

**The St Brigid's Board of Trustees draft minutes of meeting 27 September 2021,
held at 6pm in the staffroom**

Item	Description
1.	Present – Linda Birch, Dean O'Shaughnessy, Amanda Prowse, Meg Davies (from 6.20pm via Zoom mtg), Carol Winter, David Power, Ferdie Gomes, Joe Robins, Lynne Candiliotis (Minute Secretary)
2.	Health & Safety - everyone was familiar with the emergency procedures
3.	Apologies – Chris Elliott, Greg Archer
4.	Carol 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 August. September hours will be emailed through.
7.	<p>Outstanding matters arising from previous meeting</p> <ul style="list-style-type: none"> • School-wide targets 2021 – Unable to be prepared due to being in Lockdown. Trustees agreed to item being deferred to November meeting. • Procedural Delegation of Duties – Trustees agreed to item being deferred. Dean confirmed there are good internal controls in place. • Confirmation of minutes from 24 May meeting <p>Motion - Dean moved that the minutes from the meeting on 24 May 2021 be approved as a true and accurate record of matters dealt with – all Trustees agreed. Motion carried.</p> <ul style="list-style-type: none"> • Catholic Character Review – Linda confirmed the review has been completed. Meg represented the Board in the discussions with the reviewer. • Reforecasting of budget – Linda informed the Trustees that management had commenced the detailed work on the financial reforecast. Once the detailed work in the excel spreadsheet was completed (with any assistance from Laurenson's) it would be circulated to the FSC for review. Upon the FSC being satisfied a paper including recommendations would be completed and provided to the October BOT meeting.
8.	<p>Confirmation of minutes from 26 July meeting – there were no changes to the minutes.</p> <p>Motion - Dean moved that the minutes from the meeting on 26 July 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.	Principal's report
	<p>Lockdown reflection – Linda reported that the lockdown went very smoothly. SLT and teachers were able to put plans in place very quickly and successfully. Devices were distributed on 21 August (the first Saturday of lockdown) which enabled online learning to commence from Monday 23 August. Response from parents was that the students were very engaged in their learning and valued the opportunity to connect with friends and teachers via Zoom meetings. Teachers were very responsive to the needs within their class and had developed ways to better support students. Teacher aides also provided wonderful support for teachers and students. However, most teachers worked very long days and the volume of work being submitted by students was overwhelming at times. This is an area the SLT will review to ensure teacher wellbeing in the future. The Board had given a grocery voucher to all staff as an acknowledgement of the work done. Staff were very appreciative. The Board thanked the SLT for their great work implementing everything so well.</p>

	<p>Personnel – Maggie Ready who has been on 12 month’s maternity leave, has now resigned. Chantal Keene will stay on until the end of the year. The position will not be advertised as numbers are low in the junior school for the start of Term 1 2022 and will not require an extra teacher until at least Term 2.</p>
	<p>Property - Over lockdown, 3 external speakers for the bell were stolen from the school buildings. Police have reviewed camera footage but have been unable to identify the 3 males. Our insurance policy has a \$1K excess for theft and as replacement cost is \$1,050 gst excl Linda advised the school would not we won’t be submitting a claim.</p>
	<p>Governance – ERO evaluation will commence in Term 4. A new model based on partnership between the school and the review office will mean one evaluation partner works alongside the school over a long period of time, getting to understand how the school operates, addresses the needs of students and works with its community.</p>
	<p>SchoolDocs update – Linda briefly shared a presentation at the meeting but due to wifi issues it was not possible to view the full information. An email with the link will be sent to trustees so they can familiarise themselves with the</p>
	<p>site and the reviewing processes. Linda answered questions around the new review processes and timelines.</p>
	<p>1. Reports for discussion/approval</p> <p>1.1 Student Achievement – Mid Year OTJs reporting on overall progress of students in reading, writing and numeracy. Students are tracking in a similar way to previous years and teachers would expect to see a 5-10% increase in students working at expectation by the end of the year. Any concerns identified are being addressed and interventions are in place to support students for the remaining part of the year. Trustees noted the recommendation in the report.</p>
	<p>1.2 Student Achievement Report – EasTTle Maths Year 4-8 – Teachers used this as a diagnostic tool as well as a formative assessment for gaining insight into number sense and operations, knowledge and measurement. The testing provided some very odd results. The measurement strand has been re-tested. Teachers found it a good assessment identifying specific areas for improvement.</p>
	<p>1.3 Goal 2- Annual Plan –The SLT have prepared a summary report of the actions and progress of Goal 2 of the Annual Plan. Joe assisted them to work on developing clear and measurable outcomes for monitoring initiatives 1 and 2. Linda advised that a goal under initiative 2 is to invite parents from the Filipino community to a focus group to talk about how they see their culture was reflected at school through our Catholic Character and what improvements could be made. Dates for this are being finalised. The recent Catholic Character Review will be used as the basis for consultation and discussion. It was suggested that this gathering may provide an opportunity to ask if anyone would be interested in joining and adding value to the Board as a Proprietor’s Rep.</p> <p>A brief discussion was held around quantitative measurements using hard data results and qualitative measurements when relevant, and how these can be incorporated into the 2022 Annual Plan.</p> <p>Annual Plan recommendations:</p> <ol style="list-style-type: none"> 1. That the Board approve the revised Goal Two measurements and outcomes so that the Senior Leadership Team (SLT) can continue to develop Goal Three in a similar way, and that a regular summary o actions that have been progressed will be the accepted way of sharing progress at each meeting until the end of the year. <p>The Trustees agreed that as Joe & Chris have been liaising/providing support to management on the annual plan measurement & outcomes process, that any paper & recommendation going to the full Board should be run through the both of them and state of the support or not to the paper. The recommendation in its current form was not approved. That Linda seek a suitable available date & time during November (preferably on a Sunday) for Trustees to attend a workshop session with the SLT to produce the 2022 Annual plan (including agreed measurements/outcomes) to go to the full BOT for approval before the conclusion of 2021 Trustees agreed and Linda will circulate some date options and times by email.</p>

