

**The St Brigid's Board of Trustees minutes of meeting 27 September 2022,  
held at 5.30pm in the staffroom - Approved**

Item	Description
1.	<p><b>Present</b> – Jennifer Ioannou, Meg Davies, Joe Robins, Janet Valentine, Ferdie Gomes, Greg Archer, Cynthia Makau, Sarah Hutchings, Tapiwa Mbona, Lynne Candiliotis (Minute Secretary)</p> <p>Jennifer welcomed the new trustees to the Board and then opened the meeting with a prayer.</p> <p>All trustees gave a brief introduction and shared their connection with the school.</p>
2.	<p><b>Election of Presiding Member</b> – Jennifer called for nominations for Presiding Member. Ferdie nominated Meg and Joe seconded the nomination. Meg accepted the nomination. As there were no further nominations, Jennifer declared Meg the new Presiding Member. The Board congratulated Meg.</p>
3.	<p>Health &amp; Safety – Meg explained the emergency procedures for the new trustees.</p>
4.	<p>Apologies – David Power</p>
5.	<p>Declarations of interest. Janet mentioned to the new trustees that the accounting company we use is AFS and is owned by her cousin. This was not deemed detrimental.</p>
6.	<p><b>Outstanding action points</b></p> <p>- <b>Donation Scheme Funding</b> – the new system from 2023 sees decile ratings replaced by a new EQI system. Our EQI number is 372 and this number relates to the equity funding we will receive. At this stage Jennifer does not know how this will impact funding as she is submitting a roll review to the Ministry. The EQI number will likely be reviewed once the new census has been carried.</p> <p>Jennifer will prepare a proposal outlining the parent donation income figure she would like the board to discuss for 2023. This year is it \$60.</p> <p>Meg let the board know that Chris Elliot (previous trustee) is happy to prepare a letter to the ministry regarding the EQI funding if required.</p> <p>- <b>Finance re-forecast</b> – discussed under the principal's report</p>
7.	<p><b>Confirmation of minutes from 8 August 2022 meeting</b></p> <p><b>Motion</b> - Meg moved that the minutes from the meeting on 8 August 2022 be approved as a true and accurate record of matters dealt with – all trustees at that meeting agreed. <b>Motion carried.</b></p>
8.	<p><b>Principal's report</b> – Jennifer explained that the purpose of her report is to be informative and that the related reports will be taken as read, however she is very happy to answer any questions requiring further information.</p> <p><b>Student achievement</b> – Mid-Year Progress Against Annual Goals and Priority Learners Report. This report has been developed since the last board meeting because Jennifer had only been at our school for 2 weeks at that time and wasn't comfortable reporting on data that she was only becoming familiar with. This report has been prepared by the Leadership Team based on the annual goals, our priority learners (Māori and Pasifika and target students) schoolwide. It is a very detailed report to give trustees a clear understanding about what the teachers are doing, the numbers of children involved in the areas being targeted and what the next steps are.</p> <p>Jennifer asked for feedback on the format of the report from previous trustees - is it what they want to see; is the information relevant. Joe commented that the summary at the front is helpful to capture the information, and the bullet points provide more detail. Jennifer explained that she doesn't provide in-depth year level and boy/girl data, to protect identities. However, teachers do look at gender and what is being done to meet the needs of students. Jennifer mentioned that there are needs across the school, but teachers have identified the students in their class requiring support and resources are in place to meet the needs. School adapts resources to further enhance the support they are receiving. COVID has impacted student attendance rates, and this has affected student learning – particularly our 5 &amp; 6-year-old students. There was a brief mention of the goals and whether they are realistic/achievable.</p>
	<p><b>Proposed Reporting to the Board regarding Student Achievement</b> – the Board agreed on the proposed schedule. Moving forward, the SENCO will complete a yearly report providing information, including ELL, HH and ORS updates. A Gifted &amp; Talented Report (GATE) report will be included to ensure the board knows that students, who have been identified as having particular strengths in a certain area, are being extended and stimulated in that area. A Learn about Faith report will be prepared by our DRS twice a year.</p> <p><b>Motion</b> - Jennifer moved that this Student Achievement Reporting to the Board Schedule be adopted – all trustees agreed. <b>Motion carried</b></p>
	<p><b>Extension of Strategic Plan 2020-2023</b> – Jennifer explained the reasons for the extension of a year, including COVID and her being a new principal to St Brigid's. All trustees agreed to the revised Strategic Plan. This revised plan will be</p>

