

**The St Brigid's Board of Trustees minutes of meeting 7 November 2022,
held at 5.30pm in the staffroom - Approved**

Item	Description
1.	<p>Present – Jennifer Ioannou, Meg Davies, Joe Robins, Janet Valentine, Ferdie Gomes, Greg Archer, Cynthia Makau, Sarah Hutchings, Tapiwa Mbona, David Power, Lynne Candiliotis (Minute Secretary)</p> <p>Meg welcomed everyone to the meeting and introduced Benji from Direct Energy Solutions and mentioned that Allison Henderson from AFS will be attending from 5.54pm. Jennifer opened the meeting with a prayer.</p>
2.	<p>Health & Safety – Meg reminded everyone of the emergency procedures.</p>
3.	<p>Apologies – None</p>
4.	<p>Benji from DES talked about his LED lighting proposal. DES is a lighting company that works closely with EECA (Energy Efficiency Conservation Authority) who launched a scheme aimed at upgrading inefficient lighting for efficient lighting in government buildings. EECA's main purpose is to lower demand on electricity and this scheme looks at options. Benji explained the criteria the school needs to meet in order to be eligible to take part in the scheme. When the lighting of the school was analysed, it did not meet the 5-year criteria due to 71 of the older fittings in Rooms 1-7 not being able to recoup the costs within the next 5 years. Benji is confident that we would have a successful application with EECA for the other 161 fittings, however the board would need to decide whether to go ahead with the 161 light fittings, or whether to potentially look at doing the whole school with the shortfall being funded externally from what EECA offers. Jennifer updated the board on her discussion with the Archdiocese and at this time there isn't funding to cover the shortfall for this project, but she confirmed that LED lighting is on our maintenance schedule with ADW for the future. Jennifer added that as any lighting has needed replacing this year, it has been replaced with LED fittings, and it could be that over time we continue to do this to meet our budget restraints. Benji answered questions and Jennifer thanked him for this information and proposal. Benji left the meeting at 5.48pm. The board discussed the project later in the meeting.</p>
5.	<p>Outstanding action points</p> <p>SchoolDocs - procedures around school lockdowns - we have received some advice from Wade Harrison from Harrison Tew, Emergency Planning Specialist, around our current procedures and whether they are still best practice. The leadership team and Lynne will be reviewing what he shared. Jennifer gave an example of a process that has changed with regards to where it is safest for students to be in a lockdown situation. Procedures will be shared with students and communication will be made with parents prior to a lockdown practice later this term and then the leadership will review how it all went, and any feedback received from parents. Jennifer answered questions and informed the board that Wade will provide a pack for us to adapt to our school.</p>
6.	<p>Confirmation of minutes from 27 September 2022 meeting</p> <p>Motion - Meg moved that the minutes from the meeting on 27 September 2022 be approved as a true and accurate record of matters dealt with – Janet seconded. Motion carried.</p>
7.	<p>Financial reports September & October 2022 - Jennifer welcomed Allison Henderson from Accounting for Schools (AFS) to the meeting to talk about how the budget is created and to give the board some information around our current situation and the progress we have made and where we are heading for next year.</p> <p>Allison explained that AFS assists the school to set the annual budget and the 2023 budget template report has been created. The starting point with the budget is always the school roll because this determines what funding is generated and what the staffing entitlement is going to be. Our amended 2023 Staffing Entitlement confirmation letter has not come through from the Ministry yet, so at this point the figures in the draft budget are not accurate. AFS will work with Jennifer and Lynne about expected funding such as ORS or ELL for students in 2023. Allison explained that staff salaries are the biggest items on the expense side of the budget. The overhead costs in curriculum areas take into account what the school has put in the charter as to what the areas of focus will be. AFS will assist Jennifer to prepare the 2023 draft budget and she will present it at the next board meeting. Allison explained the school's current financial position. The board agreed that it would look to approve the budget at the first board meeting of 2023.</p> <p>Jennifer mentioned that we have spent the relievers budget predominantly due to COVID sickness and the Ministry will be topping up funding for the rest of the year. Jennifer thanked Allison for coming along and providing this information. Allison left the meeting at 6.03pm.</p>

<p>8.</p>	<p>Principal's report</p> <p>DES lighting proposal discussion - Trustees discussed the information Benji had presented and possible options for the additional lighting that isn't covered under the proposal. Jennifer suggested that money being saved through the project could be set aside in the 2023 budget for replacement of the other lighting as required. Trustees requested that a second quote be obtained from another company.</p> <p>Parent donation proposal discussion - Jennifer explained the rationale around the \$100 proposed donation request amount for 2023 so that trustees could make an informed decision. There isn't a general school donation as well as an activities component as in previous years. The proposed \$100 donation would go towards swimming and trips and activities. Swimming costs are a big part of this year's \$60 donation request. Jennifer suggested that the proposed \$100 donation be an interim amount for 2023 with the board looking at additional options going forward. Trustees were supportive of the donation for 2023 being \$100 and future donation requests being \$100 for the first child and a reduced amount of \$60 for any additional children.</p> <p>Notices will regularly be placed in school newsletters and will encourage parents to pay and explain the importance of the donation to provide children different opportunities. From the beginning of the year information will include the opportunities students had in 2022 and how much the school would value the donation contribution in 2023.</p> <p>Trustees suggested that we need to be conscious of families who may not be able to afford it, and perhaps provide payment options so that the cost can be spread out during the year. Sponsorship for families was another suggestion, as well as promoting the incentive of donating prior to 31 March so a tax return can be filed.</p> <p>Staffing entitlement - to be shared at the next meeting once the information has been received.</p> <p>Personnel</p> <p>Staffing 2023 - There are some changes in staffing due to maternity for Heather Clark and study leave for Fiona D'Souza. Jennifer explained the reasons behind Bianca de Leon's request for 6 months sick leave of absence. The board agreed to grant this leave. On Friday, Jennifer will announce staffing changes to staff and place an advertisement in the Education Gazette for a Year 1 teacher. Meg asked Jennifer to pass on their support to Bianca and to let her know they are thinking of her.</p> <p>Vacancies - we have had 1 new teacher accept a Year 5&6 position and have re-advertised for a Year 7&8 position for 2023.</p> <p>2023 budget discussion - there were no further comments.</p> <p>Wellington City Council is consulting with residents around a raised crossing on Dr Taylor Tce and it is highly likely that it will progress.</p> <p>Paid union meetings - school will not be closed - teacher aides and any non-union members will care for the students to avoid disruption.</p> <p>Motion: Jennifer moved that her report be accepted – Meg seconded. All trustees agreed. Motion carried</p>
<p>9.</p>	<p>General Business</p> <p>After School Care - A question was asked about the possibility of 'in house' after school care. Jennifer explained that after consultation with our parent community, there was not enough support for a company such as Kelly Club to sustain a programme. Numbers attending are currently very low and it would require a high daily number for the programme to be sustainable. Jennifer commented that it wouldn't be viable for the school to provide an 'in house' programme due to the low numbers attending. It would also be necessary for the school to employ staff and provide a facility that meets the OSCAR Health and Safety requirements. The school does not have a hall or a spare classroom and kitchen area. Jennifer will continue to consult with parents but will put an explanation in the newsletter to enlighten parents of the reasons mentioned above.</p> <p>Volunteers - a brief discussion was had around how difficult it is to get volunteers for fundraising.</p>
<p>10.</p>	<p>Meeting closure & thanks</p> <p>Meg thanked Trustees for their attendance and called the meeting to a close at 7.17pm.</p>

Confirmed _____