

**The St Brigid's Board of Trustees draft minutes (summarized) of meeting 24 May 2021,  
held at 6pm in the staffroom**

Item	Description
1.	Present – Linda Birch, Dean O'Shaughnessy, Greg Archer, Joe Robins, Meg Davies, Carol Winter, Ferdie Gomes, Helen Sligo, Lynne Candiliotis (Minute Secretary) Trustee welcome – Dean welcomed trustees to the meeting.
2.	Health & Safety – everyone was familiar with the emergency procedures
3.	Apologies – Amanda Prowse, David Power (due to a family bereavement), Chris Elliott
4.	Ferdie 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><b>Outstanding matters arising from previous meeting</b></p> <p><b>School-wide targets 2021</b></p> <p>The Quick60 reading programme is still be investigated. Amanda and Lorna will visit a local school to see the programme being implemented, to see if the programme would be valuable for our Year 1&amp;2 students. Linda confirmed that we currently run the programme for our Year 3&amp;4 students. She will update the Board at the June meeting.</p> <p><b>Procedural delegation of duties</b></p> <p>Linda &amp; Dean haven't had the opportunity to discuss this yet. The trustees agreed to this item being carried over to the next meeting.</p> <p><b>Apiscope</b></p> <p>Linda explained the reasons why the decision has been made not to go ahead with the Apiscope. She will write to Newlands and Avalon Intermediate schools to thank them for providing the opportunity.</p> <p><b>Exit interviews</b></p> <p>The management team came across a draft form that School Docs has produced for exit interviews for staff or families and they will look at how it can be adapted for our own document. Linda will have this ready for the June meeting.</p> <p><b>Principal appraisal sub-committee report</b></p> <p>The sub-committee has not been able to meet prior to this meeting but this will be arranged as soon as possible and brought to next meeting.</p>
8.	<p>Confirmation of minutes from 3 May meeting - There were no changes to the minutes.</p> <p><b>Motion</b> - Dean moved that the minutes from the meeting on 3 May 2021 be approved as a true and accurate record of matters dealt with – Joe seconded. <b>Motion carried</b></p>
9.	<p><b>Friends &amp; Whanau update –</b></p> <p>A summary update from Tracey Robins (F&amp;W Co-ordinator) was tabled at the meeting.</p> <p><b>Parent hand sanitiser fundraiser</b> – Linda to talk to Tracey.</p> <p><b>IRD</b> – Linda mentioned that David Power works for IRD and she will suggest that Tracey talk to him to find out how the F&amp;W Team goes about setting up an IRD number as a not-for-profit organisation.</p> <p><b>Fundraising for</b> - Linda explained the reasons behind the plan for a covered area outside Room 1&amp;2. The Archdiocese has confirmed that the CAPS Scheme can be used to supplement any fundraising funds.</p> <p>A quote of \$127,000 has been obtained for the turf area (in the big courts) and Tracey is organising a second quote.</p> <p><b>Stepping down</b> – Tracey has advised the Board that she will be stepping down from the co-ordinator role in 2022. Tracey has undertaken this vital role for many years and the Board will thank her formally at the end of the year for her wonderful efforts.</p>

## 10. Principal's report

Information updates on Catholic Character, Health & Safety and Governance had been included in Linda's report.

### 1. Reports for discussion/Approval

#### 1.1 Basketball CAPEX proposal

Linda clarified that the proposal is only for one height adjustable basketball hoop for the half court. Fiona is endeavouring to get further quotes so that a decision can be made at the next meeting. Supply is very limited as the moment. There are plans to get two more netball hoops (the old type with concrete in a tyre) that would be chained to the fence permanently but with the option to move them if required.

In the meantime, Linda will look into a temporary hoop being attached to one of the existing backboards. The Board acknowledged the urgent need for a new hoop to be available for the students and approved the purchase. Linda to contact the WCC to find out if they have some ideas on options for this. Linda made mention that the students have come up with some very creative shared games since the hoops have been down.

