

**The St Brigid's Board of Trustees minutes of meeting 8 August 2022,**

**held at 6pm in the staffroom - Approved**

Item	Description
1.	<p><b>Present</b> – Jennifer Ioannou, Meg Davies, Chris Elliott, Joe Robins, Janet Valentine, Ferdie Gomes, David Power, Amanda Prowse, Lynne Candiliotis (Minute Secretary)</p> <p>Meg thanked everyone for coming at 5.30pm to welcome Jennifer to her first meeting.</p>
2.	Health & Safety - everyone was familiar with the emergency procedures.
3.	Apologies – Greg Archer
4.	David opened the meeting with a prayer.
5.	There were no declarations of interest.
6.	<p><b>Outstanding action points</b></p> <p>- <b>Donation Scheme Funding</b> – Chris updated trustees on the funding associated with different deciles 1-7 and 8-10 around the donation scheme. The Ministry of Education can see that the government is open to extending the donation scheme to decile 8-10 in the future subject to future budget decisions. However, the Ministry has also advised that the donation scheme is to be phased out in January 2023 when the school decile system is replaced by the new EQI (Equity Index) system. This system measures the extent that socioeconomic barriers impact or affect student ability to achieve at school. Therefore, the funding model will essentially change across the education sector.</p> <p>Chris explained that if the board was to write to the Minister of Education it would be on the basis of lobbying them that our board would like to have it extended to decile 8-10 and then provide good reasons for this. This would have to align with lobbying that other schools have done. Chris added that we could apply for a decile review, but it is highly unlikely to be reduced from decile 9-7.</p> <p>Jennifer advised that under the EQI system, our school funding rate will be 372 - this is the continuum, which is similar to a decile 9 rating. Jennifer will update trustees at the next Board meeting when the Ministry releases further information.</p> <p>Chris had also looked at the forward-looking government legislation site and there doesn't seem to be any bill to address the donation scheme during this term, so it's unlikely Cabinet is going to be considering additional expenditure or changes to decile schools at the moment.</p> <p>Meg thanked Chris for the great work he has done around this. The board agreed to wait at this stage. Chris advised that he is happy to follow up with the Ministry to find out what the EQI system funding holds for our school in the future. He added that there are some separate entity rules whereby our school, as a proprietor organisation, can request donations in certain states but this needs to be clarified.</p> <p>- <b>Grant applications</b> – the updated grant calendar is now loaded into the Board folder. Meg mentioned that there are 11 possible funding organisations that applications could be made through.</p>
7.	<p><b>Confirmation of minutes from 27 June 2022 meeting</b> – One amendment to the minutes - add Amanda Prowse as present at the meeting.</p> <p><b>Motion</b> - Meg moved that, with the above amendment, the minutes from the meeting on 27 June 2022 be approved as a true and accurate record of matters dealt with – all Trustees agreed. <b>Motion carried.</b></p>
8.	<p><b>Principal's report</b></p> <p><b>Year 6 camp</b> – the camp is going ahead 19-21 October. Meg &amp; Jennifer have signed the initial proposal and all the risk analysis and letters to parents, communication, and fundraising initiatives, are all underway. Jennifer has submitted a grant application with One Foundation for transport to and from camp, and accommodation costs, to reduce costs for parents, as well as supporting the school to supplement any financial costs where parents may be unable to donate. Only 67% of parents donated for the Year 8 camp in February. The proposal had costs with GST included - Jennifer will amend the proposal to show GST exclusive figures. Information will be sent to Year 6 parents now that the proposal has been sighted by trustees.</p> <p><b>Assessment &amp; achievement</b> – Given that Jennifer has only been here 2 1/2 weeks there wasn't enough time to analyze last term's data and prepare a report for this meeting. She will present the Reading data and OTJs at the next meeting. This will be the timing for all reporting on assessment going forward – Week 8 or 9 Board meetings.</p> <p><b>Annual Plan update</b> - some updates have been added by the leadership team. Chris commented that he would like a report of what Jennifer sees as the strengths and weaknesses of what we have, and what she recommends for change and why, so that discussion can be had, and the academic performance of the school, and any recommendations for the Board. Jennifer talked about some of the many strengths she has noticed in the short time</p>

