

**The St Brigid's Board of Trustees approved minutes of meeting 28 February 2022,
held at 6pm in the staffroom**

Item	Description
1.	<p>Present – Linda Birch, Dean O’Shaughnessy, Meg Davies, Ferdie Gomes, Joe Robins, David Power, Greg Archer, Janet Valentine, Lynne Candiliotis (Minute Secretary)</p> <p>In attendance: Fiona Kearns, Allison Henderson & Ben Sarten (Accounting for Schools – until 7.35pm)</p> <p>Dean welcomed Fiona, Janet & Allison & Ben to the meeting</p>
2.	Health & Safety - everyone was familiar with the emergency procedures.
3.	Apologies – Chris Elliott
4.	Linda opened the meeting with a prayer.
5.	<p>Election of Board Chair – Linda called for nominations for Board Chair. Dean advised that he would not be standing for Chair this year as he no longer has a child at the school. Linda called for nominations for Board Chair. Linda nominated Meg - David seconded this nomination. As there were no further nominations, Linda declared Meg the new Board Chair. The Board congratulated Meg. Meg asked Dean to Chair this meeting.</p> <p>There is a vacancy for a Proprietor’s representative and a parent representative. The Board resolved not to hold an election before the upcoming elections in September and will look at co-opting Amanda Prowse back to the Board as a parent representative through to the next election in September. Amanda will provide consistency as she is familiar with the school and the Board. Meg will contact Amanda.</p>
6.	Trustees Code of Behaviour forms for 2022 were signed by Trustees.
7.	Declarations of interests (<i>defn / form location/ where stored/ how info used</i>) – Janet mentioned that AFS is owned by her cousin.
8.	<p>The FSC resolved that the committee will disband now that Accounting for Schools (AFS) are on board to provide financial reports each month. Initially AFS may be present the information at Board meetings. Dean thanked Joe and Greg for their work on the Finance Sub Committee.</p> <p>Allison introduced herself and Ben and gave a brief account of the company and the services they provide to support schools. Allison explained the reporting format and phasing. The operational grant funding that is received quarterly, will be spread across the 3 months it covers rather than recording it on a cash basis when it is received. Allison explained that this is important as the funding is for 3 months at a time, and by spreading it across during the year it enables the Board to accurately see what the financial position is at any time of the year, and it smooths out any fluctuations during the year. This process will be implemented with the Teacher Aide funding that comes in quarterly as well. Included in the reporting will be monthly accruals for expenses that may not be incurred until the end of the year (eg audit fees, BOT meeting fees, support staff holiday pays, cyclical maintenance expenses). This means that the Board is recognising the costs that it is incurring and there are no large adjustments in December when these expenses will be incurred. Allison explained that each reporting pack includes a commentary highlighting the main issues/areas that they feel the Board should be discussing. This is also where any material differences between income and expenses against budget will be raised.</p> <p>Uncommitted funds position reporting (similar to the balance sheet) is a new form of reporting for our Board and focuses on the resources available to the school after all the liabilities have been covered and is calculated as current assets in the bank account less all liabilities and the funds left are the uncommitted funds which are available to purchase further assets or provide funding if something unforeseen occurs. Dean briefly mentioned the purpose of the teacher emergency funding that had been put aside may potentially be released this year as it hasn’t been required for some time.</p> <p>Banking Staffing will be a new area that will be reported on now so that the Board is informed on a regular basis what the Banking Staffing position of the school is. However, if AFS has any concerns they will talk to Linda prior to the Board meetings.</p> <p>Any questions trustees have about the reports should be emailed to Linda or Lynne prior to the meeting, and they will pass them on to AFS. Allison confirmed that the financial reports will be provided to the Board at least 7 days prior to each Board meeting. Once the meeting dates for the year have been confirmed, Lynne will email them to AFS.</p> <p>Joe mentioned how the summary was easy to read and helped him understand the reports, along with the pie charts outlining the income sources and expenditure splits for the month.</p> <p>AFS have begun working on the 2021 annual accounts.</p>

