

## Minutes of BOT meeting held on 29 March 2021 at 6.00pm

<b>1.</b>	<p><b>Welcome</b></p> <p>Chris Elliott, was nominated by the Chair in his absence, to Chair the Trustees meeting, welcomed the trustees and Sarita Smit from the Archdiocese of Wellington (ADW).</p>
<b>2.</b>	<p><b>Health &amp; Safety</b> - Chris explained the process to follow in the event of an emergency.</p>
<b>3.</b>	<p><b>Apologies:</b> Trustees - Greg Archer, Dean O'Shaughnessy, Invited guest, Frank Wafer (Archdiocese).  <b>Present:</b> Linda Birch, Amanda Prowse, Carol Winter, Meg Davies (via Zoom), Ferdie Gomes, Chris Elliott, Joe Robins, Helen Sligo (until 7.15pm), Lynne Candiliotis (minute taker). <b>In attendance</b> – Sarita Smit (until 6.25pm)</p>
<b>4.</b>	<p><b>Opening Prayer:</b> Amanda opened the meeting with a prayer/reflection. Chris also prayed for a local family who has recently suffered the loss of a child.</p>
<b>5.</b>	<p><b>Declarations of interests</b> No declaration of interests to declare</p>
<b>6.</b>	<p><b>Recording of Trustees time</b></p> <p>Trustees (except Principal) are to provide a summary of the hours they have spent preparing for or attending meetings in 2021. All trustees were asked to reply to an email from the Secretary for hours associated with the Feb &amp; Mar meetings by Thursday 1 April. <b>ACTION:</b> – Secretary (Lynne) to send email with attachment.</p>
<b>7.</b>	<p><b>Outstanding action items arising from prior meetings</b></p> <ul style="list-style-type: none"> <li>• <b>Student Code of Conduct Procedure</b> - Joe &amp; Linda may prepare a draft code of conduct for our school based around the variety of models they have sourced; this will be done after SchoolDocs has been setup. Discussed under matters for discussion/approval.</li> <li>• <b>Health &amp; Safety</b> – Linda has included the behaviour report in her principal's report.</li> <li>• <b>School-wide targets 2021</b> - Quick60 reading programme and the Numicon maths resource – Linda explained that this is an ongoing action, but there is a planned visit to a local school to see the Quick60 reading programme being implemented in classrooms.</li> <li>• <b>Procedural Delegation of Authority &amp; Apiscope</b> – The Chair advised that these items will be carried forward to the next meeting.</li> </ul> <p><b>Motion:</b> Chris moved that the action points be considered correct and passed. Joe seconded &amp; all agreed – <b>Motion carried</b></p>
<b>8.</b>	<p><b>Confirmation of prior meeting minutes</b></p> <p><b>Minor amendment</b> – That the Secretary (Lynne) left the meeting at 7.40pm not 8.40pm</p> <p><b>Motion</b> - Chris moved that with the above minor amendment the minutes from the meeting on 22 February 2021 be approved as a true and accurate record of matters dealt with. Joe seconded &amp; all agreed – <b>Motion carried</b></p>
<b>9.</b>	<p><b>External presentations / speakers</b></p> <p>Sarita Smit from the ADW -talked through the following topics associated with ADW Property</p> <p><b>Funding</b> – The Minister of Education assists with funding property for State Integrated schools in 4 ways:</p> <ul style="list-style-type: none"> <li>- There are 3 funding streams <b>to Boards</b> <ol style="list-style-type: none"> <li>1. Ops grant – for minor repairs and maintenance work under \$5,000</li> <li>2. Furniture and equipment – funded on 1 July each year for new furniture and equipment</li> <li>3. Internal &amp; External painting – this is Cyclical Maintenance</li> </ol> </li> <li>- Funding <b>to the proprietor</b> as owner of the Schools receives \$6.7million for 41 schools. This is called Capital Maintenance Funding which the ADW receives quarterly to cover: all major maintenance work; seismic strengthening work; emergency work; CAPS scheme, and Special Needs.</li> </ul> <p><b>Properties priorities</b></p> <ul style="list-style-type: none"> <li>- There are 4 priorities <ol style="list-style-type: none"> <li>1. Health &amp; Safety – to upgrade, fix or replace items where the school would need to close if not undertaken.</li> <li>2. Essential infrastructure – projects to ensure the integrity of building structure and services.</li> </ol> </li> </ul>

3. ILE – projects to upgrade and enhance learning spaces
4. Discretionary – projects not essential and normally programmed once priorities 1-3 work is completed if there are funds available.

