

**St Brigid's Board of Trustees approved minutes of meeting 28 June 2021,
held at 6pm in the staffroom**

Item	Description
1.	Present – Linda Birch, Dean O'Shaughnessy, Joe Robins, Meg Davies, Carol Winter, Ferdie Gomes, Helen Sligo, Amanda Prowse, Chris Elliott, David Power, Greg Archer from 6.08pm), Lynne Candiliotis (Minute Secretary) Trustee welcome – Dean welcomed David to the Board and his first meeting.
2.	Health & Safety - Dean explained the emergency procedures
3.	Apologies - none
4.	Greg opened the meeting with a prayer.
5.	There were no declarations of interests.
6.	Trustees completed the spreadsheet reporting their individual time spent on Governance work throughout May. Some trustees also updated the spreadsheet for time spent in previous months.
7.	<p>Outstanding matters arising from previous meeting</p> <p>School-wide targets 2021 - Quick60 reading programme – Johnsonville School postponed the planned visit. Information to be ready for August meeting.</p> <p>Procedural Delegation of Duties – Trustees agreed to this item being deferred.</p> <p>Annual Strategic Plan/Goals/Targets – update covered under general business</p> <p>Playground Markings - Quote of \$2,034.50 (gst excl) from Capital Roadmarking Co. 2000 Ltd accepted. Work is to be undertaken during the first week of the holidays (12-16 July). To be timetabled on an annual basis to touch up lines. Jan/Feb each year. A small group of parents will waterblast the grounds prior to work being completed.</p> <p>School uniform review working group – Meg and Amanda will look at this more over the school holidays and then co-opt some parents to look at options.</p> <p>Toilets – Board invited to look at the area before anything further is investigated. Trustees agreed to Linda's recommendation to put item on hold as no current issues.</p>
8.	Confirmation of minutes from 24 May meeting – carried forward to next meeting.
9.	No external presentations/speakers scheduled for this meeting.
10.	<p>Principal's report</p> <ul style="list-style-type: none"> • Catholic Character review will be undertaken in Week 3, 10-12 August. Linda and our DRS have gathered compliance list for the documents that will be required. An update will be included for the next Board meeting. The review team will speak to proprietor's representatives who are available during the time of the visits. • Linda gave a brief summary of the NZ Catholic Principals' Conference she attended on 17&18 June. • No identified H&S issues. Linda updated the Board on 2 students who had recently been stood down from school. The standdown procedures were explained. • School Docs information has been submitted by senior management, and the programme should be ready in 68 weeks. An update will be provided at the next Board meeting.
	<p>1. Reports for discussion/approval</p> <p>1.1 Student Achievement – The Board was informed about student progress and achievement in writing. The Years 1-8 Writing results showed good progress in the personal piece of writing done in Term1. The next whole school testing in writing will be carried out in Term 3.</p>

