

**The St Brigid's Board of Trustees draft minutes of meeting 23 May 2022,  
held at 6pm in the staffroom - Approved**

Item	Description
1.	<b>Present</b> –Meg Davies, Ferdie Gomes, Joe Robins, David Power, Chris Elliott, Greg Archer, Janet Valentine, Amanda Prowse, Lynne Candiliotis (Minute Secretary)
2.	Health & Safety - everyone was familiar with the emergency procedures.
3.	Apologies – Fiona Kearns Absent – Dean O’Shaughnessy`
4.	Ferdie opened the meeting with a prayer.
5.	There were no declarations of interest.
6.	<b>Motion</b> - Meg moved that the Board select Amanda Prowse as a selected parent rep until the Trustee elections in September – Ferdie – motion approved
7.	<p><b>Outstanding action points</b></p> <p><b>Donation Scheme Funding</b> – As a decile 9 school we are not currently eligible to opt-in to the government’s donations scheme. Chris volunteered to draft a letter to the Minister of Education requesting that this scheme be extended to decile 8-10 schools. This government donation would make such a difference to our school as many families are struggling financially.</p> <p><b>Grounds person</b> – Meg’s contact has not been able to suggest a person for this role. Amanda mentioned that she had seen a clip on Seven Sharp about local gardener Clive Goodger, Wheelie Green Gardening, who does this kind of work in the community. Meg to try to contact Clive to see if he would be interested in the position at our school.</p> <p><b>School Docs</b> – trustees to keep thinking about ways to engage and motivate parents to become familiar with the SchoolDocs App so that they understand where it is and can easily navigate it to get access to the various documents, so that they can provide feedback. Suggestion to put a SchoolDocs icon on the website rather than a link.</p> <p><b>Delegations Policy</b> – discussed under General Business</p> <p><b>Health &amp; Safety</b> – Policy for mandating vaccination of staff. Janet had received feedback from 2 teachers who are happy to go with the government recommendation. Orange Protection Framework included in papers and introduces what this framework looks like generally and then what it looks like for our school. The Board agreed it is a very clear document that sets out the expectations are.</p>
8.	<p><b>Confirmation of minutes from 11 April meeting</b> – there were no changes to the minutes.</p> <p><b>Motion</b> - Meg moved that the minutes from the meeting on 11 April 2022 be approved as a true and accurate record of matters dealt with – all Trustees agreed. <b>Motion carried.</b></p>
9.	<p><b>Principal’s report</b></p> <p><b>1. Matters for Discussion / Approval</b></p> <p><b>1.1 - Easttle Writing – Year 1-8</b> – First page of the report gave an introduction/background, and page 2 provided data results. The analysis of 2021 annual targets gave a good account of what was expected to be achieved by the end of the year. From this data, 41 students were identified to be in the target group for 2022. Chris asked Janet for more information on what is being implemented for these students this year. Janet explained that due to student absences, only 35 students sat the test (shown in data as Targets (41) (35)), and she confirmed that interventions are in place to support them this year. Chris commented that trustees would have liked to have seen this information as a written narrative in the report to help them understand variances in the progress of these targeted students in 2022, and what interventions have been put in place. This would give trustees an understanding of what the school has put in place, whether or not these interventions are working, and how the Board can support further if required. Janet will meet with Fiona to pass on the requirements for the next Board reporting and look at past reports as a reference.</p> <p>Spelling – Janet advised that school-wide, teachers are using the Joy Allcock spelling programme and the junior classes are using the Better Start Literacy programme.</p>
	<p><b>1.2 - Annual Plan update – Goal 2 Initiative 1 – developing links with local iwi.</b> Janet advised that this is likely to be a long process and we might not see any measures on it this year as we have 2 iwi in our area, Ngati Toa and Te Ati Awa, and it is unclear as to whom is mana whenua. Although we have made some connection with Ngaitoa, it is likely that the only way forward is to engage Te Ati Awa, who run education programmes. There would be a cost of around \$2500 (gst exclusive) for this programme, and they have a high demand. We have the catechism aspect on top of the programme which adds another layer. Chris commented that from a progress perspective, he personally was relaxed as there is an aim for what we want to achieve. He asked for information outlining the plan, the cost etc</p>