**CAPS scheme** – fundraising funds towards projects that involve major maintenance or modernisation of existing buildings and are identified on the school’s 10YPP – eg classroom upgrades, new carpets. Linda and the Board cannot sign off on these projects. It should all be run and applied for by the fundraising team.

**10 Year property plans** – this is a requirement under the Education Act and covers:

- Long term planning/forecasting of school property needs
- Budget work and prioritised need
- Identifies Capital Works and Condition Assessment over \$5,000

Each year the ADW property team comes to the school to meet with Linda and Lynne to talk through plans.

**Fundraising**

- Funds must be raised by the community/fundraising group
- There must be a separate bank account in the name of the fundraising group
- Trustees and the Principal can not be part of the fundraising group if funds are raised to do work on Proprietors buildings
- Grant applications can be done on behalf of the Board if it is raising funds to help with normal running cost for the school.

**Debt funding** – Proprietor’s borrowing that is covered from attendance dues.

**Insurance** – The ADW arranges insurance policies for the buildings and school BOT arranges contents insurance through Crombie Lockwood Insurance. Security monitoring and security patrols are arranged by the school BOT.

**Health & Safety & Asbestos Management** – the asbestos management plan is kept with school’s Hazard register.

The following questions were raised by trustees & answered by Sarita:

**QN:** Additional maintenance funding? **ANS:**– State schools are receiving this funding but not Proprietor’s schools. APiS is working with Ministry to include State Integrated schools in the funding pay-outs and a court case has been scheduled in August.

**QN:** Emergency funding? **ANS:**– Each year a contingency amount is set aside for emergencies. The issue of our toilets being a H&S issue was mentioned and Sarita was asked how we raise the concerns. She advised that the board would need to email her directly.

**QN:** Grounds development – why is this not covered in the CAPS Scheme? **ANS:**– the ministry doesn’t view playgrounds structure as something to be funded unless there was a H&S concern with the matting/bark.

The acting Chair thanked Sarita for her attendance and she left the meeting at 6.25pm.

- 10. Principal’s Report** – Linda talked about the new format of her report.
- Special character** – the Families of Faith programme provides an opportunity for parents to learn ways to be involved in the Catholic Faith and how it can flourish in families. It is run by the Archdiocese and schools help facilitate and support. Our school will set a date early in Term 2 and facilitate a meeting for our Year 0/1 families. Children in Years 2-3 and their families could be invited along as well.
- Behaviour report** ( Date range: 3Feb – 23Mar) – this report provides the Board with information on the frequency and types of negative behaviours that have occurred since the start of the school year. Teachers are more vigilant and now record behaviours of all children, including our ORS and behaviourally supported children so more data is possibly being collected this year. It is a good way of tracking how many incidents have occurred and the types of behaviours and where they are occurring. Teachers will use this data and monitor trends/patterns and plan interventions. A behaviour matrix has been developed setting out minor, moderate and major behaviours and the appropriate consequences and follow up. This document will be available on our SchoolDocs site. Parents are contacted early on if a pattern of behaviour is noticed.
- The Trustees acknowledged the report as a useful tool to keep track of any behavioural incidents.
- Exit interviews – it is important to capture information from families leaving our school before the end of Year 8.
- ACTION:** It was agreed that Management will develop a system with set questions for these parents & that Linda will bring to the next meeting for approval.

## 10. 1. Matters for Discussion / Approval

### 1.1. Grant Application update (Discussion)

- 3 grant applications have been submitted this year. The school signage and a Kapa Haka tutor applications are still work in progress while the security cameras (\$14,166) has been successful.
- Linda shared the plan for grant applications and funding sources. The Trustees agreed to carry on as currently planned unless an issue arises where the Principal will update the trustees.
- If a required resource is identified that is not on the list the Principal will liaise with the Chair for consideration.
- School signage amended resolution – Chris advised that as the resolution had already been approved, the updated quote due to extra anti-graffiti amount of \$220 was automatically approved as well.