	included on the school website.
	<b>SchoolDocs</b> – Jennifer explained that school subscribes to School Docs for our policies and procedures so that we are compliant and have clear policies and processes in place. Everyone has access to the policies through the SchoolDocs link on our school website. Term 3 policies for review were about wellbeing and at the last meeting Jennifer proposed that trustees bring back feedback on the policies to the next meeting. Trustees requested more time to provide feedback. The Board agreed to the review process each term where Jennifer lets them know at the first meeting of the term, what policies are up for review and then they provide feedback prior to or at the second meeting of the term. Jennifer will look to see what procedures are available around school lockdowns. Jennifer confirmed the online process for staff, trustees and parents to provide feedback, and advised that information about any policies for review that require parent or whānau feedback are included in the school newsletter.
	<b>Grants Update</b> – At the last board meeting, Jennifer was requested to find a grants funder. Helen from Funding Connection who charges \$80 an hour is working with Jennifer on a number of grants and information will be brought to the board for resolutions. These applications include funding for Year 8 camp, literacy resources, and playground development along the south side of the school. Helen is familiar with the local grant funders and what items/projects have been successful for other schools.  Jennifer was successful in obtaining a \$5000 grant from the One Foundation towards the Year 6 camp. They didn't require a board resolution before submitting the application. This grant, along with the school fundraising initiatives, will significantly reduce the cost of camp to \$80 per child.  A grant application for 20 iPads has been submitted to the Four Winds Foundation. The resolution for this application was approved by the previous board.
	<b>2023 Staffing Entitlement</b> – discussed under agenda item 6.  At present we have 312 students. Next term 4 new students start school and Jennifer will contact the ministry to inform them. This will show as extra staffing in our banking staffing. 318 should be our final roll. Our maximum non-preference enrolment allocation is 16 students and all our non-preference places will be full next year.
	Mandarin – School has applied to be part of the Confucius Institute that offers a government funded programme of having a Mandarin Language Assistant as part of the staff. This opportunity provides another language and more cultural diversity, building knowledge and understanding of the Chinese culture. If successful, this would see an assistant working in our school for approximately 30 minutes per class to support students and the teachers. A programme teaching Tagalog may be an option for next year. Kura Ahurea is the te Ao Māori programme planned next year.
	<b>Motion:</b> Jennifer moved that her report be accepted – Ferdie seconded. All trustees agreed. <b>Motion carried</b>
9.	<b>Financial reports July &amp; August 2022</b>  <b>2022 Budget Reforecast</b> – We have had expenses that have not been incurred, but also additional expenses in some areas. Jennifer had highlighted the revised figures in the board papers and explained the reasons. A revised budget also helps prepare the 2023 budget. Jennifer explained the importance of having a buffer from term deposits.  AFS had prepared the July & August Financial Management reports. There is no major spending happening currently to try to achieve a goal of breaking even.  <b>Motion:</b> Jennifer moved that the 2022 reforecast budget be approved –all trustees agreed. <b>Motion carried</b>  <b>Motion:</b> Jennifer moved that the Financial Reports for the months of July & August be approved – Joe seconded, all trustees agreed - <b>Motion carried</b>
10.	<b>General Business</b>  <b>1. RAMS for Year 6 camp</b> – all signed off by Meg, as previous Presiding Member. Camp is the first week of next term.
	<b>2. NZEI School Board Engagement</b> – Trustees watched a video called 'Wāwāhi Tahā Time 4 Tamariki and Te Ao Kei Tua' that explained the campaign to ensure primary schools and kura have the staffing needed to enable all children to reach their potential.  All St Brigid's School trustees supported the campaign on the pathway outlined in the Pūaotanga Report to achieve fully staffed schools by 2030.
	<b>3. Board Budget training date</b> – NZSTA courses available for all trustees. Budget training meeting on 7 November.
	<b>4. Te Tiriti Board training date</b> – Awaiting information from Kahui Ako.
	All trustees agreed to board meetings starting at 5.30pm. Lynne will send an email to trustees with remaining meeting dates for 2022.
	<b>Trustees code of behaviour</b> – all trustees signed this code of behaviour.

12.

**Meeting closure & thanks**

Meg thanked Trustees for their attendance and called the meeting to a close at 7.10pm.

Confirmed \_\_\_\_\_