

**The St Brigid's Board of Trustees draft minutes of meeting 11 April 2022,
held at 6pm in the staffroom - Approved**

Item	Description
1.	<p>Present – Linda Birch, Meg Davies, Ferdie Gomes, Joe Robins, David Power, Janet Valentine, Lynne Candiliotis (Minute Secretary)</p> <p>In attendance: Joe Green (until 6.25pm)</p>
2.	Health & Safety - everyone was familiar with the emergency procedures.
3.	Apologies – Chris Elliott, Greg Archer, Dean O'Shaughnessy
4.	Meg opened the meeting with a prayer.
5.	There were no declarations of interest.
6.	Meg welcomed Joe Green to the meeting. Joe introduced himself and shared some information about himself and an interesting summary of his varied background leading to his new role in the parish as Lay Pastoral Leader, employed as Director of Mission. This role is to ensure the Eucharist is available, the Sacraments conferred, the Liturgical and Pastoral needs of the parish are met. Joe will also work with the school – in particular the Principal and DRS.
7.	<p>Outstanding action points</p> <p>Co-opting to the Board – Meg has contacted NZSTA on the process for selecting a parent to fill our casual vacancy on the board. A notice to the community into the next newsletter. We need to wait for 28 days and unless more than 10% of the eligible voters request an election, then the Board can select a new parent representative. So far, no-one has provided any feedback, and the closing date is 12 April. Meg has spoken to Amanda Prowse (former Staff Rep), and she would be happy to be selected as a parent representative.</p> <p>Uniform contract – Lynne has confirmed with NZ Uniforms that they will take any remaining fabric stock if they take over the contract.</p> <p>Board meeting dates – 27 June is a Staff Only Day but both Janet and Lynne will be onsite for the day and agreed to the meeting going ahead as planned. All trustees present agreed to reverting to 2 meetings per term.</p>
8.	<p>Confirmation of minutes from 28 February meeting – there were no changes to the minutes.</p> <p>Motion - Meg moved that the minutes from the meeting on 28 February 2022 be approved as a true and accurate record of matters dealt with – all Trustees agreed. Motion carried.</p>
9.	<p>Principal's report</p> <p>1. Matters for Discussion / Approval</p> <p>Catholic Character – Fiona D'Souza (DRS) will come to a meeting next term to give an update on what has been happening as far as the Annual Plan for Catholic Character, as she will have an input into this area. Joe commented that the children are coming home and talking about what has been happening at school with the Easter Liturgies, Stations of the Cross etc. These events have provided great opportunities for students to live their faith, not just learn about it.</p> <p>COVID updates – Parents have been receiving weekly updates with a breakdown of how teams were affected. Linda advised that we are currently operating under the red setting, and we will keep the community informed if there are any upcoming changes. Linda had received positive feedback from parents on the updates.</p> <p>Personnel – Bianca de Leon was the successful applicant for the Year 1 position, and she will start in her role during Term 2. The Room 3 teacher will not be back at the beginning of the term, and Linda explained options planned to cover it. Meg asked for flowers to be sent as acknowledgment from the Board. Lynne will arrange for a message and flowers to be sent.</p> <p>Banking Staffing - Linda explained the recalculation.</p> <p>Finance & Property – Linda included a piece stating that decile 8-10 schools are not currently eligible to opt-in to the government's donations scheme, however Hon. Chris Hipkins (Minister of Education) has said that the Government is open to giving the same allocation to decile 8-10 schools in the future, subject to future Budget decisions. This funding would make such a difference to our school as many of our families are struggling financially. The Board would be interested in following this up by writing a letter to the Ministry. This to be discussed at next meeting.</p> <p>Funding of \$2000 has been received to support the delivery of hybrid learning while children and staff are away isolating of with COVID. This funding will go towards photocopying and relieving costs.</p> <p>We were successful with our grant application for 40 chromebooks and 2 Airtime basketball hoops. Foundations for the basketball hoops have been put down and the hoops are to be installed later this week. The Board thanked Linda, Fiona and Lynne for their time preparing and submitting the grant.</p>