#### 1.2 Student achievement PAT Science report discussion

In previous years the Science PAT test has been done with senior students but this year the Year 5&6 students were included in the testing. Teachers are focusing on making explicit links to science, using language to make science evident in what students are doing, to enable them to make connections to this subject. Linda mentioned that compared to the National data our Year 8 students are doing very well.

#### Annual Strategic Plan/Goals/Targets discussion

Linda has started presenting this report looking at specific measurable targets. Joe and Chris have recently provided input which will be reflected in the next report. Linda, Joe and Chris will get together before the next meeting. Linda commented that the group is working to provide the Board with more information about targets and whether they are completed, or ongoing, or started pieces of work. There were no questions around the 5 initiatives and how they are being measured.

#### 1.3 Jabra CAPEX proposal

Linda had submitted a proposal requesting that the Jabra device be moved to the CAPEX budget. This device, at a cost of \$995 gst excl, had been purchased to enable trustees not physically present at a meeting to be able to participate via zoom. Linda requested that the Jabra be recognised as capital expenditure so that it was included in our fixed asset register, ensuring that it is listed with a purchase date, depreciation and a plan in the future for replacement.

**Recommendation:** Linda moved that the Board approve moving the expense of \$995 for the Jabra speaker from the P&L to the CAPEX budget - Greg seconded the motion. **Recommendation approved.**

#### 1.4 Grant resolution

Linda explained that a grant is being submitted to the Pelorus Trust for 20 iPads which are needed so that teachers can increase the number of students using them and so programmes such as Seesaw can be run on them. The older iPads don't have the capability to run this type of programme.

**Resolution** - Linda moved that the Board approve the grant application to the Pelorus Trust for \$14,059.20 (gst excl) for the purchase of 20 iPads. The Board approved the application.

### 2. Matters for information

**2.1. Grant Application update / Surplus funds wish list** – Linda will ask Ella to add a table to show the list of approved grants, and how much was received, and reasons why any grants were not successful.

**2.3. School grounds / works programme status** – Linda had received an email from the Archdiocese that they are going to carry out some capital works. This work includes replacing carpets in Rooms 1, 2, 3, 5, 12, 13 & 14 and the staffroom, replacing skylights in the Rimu Block, and replacing the double doors at the library entrance.

**Governance update** – The Education and Training Act 2020 requires school boards to consult with its staff, its students (to the extent that the board considers appropriate) and the school community when making new school rules or amending current rules. The Board does not need to consult on by-laws already in place. Linda advised that once School Docs is underway, we will be able to see what we have already got in place and what we might need to develop and have community consultation around.

**Playground markings** – Linda has continually tried to get updates from the contractor, but this hasn't happened yet. Linda will enquire with WCC to see if they know a company we could pay who could come and do the job if our contractor is unable to be contacted.