### 1.2. Code of Conduct / School docs proposal (Approval)

- The Board paper proposal provided the Trustees with information of how SchoolDocs could improve systems and processes within the school along with providing updates on legal matters/wording. The proposal required an annual license of \$1,500 which was not budgeted for in 2021. Joe gave a brief explanation of how this platform could be beneficial to parents looking for information e.g. policies

**Motion** - Linda moved that the Board approve the purchase of the SchoolDocs package for St Brigid's School at an annual fee of \$1,500, that will be found in 2021 from cost savings within the existing approved budget - Amanda seconded and all agreed - **Motion carried.**

### 1.3. Student Achievement Report(Discussion)

- PATs in Reading, Comprehension, Vocab and Mathematics for Year 4-8 students. Linda commented that some students had struggled with the online tests when they read it themselves, but when they had a TA read the test to them, they had good comprehension and could answer more questions. Joe asked about Linda's comment that students get anxious around testing and asked if the school does practise tests. Linda explained that the Year 3s are starting to do some tests so that they get used to them so that when they are Year 4 they can sit the more formalised tests. PAT online tests are extremely expensive – over \$1500 for this piece of data. Leadership team is considering whether it is useful.
- A trustee mentioned that they like it as a baseline and Linda was invited by the Board to bring options back to the Board when & if she believes this is required for consideration.

## 10. 2. Matters for Information

### 2.1. Annual Strategic Plan/Goals/Targets

Chris asked what trustees think in terms of what annual steps are being made. Comments included ;

- It is difficult to work out which goals/targets are being focussed on. Linda explained that the first weeks are for building the foundations which are built on as the year progresses. Some items will have qualitative measures rather than quantitative measures. Targets need to continue to be developed around outputs.
- Chris requested to record that the Board is comfortable with progress and would like to work towards further quantitative targets.

**ACTION:** The Principal in the first instance, (with assistance of Trustees eg Chris/Joe) to look at where there are measures and outcomes, where the connection could be stronger to develop target quantitative measures so regular progress can be seen by the Board, and what the year-end could success looks like. This would create an Annual Plan with a clearer picture of the setup stage, implementation stage, and results stage, and what difference it has made to students.

### 2.2. Triennial Plan 2021 – not discussed

### 2.3. School grounds/works programme 2021 –

- The report was discussed including that the playground project is in progress
- Fiona Kearns is preparing a paper to the Board with options for new basketball hoops and netball hoops & posts which is outside of any current approved expenditure. This paper will go to the April Board meeting.

**ACTION:** Management will update this 'living' report for each meeting

**Motion:** Linda moved her report be accepted – Carol seconded and all agreed – **Motion carried.**

11.

Finance Report

### 1. Matters for Discussion/Approval

#### 1.1. FSC Report (Approval)

- The Finance report (included in the Board papers) was acknowledged & spoken to by the Acting Chair.

- Chris thanked Linda & Lynne and Linda for their work with the Feb monthly accounts as they were the first under the new agreed reporting timeline structure for management, the external accountants through to the FSC. All reports were completed within the timeline.
- The FSC also acknowledged that the reporting for the Jan – Feb accounts has seen an improvement in the explanations from Management.
- In relation to the full 2021 yearend forecast time will determine whether any of the variances are related to timing or phasing or permanent. Chris commented that even being able to identify what is outstanding and the net actual position versus the budgeted approved expenditure account, is a significant advance on where we have been in the past.
- CAPEX discretionary items are to be discussed with management.
- Most of the internal review recommendations have been worked through. Of the remaining 6, 3 require support from the external Accountant (Janet) and these will be included as part of the monthly accounting review and training meeting.
- Linda and Lynne are meeting with Janet once a month for about 90 minutes to review the monthly accounts and explain with commentary the material variances. Management have stated of the benefits of learning using real live examples & issues.
- Chris mentioned that the Annual FSC calendar was more FYI for board & that there were no questions.

**It was resolved that the following**

**2020 Financial statements**

- 1) The Board note the interim 2020 financial year interim results from the external Accountants that have been provided to the Auditors,
- 2) The FSC formally meet with the Principal & discuss the breakdown of how the operating cash underspend in 2020, any explanation provided, what measures are put in place as well of receiving an assurance it won't happen again in 2021.
- 3) That the Board acknowledge the final 2020 cash underspend can be proposed to be utilised in 2021 with a paper to the Board.

**Motion:** Chris moved that these recommendations be accepted - Joe seconded and the board agreed. **Motion accepted.**

**Jan21 management accounts**

The Board accept the Jan 2021 management reports as a true & accurate financial position showing a reported YTD actual profit of \$64,202 compared to a budgeted profit of \$67,328 with the material variances satisfactorily explained.