	<p>could be presented to the Board for discussion on how it can assist. Fiona is investigating PLD for school leaders and teachers through Groundworks who work alongside schools. Meg advised that to fulfil our Catholic Character obligations, it will be compulsory for all trustees to complete the NZSTA Te Tiriti o Waitangi PD module, but this will be held off until the new Board is elected in September.</p> <p><b>1.2.3 – Implement the St Brigid’s School Integrated Curriculum with a school wide focus</b> -The schoolwide ‘big idea’ is ‘Innovation and Enterprise’ with a focus on ‘devices &amp; technologies used for design and communication’, is where all students are exploring this topic in different ways depending on their ages and needs. Teachers are working on the best way to gain parent feedback around this after Week 5 of this term. There is nothing needed from the Board as teachers will be monitoring and discussing it.</p> <p>The annual Parent/Community Survey is scheduled for discussion at the next Board meeting.</p>
	<p><b>1.3 – Catholic Character</b> - Meg commented that the Year 8 girls visiting St Mary’s College on 7 May for an experience day were fabulous. Connections with Challenge 2000 are set up again, and they are supporting our teachers and students to help strengthen links with the parish. Class liturgies are underway again, and the Sacramental Programme has begun. Teachers are also completing theology paper 504 as part of their PLD.</p>
	<p><b>1.4 - SchoolDocs –</b></p> <p><b>1.4.1 – Board Assurance Audit</b></p> <p>-Staff Usage and Expenditure Reports – Payroll</p> <p>Point 4 to read: “The principal assures the board twice a year that the Presiding Member has checked the process and authorisations used to make payments to staff members, particularly the payments made to the principal, anyone related to the principal, and others in the school with payroll responsibilities</p> <p>The Board made the decision to delegate AFS to make sure system controls and processes are in place and operating effectively.</p> <p>Point 5 to read: “At least twice a year Accounting for Schools checks that approved processes are followed, and key data such as banking staffing entitlement is reported correctly”. Lynne will discuss this with AFS.</p> <p>- Risk management – A hazard register is kept in the principal’s office with all hazards that have been identified, and the action taken to eliminate it. This register is updated by the principal or Lynne.</p>
	<p><b>1.4.2 - Behaviour Management</b></p> <p>Joe suggested we include an extra comment at the top around our Catholic Character/values. Lynne &amp; Fiona will look at updating the wording for this.</p> <p>There were no changes to the Bullying &amp; Online Bullying document.</p> <p>- Surrender &amp; Retention of Property &amp; Searches – Clarification of authorised staff members who can conduct a search was – at St Brigid’s the board has given specific authority to the principal and all teaching staff, and those non-teaching staff who have written authorisation from the Board can request the surrender of an item and the board has given authority to the principal and all teaching staff can conduct searches, only if they have reasonable grounds to suspect a student’s possession of a dangerous item. To date Meg was unaware of any support staff with written authorization. The Board would like to ensure that if a search is necessary, that a female teacher searches a female student and a male teacher searches a male student.</p>
	<p><b>2. FYI Reports</b></p> <p><b>2.1 - Orange protection framework</b> – All trustees were very happy with this framework. It is clear what it looks like at Orange and what that looks in the St Brigid’s School setting. The board asked for it to be published in the newsletter and added to the website.</p> <p>Ventilation in classrooms – the Ministry has just provided two CO2 sensor devices and 2 air purifiers for our school. The sensor devices have been shared around classrooms to regularly monitor CO2 levels, but teachers are maintaining good ventilation with doors and/or windows open every day. There is one air purifier in the staffroom, as this is an area where lots of staff gather, and the other is in the office foyer, where visitors report in.</p>
	<p><b>2.2 - Goundswork Programme Update</b> – We are fortunate to have had some successful our grant applications recently and there was a brief discussion on whether a grant could be applied for to fund the repairs to the bridge and chain wall. We don’t currently have a grants application person, but Linda, Fiona and Lynne submitted the last application. Fiona and Lynne will endeavour to look into a new application. There was a 12week delay and a deposit of \$1685 was required to be paid before the customized items were made. The deposit has been paid and we have committed to the repairs being carried out. These repairs were approved at the BOT meeting on 11 April, to be funded from the 2022 CAPEX budget.</p>

