall be placed on the Agenda for the next scheduled meeting of the Trust Board.

Committee appointed on 13 July 2016

Terms of Reference adopted on 5 September 2016

Reviewed Terms of Reference adopted on 15 June 2020

Terms of Reference

Property Committee

Responsibilities of the Trust Board

The Trustees of the Mission Colleges Lower Hutt Trust Board (the Trust Board) have ownership and overall responsibility for the management of the land, buildings and associated infrastructure comprising Sacred Heart College (the College) situated at 65 Laings Road Lower Hutt and have made this land, buildings and infrastructure available to the College's Board of Trustees for the purpose of conducting and operating a secondary school for girls, in terms of the Integration Agreement dated 9 April 1980 between the Institute de Notre Dame des Missions Trust Board (The Sisters of Our Lady of the Missions) and the Crown.

The Board of Trustees of the College have responsibility for the day to day management of the Trust Board's land, buildings and associated infrastructure and for compliance with relevant Education and Health and Safety legislation and regulations made thereunder, including the Ministry of Education's relevant operational policies.

Delegated Authority

The Property Committee of the Trust Board has delegated authority to oversee the asset management of the College's land, buildings and associated infrastructure including property maintenance and to provide guidance, advice and support to the College's Board of Trustees and Principal in complying with their legal obligations under the Education and Health and Safety legislation and regulations made thereunder, and relevant operational policies of the Ministry of Education on school asset management.

Responsibilities

The Property Committee is responsible to the Trust Board for:

1. Prudent, timely and cost-effective asset management of the land, buildings and associated infrastructure owned by the Trust Board.
2. Providing guidance, advice and support to the College's Board of Trustees and Principal on school asset management and property maintenance matters.
3. The prudent, timely and cost-effective replacement of the former Mission House.
4. The provision of buildings, advice and support to the College's Board of Trustees and Principal to accommodate students, management and staff.
5. Submitting project plans and budgets to the Trust Board for approval.
6. Assessing and making recommendations to the Trust Board's Finance and Audit Committee on requests for spending outside approved budgets and for any temporary accommodation required.

7. Ensuring that a 10 Year Property Plan (10YPP) is prepared by a 10YPP Consultant who has undergone the relevant training conducted by the Ministry of Education (MoE), and who is a MoE approved 10YPP Consultant.
8. Submitting to the Trust Board for approval and adoption, the 10YPP document prepared by an approved 10YPP Consultant.
9. Submitting to the Trust Board for approval project budgets and plans which support the implementation of major maintenance works (ie. maintenance works valued at more than \$5000.00 per item) as identified in the current 10YPP and funded from the Policy One maintenance budget.
10. Arranging for the "*Condition Assessment*" of the school's assets and the 10YPP document to be reviewed and updated once every five years by an MoE approved 10YPP Consultant.
11. Overseeing the preparation and development of an "*annual cyclical property maintenance plan*" from the maintenance works identified in the current 10YPP document (eg. works pertaining to painting and minor maintenance works valued at less than \$5000.00 per item which are funded from the MoE's "*Property and Maintenance Grant*" (PMG) which is paid directly to the College's Board of Trustees as part of the school's "*Annual Operations Grant*").
12. Maintaining oversight over the implementation of all the works identified in the "*annual cyclical property maintenance plan*" by the College's Board of Trustees.
13. Providing input into the Trust Board's future property planning.
14. Preparing special asset management reports as and when required for consideration by the Trust Board.
15. Reviewing annually the Trust Board's asset risk management profile needs and the adequacy of insurance cover.
16. Assessing and making recommendations to the Trust Board on requests for expenditure on individual maintenance works outside of the approved budget.
17. Providing advice to the Trust Board on any other property maintenance matters which have been referred to the Property Committee by either the College's Board of Trustees or Principal.

Meetings, Quorum and Reporting

1. The Property Committee will meet at least once prior to each scheduled meeting of the Trust Board.
2. The quorum of the Property Committee shall be three (3) of the voting members of the Committee (*Trust Board resolution of 5 September 2016 refers*).
3. The Minutes of the last Property Committee meeting shall be placed on the Agenda for the next scheduled meeting of the Trust Board.

Committee appointed on 13 July 2016

Terms of Reference adopted on 5 September 2016

Reviewed Terms of Reference adopted on 15 June 2020

Terms of Reference

Special Character Committee

Responsibilities of the Trust Board

The Mission Colleges Lower Hutt Trust Board (the Trust Board) has overall responsibility for:

1. Compliance with the terms of the Deed of Agreement made on 9th April 1980 ("the Integration Agreement") between the Institute des Notre Dame des Missions (the Sisters of our Lady of the Missions) Trust Board and the Crown for Sacred Heart College, Lower Hutt to become an integrated school pursuant to the Private Schools Conditional Integration Act 1975 ("the Act").
2. Overseeing compliance by the College's Board of Trustees with the provisions of the Act relating to Education with a Special Character.
3. Compliance with directives and guidelines made by the New Zealand Catholic Bishops Conference with regard to Preference of Enrolment in New Zealand Catholic Schools and implementation of the national curriculum for Religious Education in Secondary schools as determined by the New Zealand Catholic Bishops Conference and the National Centre for Religious Studies (NCRS).
4. Compliance with the provisions in Part 33 of the Education Act 1989 relating to the appointment and employment of staff to fill "tagged" teaching positions.