	<p>1.4 Catholic Character Review Final Report</p> <p>Fiona D'Souza (DRS), Linda & Amanda will look at how to develop the recommendations along with the inclusion of recommendations within the 2022 Annual plan. Trustees agreed on the importance of recommendation 4 – for all Board members to attend training to deepen understanding and responsibility in upholding the principles of Te Tiriti o Waitangi.</p> <p>The Board agreed to support the development & implementation of the recommendations within the 2022 Annual plan.</p> <p>Joe left the meeting at 7.32pm.</p>
	<p>Motion: Linda moved that her Principal's report be accepted – Ferdie 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:</p> <p>That Trustees</p> <ol style="list-style-type: none"> 1. Accept the Aug21 YTD management reports as a true & accurate financial position showing a reported <u>actual YTD profit of \$31,376</u> (budgeted YTD profit of \$2,955 with the material variances satisfactorily explained. 2. Note the full year projected/forecasted result using the Spotlight report (Jan-Aug actual + Sep-Dec budget) shows an accounting <u>forecasted loss of (\$52,881)</u> compared to a <u>budgeted loss of (\$76,868)</u>. 3. Also note the Spotlight full year projected CASH result on the Net Operating Flows line of <u>\$42,353</u> surplus compared to the Board's budgeted '<u>nil</u>' cash position.
	<ol style="list-style-type: none"> 4. Note the CAPEX report showing <u>\$38,967</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>\$11,063</u> Board approved expenditure remains unspent @ 31August2021. <p>There were no questions from Trustees.</p>
	<p>B. 2021 Reforecasting exercise for period Sep-Dec21 – For Trustees to note this was continued to be worked on and a paper to the BOT would be prepared once completed.</p>
	<p>C. Other</p> <p>a. School external Auditor's appointment 2021-23 - Recommendation:</p> <p>That Trustees</p> <ol style="list-style-type: none"> 1. approve the FSC & Principal recommendation to re-engage Deloitte as the Schools Auditors for the 2021 – 2023 years, 2. That the Board authorise the Principal to: <ol style="list-style-type: none"> a. sign, date & return the Audit Engagement letter as requested, b. sign, date & return the Audit Proposal letter as requested, 3. That a signed set of documents are retained on the School files and a signed copy provided to the External Accountants for their files.
	<p>b. 2022 Budget - FSC Recommendation:</p> <p>For the Principal to oversee the preparation of the draft 2022 budget timeline, resources & circulate amongst the FSC members for review/sign-off.</p>
	<p>c. Annual FSC calendar - 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. Parish Property Review – the submission from the Board to the Archdiocese Property Review Team had been approved by Trustees, signed by the Chair and sent electronically to Thomas Davis on the Parish Leadership Team. The Chair received a confirmation receipt of the submission along with a request for School representatives to present in person at a Parish meeting once the COVID lockdown levels allowed. A decision is expected by the end of the year.</p>
	<p>2. State Integrated School funding – Information about the Essential Property Maintenance Package (EPMP) was discussed. The school is entitled to \$204,148 and is to fund essential property maintenance with the same funding priorities as Policy One Funding: health & safety; maintain essential infrastructure; and to provide modern learning environments (internal and external). Linda will be meeting with Corinne from the Archdiocese on 28 Sept to discuss options and will report back to Trustees afterwards.</p> <p>The 10 Year Property Plan to be an agenda item for the next Board meeting.</p>
	<p>3. 2021 Principal Appraisal sub-committee report – nothing to report.</p>
	<p>4. School Policies & Procedures (School Docs) – discussed in Principal’s Report</p>
	<p>5. School Uniform Review – nothing to report due to being in lockdown.</p>
	<p>6. St Brigid’s Fair update – The Friends & Whanau Team will meet next Wednesday night at 7.00pm to discuss the fair. Linda advised that it probably won’t be onsite this year due to the uncertainty of COVID alert levels. However, we have had wonderful support from local businesses already, so online silent auctions, raffles and pre-orders for ethnic food etc are options to be discussed. It was suggested that we could also support local businesses who might be struggling because of the lockdown.</p>
	<p>Other discussions relating to COVID levels</p> <p>Year 6 camp – Scheduled to proceed as planned in late October under Level 2 guidelines.</p> <p>School Picnic – Linda wasn’t sure how the pool is affected with levels. Lynne will contact them to find out.</p>
14.	<p>Meeting closure & thanks</p> <p>Dean thanked Trustees for their attendance and called the meeting to a close at 7.48pm</p>

Next meeting – Tuesday 26 October

Confirmed _____