

**The St Brigid's Board of Trustees draft (summarized) minutes of meeting 26 July 2021,
held at 6pm in the staffroom**

Item	Description
1.	Present – Linda Birch, Dean O'Shaughnessy, Amanda Prowse, Greg Archer, Chris Elliott, Meg Davies, Carol Winter, David Power, Lynne Candiliotis (Minute Secretary)
2.	Health & Safety - everyone was familiar with the emergency procedures
3.	Apologies – Ferdie Gomes, Joe Robins
4.	Meg opened the meeting with a prayer. The meeting moved from the formal agenda into committee from 7.03 – 7.07pm
5.	There were no declarations of interests.
6.	Trustees completed the spreadsheet reporting their individual time spent on Governance work throughout July.
7.	<p>Outstanding matters arising from previous meeting</p> <ul style="list-style-type: none"> • School-wide targets 2021 – Trustees agreed to item being deferred to the meeting on 27 September • Procedural Delegation of Duties - Trustees agreed to item being deferred • Confirmation of minutes from 24 May meeting – Trustees agreed to item being carried over to the next meeting.
8.	<p>Confirmation of minutes from 28 June meeting – there were no changes to the minutes. Trustees thanked Dean for his involvement preparing and executing the sports courts & games markings and management of this project. Management is required to programme & organize Capital Roadmarking to check all markings in December 2021 and get any touch-ups done. This will then become an annual maintenance programme.</p> <p>Motion - Dean moved that the minutes from the meeting on 28 June 2021 be approved as a true and accurate record of matters dealt with – all Trustees agreed. Motion carried</p>
9.	No external presentations/speakers scheduled for this meeting.
10.	<p>Principal's report</p> <ul style="list-style-type: none"> • Catholic Character update – Catholic Character Review team visiting in Week 3 (10-12 August). Part of the schedule involves the reviewers meeting with Trustees, including a Proprietor's Representative. Dean, Meg and Greg volunteered to meet them in Linda's office on Wednesday 11 August between 3.00-4.00pm. Linda will advise the review team. <p>There is a survey with 4 questions for Trustees to provide comments. Linda will set up a Google folder tomorrow (27 July), with the background of recommendations from the last review and what has been done as a school and as a board since the last review, and the 4 questions. Trustees have a week to provide comments to these questions and Linda will compile all comments and send to the reviewers and a copy of the survey to Trustees.</p> <ul style="list-style-type: none"> • Health & Safety – Linda provided background on aggressive behaviour incidents of a student last term leading to a stand down. Plans and strategies are in place to keep all students and staff safe. Linda advised the next steps if there is another severe behaviour incident. • SchoolDocs is progressing well and is now ready to be reviewed by senior management. An update will be provided for the next meeting. Trustees thanked the SLT for progressing this.
	<p>1. Reports for discussion/approval</p> <p>1.1 Student Achievement – EasTTle Reading and Running Records results Term 2 for Years 1-8. Linda explained that as part of information gathering, teachers will take this EasTTle Reading test to help inform how students in Years 4-8 are tracking in Reading. Students in Years 1-3 have regular running records taken. Interventions are in place to support students with lower achievement. It is the first time Year 4 students have completed the test online.</p>
	<p>1.2 Student Achievement Report Appendix – an appendix to previous reporting with graphs showing the results.</p>