	<p>Caretaker/Grounds person – Linda informed the Board that we are still looking for someone who can come into school at least once a week in this role. Meg to ask her friend if she knows anyone.</p>
	<p>1.1 - Year 1 - 3 Reading Report Year 1 - Linda explained that progress of some children who have just started school has been impacted due to lockdown and since then some children being kept at home due to parent concerned about safety from the virus. Angela Sheldon (our New Entrant teacher) has reported that slower progress has equated to the time some students have had off school. Interventions have been put in place with teacher aide support using phonological/phonemic awareness programmes. Year 3 – we have some very capable Year 3 students. Linda acknowledged the amazing teaching last year from the Year 2 teacher that has put these children in a very good position as Year 3s. These children have come through the Christmas break and sustained reading levels and continue to make progress. Reading data shows 49% of the Year 3s are already working above for this time of year. A few struggling readers are part of a daily programme that provides phonetic and decoding strategies to help them, and they are also allocated additional teacher aid time with reading in the classroom.</p>
	<p>1.2 - PAT Reading and Maths – brief discussion on PAT Maths results and interventions. Linda and Janet advised that strugglers at Year 7/8 level often have disengagement and a mental thinking that tests are difficult, and this means teachers have to try to shift them mentally before they can get past it. Reader writers would be very beneficial for struggling readers in test situations however these are not permitted in primary school testing. This is the first year that Year 3 students have participated in the PATs</p>
	<p>1.3 – Science Report Years 5-8 – analysis of this data identifies students who have issues with reading find it hard to share the science knowledge they have through this type of assessment, as vocabulary and reading comprehension play such a pivotal role in unpacking texts/diagrams. Linda identified 6 recommendations to support students and teacher professional development.</p>
	<p>1.4 - Health & Safety Risk Assessment for COVID 19 – updating what will be done and when it will be done. This to be touched on again later in the meeting under the general business item 3.</p>
	<p>1.5 – Annual Plan Update – Linda had provided a summary of where we are with the annual plan but had included notes with further information. Aotea NZ histories – implementation time has been pushed out until Term 2 and PD has started. Janet advised that the Kahui Ako cluster is about to engage a PD provider as well. All teachers have already been teaching about The Treaty, which is an aspect of it too.</p>
	<p>1.6 – Triennial Plan – Health & Safety is the main policy review this year. It is difficult to provide the Board with parent feedback of policies, as parent engagement is not evident. The Board suggested a need to find ways to engage and motivate parents to become familiar with the app so that they feel confident providing feedback. Linda confirmed that using SchoolDocs gives us the assurance that we are operating under the most current legislation. This is the last year of the triennial cycle, so the new principal will be able to start the review process of the current strategic plan to start setting the goals and obtaining feedback from the community, staff, students, and board, and then set that for the next 3 years.</p>
	<p>2. FYI Reports</p> <p>2.1 – Behaviour Update – there has been a drop in incidents for Term 1. Teachers will continue to unpack the behaviour data at least once a term to ensure any trends or patterns with behaviour are identified in a timely manner and strategies and interventions are put in place to address any issues.</p>
	<p>2.2 – School Grounds/Work Programme – The bridge on the junior playground has been vandalised and broken and the climbing chain net has some links that have rusted through, making the net unsafe. We looked at lodging an insurance claim for the bridge but as there is \$1000 excess it wasn't worth pursuing as repairs are \$1300 gst incl. Trustees agreed that both these repairs of \$3173 (gst excl) need to be added to and approved in the 2022 CAPEX budget. This is a piece of equipment for the playground.</p>
	<p>Motion: Linda moved that her report be accepted – David seconded. All trustees agreed. Motion carried</p>
10.	<p>1. Finance report</p> <p>1.1 – Report 1 – Financial reports Feb 2022 – AFS have identified the overview of income and expenses for the month of February and then identified any variances and the reasons. Joe commented that format of the account reporting is easier to read and understand, particularly the Teacher Entitlement reporting. He queried the administration expenses of 21% (expenditure split graph YTD), and Linda explained that the reporting summary for 'administration' on P&L report and includes audit fees, employee salaries, leases etc. Trustees agreed that the 2022 budget needs to be approved.</p> <p>1.2 - 2022 budget – Joe & Linda reported that there is a budgeted \$42,934 deficit bottom line but includes depreciation and the additional funding for new initiatives 1-4 planned by FSC: Principal recruitment budget of \$10,000; Local Curriculum budget of \$4,000; part-time caretaker budget of \$10,000; \$8,500 budget for leadership development (additional release time for PD), plus an additional \$20,000 for Teacher funded from the Ops Grant (\$30,000 total). Joe explained with the 'unders and overs' during the year it may well net '\$0' by the end of the year.</p>

	<p>There is also money in term deposits if really needed. All trustees agreed that they understood the reasons for the additional funding for the new initiatives and were happy with other budgets in other lines.</p> <p>Motion: Meg moved that the 2022 budget be approved – all trustees agreed – 2022 budget approved.</p> <p>Motion: Linda moved that the Financial Reports for the month of February be approved – all trustees agreed - Motion carried</p>
11.	<p>General Business</p> <p>1. Update on Principal recruitment – the meeting went ‘into committee’ at 7.10pm to discuss the recruitment interviews. Meeting came out of committee at 7.22pm</p>
	<p>2. Delegations Policy – trustees to read through and come prepared to next meeting</p>
	<p>3. Health & Safety – Unvaccinated staff – now operating under a non-vaccinated mandate. Discussion on whether trustees would prefer to have a specific policy mandating vaccination of staff. Trustees present agreed to go with the government’s status quo.</p> <p>As 3 trustees were absent from the meeting, the decision was put on hold until Meg has spoken to them. Janet to get feelings from teachers.</p>
	<p>4. Farewell for Linda – Meg presented Linda with a beautiful gift from the Board. Linda thanked the Board for its support over the last 6 years at St Brigid’s. She expressed her real joy of teaching over the last 43 years and mentioned that she will miss the school but hopes to do some relieving later in the year. She mentioned this is a chance for her & Tony to do something different. The Board thanked Linda for the wonderful things she has done for the St Brigid’s students, staff and parent community, and wished her well for her new adventures.</p>
12.	<p>Meeting closure & thanks</p> <p>Meg thanked Trustees for their attendance and called the meeting to a close at 7.40pm.</p>

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