	<p>1.2 Console information – an appendix to previous reporting with visual information on where each group is, compared with the national average.</p>
	<p>1.3 Parish Property Review – St Francis of Assisi, Ohariu Parish is beginning a review to identify which church best meets the needs of the parish. This issue has been ongoing since 2019 and a decision is going to be made by the end of the year. Feedback from both schools has been submitted to the Archdiocese. The trustees agreed to Linda contacting Thomas Davis to get a timeline for further feedback, next steps and more information so the Board could potentially put in a submission. The parish newsletter had 30 October as the deadline for the property review to be completed. The Board approved the recommendations included in the paper including a separate agenda item is given to this item each month & time allocated at future meetings.</p>
	<p>1.4 Annual/Strategic Plan – Discussion / Approval item carried forward to general business</p>
	<p>1.5 Payment to State Integrated School – Following having read the associated Board paper the board discussed possible projects – turf, covered/walkway area between school blocks. The board approved the recommendations provided in the paper and agreed that Linda contact Sarita at the Archdiocese for further information, including what the process would be to submit a project from the first funding tranche. This may involve a meeting with Sarita so the Board can ask further questions to enable plans to be consolidated. This item to be included on the agenda item for future Board meetings & allocated appropriate time.</p>
	<p>2. Matters for Information</p> <p>2.4 Behaviour report - Linda to update the report to include lines for any students stood down, suspension etc.</p>
	<p>Motion: Linda moved that her Principal’s report be accepted – Helen seconded. Motion carried</p>
11.	<p>Finance sub-committee report</p> <p>1.1 FSC Finance report – The finance report was taken as read and any questions raised were answered.</p> <p>Recommendations</p> <p>A. 2020 Year-end Financial Statements -For Trustees to note</p> <p>B. May 21 Management Accounts-Recommendation: That trustees</p> <ol style="list-style-type: none"> 1. Accept the May21 management reports as a true & accurate financial position showing a reported <u>actual YTD profit of \$72,905</u> (budgeted YTD profit of \$23,891) with the material variances satisfactorily explained. 2. Note the full year projected/forecasted result using the Spotlight report (Jan-May actual + Jun-Dec budget) shows an accounting <u>forecasted loss of (\$19,602)</u> compared to a <u>budgeted loss of (\$76,868)</u>. 3. Note the Spotlight full year projected CASH result on the Net Operating Flows line of <u>\$72,480</u> surplus compared to the Board’s budgeted ‘nil’ cash position. 4. Note the CAPEX report showing <u>\$30,343</u> spent YTD out of the Board approved \$50,030 (was \$60,400 less \$15,500 Security Cameras funded out of successful Grant applications plus late Dec new website \$4,225 plus May Jabra device \$905.) <u>\$19,687 Board approved expenditure remains unspent @ 31May2021.</u> <p>C. 2020 Internal systems review implementation status - For Trustees to note</p> <p>a.i. point 2 – Dean gave an update on the progress of training and the improvement of timelines for reporting.</p> <p>D. Other - For Trustees to note</p> <p>Motion – Dean moved that the recommendations included in the FSC Finance report be accepted. All trustees agreed to the recommendations. Motion carried</p>
12.	<p>General business</p> <p>1. 2021 Principal Appraisal sub-committee report – A physical copy of the Board paper that was circulated via email earlier in the day was provided for any Trustees that had not yet had the chance to review. The Board discussed the paper including the area of Student academic progress where changes to the Target area were required.</p> <p>Motion: Dean moved that the framework for the appraisal documents be accepted <u>subject to</u> changes in the area identified under point 3 of the report - all trustees agreed. Motion carried</p>

	<p>2. School Uniform Working Group update -The working group informed the Trustees that this was in its very early stages & that Meg and Amanda will look at this more over the school holidays and then co-opt some parents to look at options.</p>
	<p>3. Parent Survey – suggested topics: parent input on the grounds work; Parish restructure. Linda will prepare these questions and send them to the Board between BOT meetings – before the end of term. Once approved the survey will be sent out to the parent community.</p>
	<p>4. Kahui Ako workshop – Meg mentioned how useful the Teacher Only Day Kahui Ako workshop was and suggested that Linda include something in the newsletter to let parents know what great PD teachers covered.</p>
	<p>5. Annual / Strategic Plan</p> <ul style="list-style-type: none"> • Trustee discussion was held to understand the current status of the Annual / Strategic plan that had been worked on by management with Trustee inputs/ assistance by Joe & Chris. • There were varying expectations of what was to be provided and by when & that the communication lines between meetings could have been better at both ends. • It was also noted by Linda that it had been a very busy time at the school with various one-off student situations that devoted a lot of her attention. • It was generally accepted that approx. 40% of the annual plan (2 out of 5 goals) was effectively completed & signed off by Linda, Joe & Chris with the only task of Linda inserting the “measurements” within the matrix / table for Trustee visibility. • It was acknowledged by the Chair that this left the remaining 3 goals as WIP and would need to be given the appropriate priority for completeness in a timely manner and ultimate Board approval of the whole plan via a Board paper at a subsequent meeting.
<p>14.</p>	<p>Meeting closure & thanks</p> <p>Dean as Chair ceased any further discussion pertaining to the annual / strategic plan agenda item by Trustees & called the meeting to a close at 7.47pm.</p> <p>Trustees were thanked for their attendance.</p>

Next meeting - Monday 26 July

Confirmed _____