**Motion:** Chris moved that this recommendation be accepted. Amanda seconded and all agreed. **Motion carried.**

**Feb21 management accounts –**

- 1) The Board accept the February 2021 management reports as a true & accurate financial position showing a reported YTD actual profit of \$44,344 compared to a budgeted profit of \$31,089 with the material variances satisfactorily explained.
- 2) The Board note the full year projected result from the Spotlight report (Jan-Feb actual plus Mar-Dec budget) showing a forecasted accounting loss of (\$64,870) compared to a budgeted loss of (\$76,868).
- 3) The Board also note the full year projected cash result (net operating flows) from the Spotlight report of \$3,869 compared to a budgeted 'nil' cash result.
- 4). The Board note the CAPEX report showing \$15,741 spent YTD out of the Board approved \$44,225 (\$60,400 minus the \$15,500 for the security cameras funded from the successful grant application. \$28,484 Board approved expenditure remains unspent at 28 February 2021.

**Motion:** Chris moved that the Board agree the recommendations. Ferdie seconded and all agreed. **Motion carried.**

**2020 internal systems review implementation status.**

The Board note the status provided by management along with the outstanding items timeline implementation dates.

**Motion:** Chris moved that this recommendation be adopted – Amanda seconded and all agreed. **Motion carried**

**School external invoicing to parents**

The Board to note the non-compliance & for management to update the FSC and trustees if the request has been enacted on and the school is now in compliance.

**ACTION:** Management (Lynne) to follow up with the external Accountant for the correct template in Xero to be set up.

**Motion:** Chris moved that this recommendation be approved – Linda seconded and all agreed. **Motion carried.**

	<b>Annual FSC calendar</b> For the Board to note.
12.	<p>Meeting had gone passed 7.30 and the Board agreed to continue. General Business</p> <p><b>12.1. 2020 Principal Appraisal status</b></p> <ul style="list-style-type: none"> <li>• Discussion was held amongst Trustees as to the status of this item.</li> <li>• It was agreed that the full documents including agreed wording &amp; inclusion/referencing of supporting Appendices needed to be available before any FINAL sign-off could be given.</li> </ul> <p><b>ACTION:</b> The full 2020 appraisal document including supporting referenced documents (&amp; agreed wording) are to be provided for the next Board meeting to enable the final conclusion &amp; sign-off by Trustees.</p> <p>12. 2. 2021 Principal Appraisal</p> <p><b>ACTION:</b> It was discussed &amp; agreed to carry forward this item to the next meeting when there is ideally a full quorum.</p> <p><b>FSC terms of reference</b></p> <ul style="list-style-type: none"> <li>• The Finance sub-committee (FSC) terms of reference were sought to be reaffirmed for 2021.</li> <li>• Carol asked for time to re-read the document before it is reaffirmed.</li> <li>• <b>Representatives on FSC</b> – Chris is standing down from the committee as the FSC group felt it would be good to have a new member join the group to learn more about finances and participate in discussions. Dean and Greg would seek to continue. Joe &amp; Amanda expressed their initial interest in joining subject to understanding what is involved and time commitments.</li> </ul> <p><b>ACTION:</b> It was agreed that Amanda and Joe would be invited to attend to the next FSC meeting.</p> <p><b>ACTION:</b> It was agreed to carry forward this item &amp; reaffirmation to the next meeting</p> <p><b>12. 3. School Policies and Procedures:</b></p> <ul style="list-style-type: none"> <li>• There were no updates on School Policies &amp; procedures</li> </ul> <p><b>12. 4. Meeting Schedule 2021</b></p> <ul style="list-style-type: none"> <li>• Chris moved that the trustees confirm the 2021 meeting dates monthly as set out in the Board papers.</li> </ul> <p>The trustees discussed the paper with Joe enquiring whether the preparation time for Linda preparing papers for meetings is a concern?</p> <ul style="list-style-type: none"> <li>• It may be a tight timeframe when meetings occur close to holidays as the school has been closed during this time. A review of the monthly meeting schedule was suggested for mid-year.</li> </ul> <p>Chris proposed an amended motion</p> <ol style="list-style-type: none"> <li>1. Check April date as it occurs in the School holidays</li> <li>2. review the monthly approach in July</li> <li>3. to revisit the Dec21 meeting date,</li> </ol> <p><b>ACTION:</b> Chris to discuss with Dean of this discussion and that we will proceed on that basis, as to what happens next.</p> <p><b>Vacant proprietor rep. status:</b> Chris advised that there is a person who has shown interest, but Dean hasn't been able to have a conversation with that person yet.</p>
13.	Chair report (since prior meeting) – Provided as FYI. Chris suggested that trustees read through and if there are any questions or queries that they are addressed to Dean.
14.	<p><b>Meeting closure &amp; thanks</b></p> <p>Chris thanked trustees for their time and Meg for Zooming in. The meeting closed at <b>8.05pm</b></p>

Confirmed: \_\_\_\_\_