	<p>she has been here, and the great resources in place that the Board has supported. Jen commented that she is meeting with all 30 staff members to talk about themselves as staff members and get their thoughts on the strengths of the school and what the next steps are. Feedback from staff who have met with Jennifer so far, has been very positive. Following all meetings, Jennifer will make some assessments of what she believes the next steps are going to be. Jennifer mentioned that student achievement and lifting academic performance of all students in all areas, is a priority for her, and the process for reporting to the board, so that the needs of students and the next steps are clearly identified.</p> <p><b>Strategic Plan extension</b> - Jennifer explained the reasons for her proposal to extend the 2020-2022 Strategic Plan out to 2023. She mentioned that our ERO advisor has agreed with the reasons for the proposal. After discussion, all trustees agreed to the extension. Jennifer will bring what it will look like to the next meeting.</p> <p><b>SchoolDocs</b> – Having the Board, staff and community whānau reviewing the policies as when they fit, is very important so that they have a St Brigid’s input, rather than being generic. The review process will be - at the first Board meeting of each term, she will raise the policies that are up for review and at the second Board meeting of the term, discussion on any amendments, changes, comments that need to be actioned and then those changes are submitted to SchoolDocs. All trustees were happy with this process.</p> <p><b>2023 Term dates</b> – all Trustees approved the dates. Chris shared feedback about the whānau conferences held on the first 2 days of the school year, and the impact this can have on working parents. Sharing why these are held will be a key element for management to communicate with parents prior to the start of the year.</p> <p><b>Donations</b> – 20% of parents so far have made the donation to date of \$60. Jennifer will put a reminder notice in the newsletter to inform parents of why we require a donation to support various school opportunities. She will provide an update with new percentages at each Board meeting. Chris suggested that we push the ‘catholic, collective’ community aspect. Further communication will be from the Board rather than the principal. The requested amount of donation will be reviewed going forward. Jennifer will bring a new proposal to the Board once information from the Ministry on the new EQI funding system is received in October.</p>
	<p><b>Motion: Jennifer moved that her report be accepted</b> – Meg seconded. All trustees agreed. <b>Motion carried</b></p>
<p>9.</p>	<p><b>Financial reports June 2022</b></p> <p>AFS had prepared the June financial Management reports. Allison and Ben have met with Jennifer &amp; Lynne and they advised that the reports they present for each Board meeting should be enough for Trustees to make governance decisions. They provide a Board report and a school report but cannot provide a report with the level of detail in the school spreadsheet version. Chris explained the reasons for the line-by-line expenses reporting to assist with the year-end forecast position and decisions. The ‘school version’ will be included in board papers going forward. Lynne uploaded this version into the BOT August folder during the meeting.</p> <p><b>Uncommitted funds</b> – Last year’s deficit, taking into consideration depreciation on assets, was \$50k because we had a \$20k surplus. This year we are budgeting a \$43k deficit of cash and then we have \$96k of depreciation of assets, which gives a total of \$139k overall deficit. Long-term this is not workable. We need to generate more income from donations, fundraising, grants etc and not spend as much. Our expenses are too high for our current level of funds, so spending needs to be reduced, because the aim is to have a small surplus each year, to be able to store it for future programmes/projects. As at July, Jen will go through the budget lines to see where we are currently sitting, and what is planned for and what can be reduced. She will bring a reforecast budget to the next meeting.</p> <p><b>Motion: Meg moved that the Financial Reports for the month of June be approved</b> – David seconded, all trustees agreed - <b>Motion carried</b></p>
<p>10.</p>	<p><b>General Business</b></p> <p><b>Board election update</b> – At the time of the meeting the information we had received was we have enough nominations to fill our vacancies, so no election is necessary. Meg thanked everyone for their support and hard work. CES will contact candidates soon.</p> <p>However, on Tuesday 9 August, Lynne received an email from CES advising that there were 6 nominations, so an election was going ahead. She contacted CES to clarify the reason for the change and it was due to a delay in the process of entering all the nominations into their system. The Trustees were informed of the update by email on Tuesday 9 August 11.59am.</p>
	<p><b>Grant applications</b> – An application to One Foundation has been submitted for costs related to Year 6 camp (as detailed in Principal’s reporting). Jennifer knows someone who might be interested in taking on the applications working on a commission if successful but no commission if unsuccessful.</p> <p><b>Motion:</b> Chris moved that following Jennifer’s advice that she knows someone who can assist with submitting grant applications, the board supports that and has asked her to progress with it. Jennifer will put the appropriate remuneration in place. – Meg seconded. All trustees agreed – <b>Motion carried</b></p>

12.

**Meeting closure & thanks**

Meg thanked Trustees for their attendance and called the meeting to a close at 7.20pm.

Confirmed \_\_\_\_\_