Purpose of the Special Character Committee

The Special Character Committee shall provide advice and guidance to the Trust Board in meeting its legal and compliance obligations with regard to the provision of Religious Education at the College and advisory and liaison services to the Board of Trustees in regard to the provision of Religious Education at the College.

Delegated Authority

The Special Character Committee is responsible to the Trust Board for advice and guidance on the following:

1. Compliance matters under the terms of the Integration Agreement
2. Catholic Special Character matters relating to the College's Charter, Strategic and Annual Plans, including a Special Character Development Plan
3. Budget allocations for Catholic Special Character and Religious Education

4. Self-review over the previous three years, covering Catholic Community, Pastoral Care and Religious Education
5. Induction programmes for new students (prospectus and new entrant packs)
6. Legislative requirements for Annual compliance attestation forms and for "tagged" teaching positions
7. Providing a staff list, showing positions/areas of responsibility, Religious education class level/s taught and certification levels
8. Religious education/Special Character professional development
9. Enrolments
10. Special Character Programmes
11. Attendance Dues generally and the processing of applications from parents/caregivers for assistance with the payment of current year's attendance dues by way of rebates and/or write-offs of past dues still owing.

Meetings, Quorum and Reporting

1. The Special Character Committee shall meet as required prior to scheduled meetings of the Trust Board.
2. The quorum of the Special Character Committee shall be three (3) of the voting members of the Committee (*Trust Board resolution of 5 September 2016 refers*).
3. The Minutes of the last Special Character Committee meeting shall be placed on the Agenda for the next scheduled meeting of the Trust Board.

Committee appointed on 13 July 2016

Terms of Reference adopted on 5 September 2016

Terms of Reference

Trading Committee

Responsibility of the Trust Board

The Mission Colleges Lower Hutt Trust Board (the Trust Board) have overall responsibility for the operations of "Dresswear" (the College's Uniform Shop) and the Performing Arts Centre (the PAC).

Purposes of the Trading Committee

A. "Dresswear" (the Uniform Shop)

1. To ensure that there is a suitably qualified and experienced person employed to manage the uniform shop on days and at times mutually agreed with that person, which meet seasonal demand, parents, students and College staff needs.

The shop manager shall be employed under a written employment agreement and shall have authority to employ additional staff to assist as and when required.

2. To ensure the shop is suitable stocked to meet students' needs and the needs of College staff and that stock is priced so that the uniform shop operates efficiently and generates sufficient revenue to meet costs and produce a surplus for the Trust Board to spend on College maintenance and replacement.
3. The Manager shall consult with the Committee about any proposed changes to the College's uniform before any such changes are implemented.
4. To ensure that the uniform shop is not overstocked and that any new uniform items are not introduced until existing stocks of that uniform item have been sold at discounted price if necessary.

B: The Performing Arts Centre (the PAC)

1. To oversee the day to day operating of the PAC to ensure that it operates efficiently and generates sufficient revenue to meet running costs and depreciation, and produces a surplus sufficient to cover long term maintenance and the replacement of plant and equipment for the PAC.
2. To develop and maintain procedures and practices for hiring out the PAC to outside parties, while ensuring that the PAC is always available to the College for its use whenever required.

The foregoing procedures and practices shall include:

- the timely acknowledgement of outside inquiries
 - vetting the suitability of enquirers and the activities proposed to be held in the PAC
 - the availability of the PAC for hire
 - the review from time to time of the "Agreement for Hire" documentation
 - the arrangement of and attendance of pre-hire site visits by the hirer to the PAC to ascertain the hirer's requirements including technical services needs
 - arrangements for invoicing the hirer for the 50% deposit
 - arrangements to ensure that the bond and the balance of the invoice is paid
 - the invoicing of hirers with all outstanding charges to be paid (including cleaning, any remedial damage and technical services costs etc)
 - arrangements for the refunding of the bond, or part thereof, as the case may be.
3. To ensure that suitably qualified and experienced persons are engaged to administer the day to day operations of the PAC. The PAC Administrator/Theatre Manager shall be responsible for the effective and efficient operation of the procedures and practices listed in paragraph 2 above and in this regard, shall liaise closely with College staff and hirers.
 4. PAC staff shall be employed under an appropriate written employment agreement.
 5. To review and recommend to the Trust Board's Finance and Audit Committee for approval, the operating and capital expenditure budgets for the PAC as prepared by the PAC staff.
 6. To assist the PAC staff as necessary in providing reports to the Trading Committee on historical and projected use of the PAC and on equipment purchases, replacements and other maintenance for the PAC.
 7. To liaise with the College Principal on variations to the standard PAC hiring-out arrangements for "Friends of Sacred Heart College".

Delegated Authority

The Trading Committee is responsible to the Trust Board, for the general management of "Dresswear" and the PAC.

Meetings, Quorum and Reporting

1. The Trading Committee will meet as required prior to scheduled meetings of the Trust Board.

2. The quorum of the Trading Committee shall be three (3) of the voting members of the Committee.
3. The Minutes of the last Trading Committee meeting shall be placed on the Agenda for the next scheduled meeting of the Trust Board.

Committee appointed on 3 September 2018

Terms of Reference adopted on 3 September 2018