	<p><b>Motion:</b> Chris moved that we commit to the extent of the total quote including any deposits already made subject to the funding application being made – all trustees agreed although it was mentioned that the cost of repairs was approved at the last meeting as part of the CAPEX budget 2022.</p> <p>The board asked for the Grants wish list to be a regular item on the agenda of future board meetings.</p> <p>Note: In May we received 37 of the 40 chromebooks, with 3 on backorder. Lynne will put a note in the CAPEX budget.</p>
	<p><b>2.6 – Attendance report</b> – The Ministry’s Attendance Report for Term 1, 2022 including data from 2021 was briefly discussed. It was noted that there was a 20% dip in attendance average on 29 November – Meg asked for this to be checked, due to the significant dip in attendance on this date. Lynne will look back through attendance records. Janet advised that the only area of concern in attendance was with the Year 8s. These families were spoken to.</p>
	<p><b>Motion: Meg moved that her report be accepted</b> – Janet seconded. All trustees agreed. <b>Motion carried</b></p>
10.	<p><b>1. Finance report</b></p> <p><b>1.1 – 2021 Financial statements</b> – Lynne confirmed that these had been submitted by AFS to Deloitte and copies had been part of the April meeting financial reports. AFS will keep the school updated with the progress of the audit.</p> <p>- For the month ended 30 April, there is \$24500 of uncommitted funds available. Chris asked for a discussion at the next board meeting around what items could be included as part of the discretionary spend for the rest of the year. He asked for a re-forecast to be done and as this is the first time since using AFS Lynne will talk to them about it.</p> <p><b>Staffing Entitlement</b> – queries around why budgeted school roll is different to actual. Chris was concerned about the financial impacts of the Ministry funding based on the budgeted 312 roll versus the actual. His assumption was that the Ministry provides the funding for us based on our budgeted figures in advance. Amanda thought it meant that the Ministry funds us at 312 (based on our Dec 2021 estimated roll for the start of 2022) until we reach that number and then we apply for additional students when they actually start. Lynne will talk to Allison at AFS to get her explanation of the reporting so that it can be reported back at the next meeting. Meg asked for an update of when we are likely to reach 312 students. Lynne will check out the enrolments and report back at the next meeting.</p>
11.	<p><b>General Business</b></p> <p><b>1. Schedule of Delegations</b> - the following points of the Kiwi Park School Schedule of Delegations were discussed:</p> <p>1.b and 2.c of the Kiwi Park School Schedule of Delegations. After brief discussion the board moved</p> <p><b>Motion:</b> Chris moved that the limit in point 1.b and 2.c be amended to read ‘up to \$5000’ – all agreed – <b>Motion carried</b></p> <p>Disposal of fixed assets – the board requested that it be informed of any disposals and what the implications are in terms of what the school will need to replace them.</p> <p>1g – the board agreed that the principal can grant non-teaching staff to attend training sessions or courses outside of school for a period no great than 4 half-days.</p> <p>Meg to make the changes to the document.</p> <p><b>Motion:</b> Meg moved that with the above changes the Schedule of Delegations be accepted – all trustees agreed. <b>Motion carried</b></p>
	<p><b>2. Triennial election</b> – CES were approved at the April meeting to run the election process. Further information had been provided in the board papers. Nominations to stand for the board will need to be made after the next board meeting on 27 June. Meg asked trustees to have a think of anyone who might be a great addition to the board and start conversations. Meg will start publishing information about what it means to be on the board, to encourage parents to become interested in joining.</p>
	<p><b>3.</b> Discussion about swapping today’s school closed for one of the TO Days – not an option as those days are already planned. Janet advised that as long as the senior Ministry Advisor has been informed of the reasons for the closure, we are not required to make up the day because it is an emergency.</p> <p>Meg thanked the staff for getting online work out so quickly</p>
12.	<p><b>Meeting closure &amp; thanks</b></p> <p>Meg thanked Trustees for their attendance and called the meeting to a close at 7.40pm. The next meeting will be held on 27 June.</p>