**Stream area maintenance** – Department of Corrections have been in touch and this work will be completed

	<p>very soon.</p> <p><b>2.4. Behaviour Report</b> - Meg made mention of a talk by Kathryn Burkett promoted by the Kahui Ako team. Kathryn gave a good discussion around young people and their brains. Meg found the talk excellent.</p> <p><b>Motion</b> - Linda moved that her principal's report be accepted – Carol seconded. <b>Motion carried</b></p> <p><b>2.6 – Parent Community Survey</b> – Key themes summary - overall the parent feedback is very positive. Communicating the results back to parents may increase parent feedback for future surveys. We can update parents on how some of the themes have been achieved/completed – eg playground.</p> <p><b>2.7. Term 3 2020 Attendance Summary (MOE)</b> - An extremely good attendance rate for our school up to Term 3 &amp; 4 2020 and Term 1 2021. Linda to mention these results in the school newsletter. The Board thanked Linda and all the teachers for creating such a warm environment that our children want to come to school.</p>
11.	<p><b>1. Matters for discussion/approval</b></p> <p><b>1.1 FSC Finance report</b> – The finance report was taken as read. Dean advised that Joe has attended his first finance meeting with Linda and the accountant. A lot of work has been done with the accountant and auditors. Linda will send the financial statements to the Ministry of Education through the portal once the Board has signed them off. There were no questions from trustees.</p> <p><b>Motion</b> – Dean moved that the finance report be accepted – Meg seconded. <b>Motion carried</b></p> <p><b>A. 2020 Year-end Financial Statements (incl Audit) update / status</b></p> <ul style="list-style-type: none"> <li>• There were no key issues identified other than \$40K establishment of the Teachers Emergency funding provision through the P&amp;L onto the Balance Sheet at 31 December 2020. Dean advised that this is immaterial to the auditors. There was no expenditure incurred last year, which was the reason for creating the provision.</li> <li>• Annual report to go website. A new tab under the Board menu needs to be added by the website designer.</li> </ul> <p><b>Recommendation</b> - That the Trustees</p> <ol style="list-style-type: none"> <li>a) Acknowledge the solid work completed by those involved in the process.</li> <li>b) Approve the financial performance &amp; position for the 31 December 2020 year reporting a net loss of (\$34,515), Net Assets of \$278,942 along with closing cash balances of \$136,479.</li> <li>c) Approve for the Management representation letter to be adopted by all Trustees &amp; signed by the Chair &amp; Principal.</li> <li>d) Approve the signing of the 2020 Financial Statements by the Chair &amp; Principal.</li> <li>e) Approve for the Principal to provide a signed copy of the documents to Deloitte as Auditors and file the required financial statements &amp; necessary documents with the Ministry of Education (MOE) by the 31 May 21 timeline.</li> <li>f) Approve for a note of thanks to go from the Chair to the Auditors, Accountants, Principal and the management team.</li> </ol> <p><b>Motion</b> – Dean moved that the recommendations above be accepted. <b>All members approved the recommendations.</b></p>
12.	<p><b>General business</b></p> <ol style="list-style-type: none"> <li><b>1. 2021 Principal Appraisal sub-committee report</b> – there is some work in progress which will be reported back to the Board for approval at the next meeting (as per No 7. Outstanding items). Frank Wafer is unable to attend the next meeting. Linda has provided Frank with the rest of the meeting dates for the year and he will let her know which meeting he will be available to attend.</li> <li><b>2. School Docs</b> - Linda talked about how this is a very good tool. It has some standardized policies and procedures that can be adapted for our school. Because of this new system being developed, policy reviews may be out of cycle, but the Board acknowledged this and will review them as they come up. Dean thanked the management team for all the time they have put into preparing this.</li> <li><b>3. School uniform review working group</b> – Discussion on whether setting up a review working group to look at current uniform and whether there is room for change. Current supply is in Newlands, sometimes a shortage of supply, we need to futureproof our supply. Having parents involved in a working group was considered a good idea, but it could be an 18mth – 2year project. Meg and Amanda are keen to take the lead and co-opt some parents to look at this further.</li> </ol>

	<p><b>Additional general business items</b></p> <ul style="list-style-type: none"><li>• Meg thanked the teachers for the wonderful behaviour of our Year 8 girls at the recent St Mary's Open Day.</li><li>• <b>Toilets</b> – exploratory plumbing of pipes around the Kowhai Block.</li></ul> <p><b>Motion</b> - Greg moved that drain inspection get underway of the Kowhai Block – seconded by Joe. <b>Motion carried</b></p> <p>Linda/Lynne will arrange a plumber.</p>
<b>14.</b>	<p><b>Meeting closure &amp; thanks</b></p> <p>Dean thanked everyone for attending and called the meeting to a close at 7.23pm.</p>

**Next meeting - Monday 28 June**

Confirmed \_\_\_\_\_