	<p>Finance Sub-committee Report</p> <p>1. Matters for Discussion/Approval</p> <p>1.1 Report 1 (Xero P&L, Balance Sheet, Cash Summary, CAPEX) Dec 2021 – showed a net loss of just under \$40,000. The 2021 budget had a net cash nil balance and adding back the depreciation, overall, there was a cash surplus of around \$30K at the end of the year.</p> <p>1.2 2022 draft Budget – a proposed CAPEX budget of \$57,000 plus a profit & loss cash loss of around \$43,000 means needing cash of \$100,000 – this is an area requiring further Board discussion, however due to the urgent need for a new phone system the board approved the quote from Aiscorp of \$4514. There are 4 new initiatives that the Board was keen to have costed into the budget and amounts on the balance sheet may be required to fund these initiatives. Trustees agreed to defer approval at this stage.</p> <p>1.3 Report 1 (Xero P&L, Balance Sheet, Cash Summary, CAPEX) Jan 2022</p> <p>Motion - Dean moved that the financial report, as referred to in the reporting from AFS, is a true and accurate record for the month of January. All trustees agreed – Motion carried.</p>
9.	<p>Outstanding matters arising from previous meeting</p> <ul style="list-style-type: none"> • Grants – previously carried over to discuss options for grants application person. There isn't currently anyone who has come forward to take on this role. Lynne, Linda and Fiona prepared the current grant application to TTCF which was approved via email by the Board and submitted last week. • Plans for decking – Brief discussion on these plans. Linda reminded the Board that at the December meeting she had shared the plans provided by the Archdiocese and the use of the EPMP funds for this project. The ADW will put in the same amount of funds for this modernisation project. Dean requested the contact details for the ADW project manager. • Principal recruitment update – Meg gave an update that 4 application packs have been sent out and 1 referee's report has been received. There was more interest this time round.
10.	<p>Confirmation of minutes from 13 December meeting – there were no changes to the minutes.</p> <p>Motion - Dean moved that the minutes from the meeting on 13 December 2021 be approved as a true and accurate record of matters dealt with – all Trustees agreed. Motion carried.</p>
11.	<p>Principal's report</p> <p>1. Matters for Discussion/Approval</p> <p>Catholic Character – Joe Green has recently been appointed by the parish to the role of Lay Parish Leader. Joe will be the person who will work with the Board to find the Proprietor's Reps and will be responsible for signing preference certificates. Linda will invite Joe to the next BOT meeting.</p> <p>Whanau conferences were very successful with 98% of families attend. Linda has received very positive feedback from parents and teachers.</p> <p>COVID update – 70 students absent at the start of the day for various reasons. Over the day another 10 children went home and 4 more cases were confirmed – we now have 8 confirmed cases in total. Linda reports any new cases to the Ministry in the afternoon. The concern will be if staff become sick. Online learning has been rolled out, but this will be different from last time as teachers will still have children in the classroom so will not be able to actively engage online as they did when the whole class was doing online learning. Teachers have sent out information to parents on how children can do online learning if they are isolating. We are trying to encourage parents that school is a safe environment and to keep sending their children to school.</p> <p>Personnel – we have advertised a vacancy for a tagged teacher for a Year 1 class. The position starts in term 2.</p> <p>COVID sick leave – the teacher and support staff collective contracts vary in terms of 'Covid sick leave'. Teachers have 'disregarded sick leave' in their collective, but support staff don't.</p> <p>The Board resolved that will up to Linda's discretion to apply leave for support staff as she sees fit – all trustees agreed.</p> <p>Finance and Property – This resolution was approved via email but requires formal approval at the meeting.</p> <p>Resolution – That the St Brigid's Board of Trustees approve the application to The Community Trusts Fund for the amount of \$29,772.42 (gst excl) to purchase 40 chromebooks (\$20,527.20) and 2 Airtime adjustable basketball hoops (\$9,245.22) – all trustees approved</p>
	<p>1.1 – Student achievement – OTJs 2021 – a shift of 45% of target children in reading, 27% shift for our target students in Writing and a 39% shift in Maths</p>

	<p>1.2 – Analysis of Variance – looks at what our goals were, what our outcomes were, and shows what the difference was and the reasons, and what we will continue to do.</p>
	<p>1.3 – 2022 Targets – the data from 2021 OTJs – 24 target students in reading, 41 in writing, 28 in maths. A plan has been developed to address the needs of these students, working in teams looking at what can be done, building initiatives into the programme, using resource such as TAs and specialised resources for these students, including devices. Dean mentioned on behalf of Chris, that the unpacking of what happened, and what has been done, for this reporting was fantastic. Linda answered trustee questions.</p>
	<p>1.4 – Staffing request – Linda provided information on a new initiative to support the release our 4 Team Leaders 1 day per week to develop their own personal leadership and develop their team’s capabilities. To do this successfully would require \$30,000 – The is currently \$10,000 in the 2022 draft budget under the Board funded teacher line. Linda proposed that the Board add another \$20,000. Linda’s preferred option would be to code 60% of our cheapest teacher to the Operational budget from Term 2 onwards. Dean advised that the amount in Board Funded Teacher line had been increased by the FSC from \$10,000 to \$30,000 in the 2022 draft budget, and Linda’s explanation provided trustees with the information to support the increase. Dean informed the trustees of the 4 new initiatives included in the draft budget this year.</p> <p>It was resolved to release the \$40,000 teacher funded emergency provision from the balance sheet to general funds.</p>
	<p>1.5 – SchoolDocs – The plan for the 3-year schedule had been included in the Board papers. Linda advised that the focus for the whole of this year is around Health & Safety and the Term 1 review topics were listed. Health, Safety & Welfare policy is reviewed at the end of the year. The feedback received from Trustees and any changes in legislation will support the context for the other documents. Linda asked that all Trustees read this policy now so that feedback can be gathered. Linda had provided documents on Safety Management Systems, Risk Management, and Visitors for the Board to review. Mention about COVID under the Visitors document may change. Parents are invited to comment on the Visitors procedural document, so Linda will include a link to it in the next school newsletter.</p>
	<p>1.6 – Annual Plan Update – With only 4 weeks into the year and all the other things that we have been busy with currently, not much has started. It is difficult to get people in to school to run workshops. The online options aren’t suitable as face-to-face meetings are what is required so that discussions can take place. Linda has contacted CORE Education who run a workshop to see if they have anything available. Team leaders will have some reporting for the next meeting. Baseline data has started to be gathered around Te Reo, and staff confidence, and student usage in the classroom, and collaborative learning and what our leadership team capacity looks like.</p>
	<p>2. Matters for Discussion / Approval</p>
	<p>2.3 – Uniform Contract – we check to make sure NZ Uniforms will purchase any surplus materials if the current contract is cancelled.</p>
	<p>Motion: Linda moved that her report be accepted – Joe seconded. Motion carried</p>
12.	<p>General business</p> <ol style="list-style-type: none"> 2022 BOT meeting dates – Meg will send out some dates out by email and it may change back to 2 meetings per term. Update on Principal recruitment – March 18 is the new closing date. Meg will email staff to let them know. Lynne will send her the staff email addresses.
13.	<p>Meeting closure & thanks</p> <p>Dean thanked Trustees for their attendance and called the meeting to a close at 7.40pm.</p>

Next meeting – TBC

Confirmed _____