

**The St Brigid's Board of Trustees minutes of meeting 27 June 2022,
held at 6pm in the staffroom - Approved**

Item	Description
1.	Present – Fiona Kearns, Meg Davies, Chris Elliott, Greg Archer, Joe Robins, Janet Valentine, Amanda Prowse, Lynne Candiliotis (Minute Secretary)
2.	Health & Safety - everyone was familiar with the emergency procedures.
3.	Apologies – Ferdie Gomes, David Power Meg informed the board that she hasn't had any communication from Dean O'Shaughnessy. Following advice from NZSTA, Meg will write to Dean saying that as he has missed 3 meetings in a row his membership on the board has lapsed so he is no longer an elected parent representative. Meg will also thank Dean for his valued service since July 2016.
4.	Greg opened the meeting with a prayer.
5.	There were no declarations of interest.
6.	Outstanding action points - Donation Scheme Funding – Chris apologized that he hasn't drafted a letter yet, but it will be done for the next meeting.
7.	Confirmation of minutes from 23 May 2022 meeting – there were no changes to the minutes. Motion - Meg moved that the minutes from the meeting on 23 May 2022 be approved as a true and accurate record of matters dealt with – all Trustees agreed. Motion carried.
8.	Principal's report 1. Matters for Discussion / Approval Trips & activities – Fiona gave the board a heads up to the board that team leaders are finding it a struggle in terms of managing their budgets to enable trips to go ahead. They are having to really think about what curriculum trips to put forward and what trips to pull back on. A key factor is that there has been a substantial increase in costs from 2021 – 2022. In the past teachers have been grateful for parent help to transport to some of the activities, but parents are no longer available to help. This means that buses or trains are required and there has been a 20% increase in bus costs since 2021. Brief discussion around whether management sees that further donations will be received from parents for trips and activities. Fiona and Lynne explained that all we can do is put a general notice in the newsletter around how much these donations help the school to provide valuable trips and activities for students. Chris suggested that the line by line excel spreadsheet reporting that clearly showed how budgets are tracking be included in the board financial reporting, along with explanations of variances. This will clearly show any areas where there is flexibility to use funds in another line and relieve some of the pressure – eg trips & activities. The board is very keen to provide the trips for students. Chris mentioned that this spreadsheet should be used by management when looking at the re-forecast. The board is finding the aggregated version of reporting challenging to understand what is happening around the line by line variances. Lynne will contact AFS to discuss updating the P&L report to be in this format. Chris is happy to be a contact if required. Wellbeing support – Jacob Bang is a counsellor training as part of his Masters. He is working at Massey University, Challenge 2000 and would like to work at St Brigid's School. Challenge has offered us this counsellor for free for 2 days a week for at least the next 6 months to work within school. Janet and Fiona have been working on some guidelines, protocols and proposals as it is a new thing to be undertaken in a primary school and the ministry has started a new initiative for low deciles schools earlier in the year as a pilot programme. Fiona had spoken with our Senior Advisor at the Ministry of Education but as he had not come across this before so was not able to offer any advice. The Leadership team will share more information with the board at a later date. Jennifer Ioannu (the new principal) is aware of this offer of counselling and fully supports it. Trustees were very keen for this to go ahead. Greg suggested that the school communicate it early with parents. Parent survey – decision was made to hold off until the next meeting with new principal. New grounds person – Chris thanked Lynne for her good work around the process for employing Clive Goodger. Lynne has submitted the police vetting forms and Clive will only work after school hours until the confirmation vetting report is received and he will be visible to staff during these hours. SchoolDocs – Fiona had updated the board in the papers on the feedback received on the review of the Recording and Reporting Accidents and Incidents Policy, Behaviour Management Policy, Bullying and Online Bullying. The board

	approved all policies. Fiona will follow up with SchoolDocs to get the Catholic Character insertion for the Behaviour Management Policy.
	<p>1.1 - Year 4-8 Easttle Maths – Term 2 Year 4-8</p> <p>Chris thanked Fiona for her efforts to provide a significantly improved report. Fiona spoke on the report advising that this assessment data indicates that 87% of students are already at or confidently at or above the NZ Curriculum. She had provided a breakdown for Team Tahī (Year 1&2) and Team Rua (Year 3) as they are not included in this data, and also to assure the board that Team Tahī is working with a Maths advisor to come up with a way of tracking the assessment in line with Level 1 of the NZ Curriculum.</p> <p>Tier1 – teacher extra support for Tier 2, intervention for tier 3 students. New intervention to provide additional support as well as in Maths time. Fiona mentioned that Manna and self-esteem is at the heart of their success in Maths. Fiona reported there is a lot more consistency in teaching and the approach and planning of Maths. Janet will come out of class 2 half hours a week for half the term to see how it works. If it proves successful, a proposal will come to the board for support to release a teacher for the rest of the year. Financial information required for the proposal. Janet mentioned that adapting programmes supports the high achievers as well and keeps them interested.</p>
	1.2 - Annual Plan Update – Management team to look at ways to engage parents to provide feedback on their child’s posts.
	<p>1.3 – Proposals</p> <ul style="list-style-type: none"> – Building Bi-Culturalism – in response to Kapa Haka and the numbers of children currently participating. There is now an opportunity for the senior tutor to provide support for the junior Kapa Haka model. Request for another \$600 for this support for Term 3. All trustees agreed and approved the additional cost. Next year it would be for 2 terms (2&3). - Junior Literacy – providing extra Literacy support teacher hours for targeted students. Has been sustainable up to this point as Angela has released herself to work with these students, but from Term 3 the class numbers will be too large for her to be released. Chris asked if the support could be split between Maths and Literacy interventions. The literacy picks up struggling students a lot earlier. Whether or not the new principal could be involved with the decision. Board to look at the reforecast budget first and then look at starting the initiative after the Week 3 board meeting. Good information and a good initiative. The board endorses the concept but need to work through the finances. - Grant applications – Meg to include on next agenda. She will look at the different trusts and timelines, and the Management team will look at a wish list for possible applications.
	Motion: Fiona moved that her report be accepted – Chris seconded. All trustees agreed. Motion carried
9.	<p>1. Finance report</p> <p>1.1 – Report 1 – Financial reports May 2022 – extra revenue</p> <p>Confirmation as to whether the 2022 budget included the chromebook expense that we’ve incurred for the end of May. Grant equivalent to 40 chromebooks so board is comfortable with that number at this time. Leadership team to look at whether the other 20 are needed for the year.</p> <p>Motion: Meg moved that the Financial Reports for the month of May be approved – Janet seconded, all trustees agreed - Motion carried</p>
10.	<p>General Business</p> <p>1. Went into committee at 7.18-7.30pm to discuss parent letter</p>
	<p>2. Board ‘thank you morning tea for staff – \$300-400 through in-house catering from board expenses. The flu vaccinations were also agreed to come from board expenses</p> <p>Meg on behalf of the board, thanked Fiona for the wonderful work she has done during the term, and presented her with a gift. Whakatau for Jen on 25 July at 9.45. Fiona to email trustees with the details.</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>

Confirmed _____