	<p>1.3 Science PAT Data Report – Years 7/8 Science – The focus for this test was on forensic science and the results showed a big shift for the girls, particularly in Year 8.</p>
	<p>1.4 Parish Property Review Survey Results – discussed under general business</p>
	<p>FYI reports – Governance Update – July 2021</p> <ol style="list-style-type: none"> 1. Education Review Office - New evaluation approach which will shift from event-based external 3-day reviews to supporting each school in a process of continuous improvement. This new approach will see ERO as an evaluation partner alongside each school for 3 years. 2. Teacher registration – Linda explained the changes in teacher registration renewal and the possible affect it may have on some teachers applying for positions in the next few months.
	<p>Motion: Linda moved that her Principal’s report be accepted – Greg seconded. Motion carried</p>
11.	<p>1. Matters for discussion/approval</p> <p>1.1 FSC Finance report – The finance report was taken as read and any questions were answered.</p>
	<p>A. Jun21 management accounts – Recommendation: That Trustees</p> <ol style="list-style-type: none"> 1. Accept the Jun21 management reports as a true & accurate financial position showing a reported <u>actual YTD loss of (\$16,909)</u> (budgeted YTD loss of (\$13,548) with the material variances satisfactorily explained. 2. Note the full year projected/forecasted result using the Spotlight report (Jan-Jun actual + Jul-Dec budget) shows an accounting <u>forecasted loss of (\$83,551)</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>\$12,728</u> surplus compared to the Board’s budgeted ‘nil’ cash position. 4. Note the CAPEX report showing <u>\$37,492</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.) 5. <u>\$12,538</u> Board approved expenditure remains unspent @ 30Jun2021. <p>Dean advised that this is the first time Linda and Lynne have taken the lead to review the finances themselves and provide details to Laurenson’s for feedback. There were no questions from Trustees.</p>
	<p>B. 2020 Internal systems review implementation status – For Trustees to note the status provided by the Principal.</p>
	<p>C. 2021 Reforecasting exercise for period Jul-Dec21 – For Trustees to note. The FSC, Linda & Lynne will work with Laurenson’s to complete the re-forecast, looking to use the 6-month actuals and possibly the July actuals. A re-forecasting paper to be provided by FSC for the next BOT meeting.</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> <ol style="list-style-type: none"> 1. Parish Property Review – There were 100 responses to the Parish Restructure Parent Survey. This survey was to gauge parent feedback on any impact the closing St Peter & Paul’s Church might have on the school. A key issue being that the closure could eventually lead to falling enrolments and add challenges in growing our Catholic Character. <p>Linda has spoken to Thomas Davis who would like the Board to put the data together in a report and work with him to share the report in a larger parish forum to show what our community is feeling. Feedback is due back to Thomas at beginning of October.</p> <p>Suggestions:</p> <ul style="list-style-type: none"> • Board submits a report on behalf of the school identifying the impact this would have on our school community. • Parents to present their comments (generated in survey) to a parish forum. • Filipino representatives put forward feedback on what the closure would mean to them. • Project manager – to draft a report framework • Impact on school roll if parents move children to another school with a church. <p>Trustees agreed that a report should be submitted to Thomas Davis identifying the impact this church closure would have on our school community. Trustees recommended a project manager to put together a framework for the report submission, and from there Trustees to consider the next steps eg marketing, comms, presentation, video clips</p>

	<p>etc. Chris volunteered to put together the framework for the report but will require feedback from Trustees and information around the emphasis required from the submission – financial, school information etc.</p> <p>Linda to contact Thomas by Wednesday 28 July to confirm when the submission is due and let him know that the Board would like to submit a report and arrange a time to meet with her and Dean.</p>
	<p>2. State Integrated School funding – A series of 4 zoom meetings/webinars in August to explain the EPMP Guidelines and to respond to questions from Boards have been scheduled for 10 & 11 August. Trustees will be required to register preferred date and time. Any questions from Trustees to be sent to NZCEO by Monday 2 August.</p>
	<p>3. 2021 Principal Appraisal sub-committee report – will meet again next month but a new Proprietor’s Rep will be needed to replace Helen.</p>
	<p>4. School Policies & Procedures (School Docs) – discussed in Principal’s report</p>
	<p>5. School Uniform Review – The working group gave a brief update. A notice to go into the newsletter in Week 3 to collect parent interest to be part of the uniform working committee.</p>
14.	<p>Meeting closure & thanks</p> <p>Dean thanked Trustees for their attendance and called the meeting to a close at 7.36pm</p>

Next meeting - Monday 30 August

Confirmed _____