

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

Item	Description
1.	<p><b>Present</b> – Jennifer Ioannou, Meg Davies, Janet Valentine, Cynthia Makau, Sarah Hutchings, Tapiwa Mbona (from 6.35pm), David Power, Greg Archer, Donald Elemento, Lynne Candiliotis (Board Secretary)</p> <p>Fr Peter joined the meeting from 6.50pm.</p> <p>Meg introduced Donald and thanked him for joining the board as our new Proprietor's Rep. All trustees shared a brief introduction.</p> <p>Janet opened the meeting with a prayer.</p>
2.	<p>Health &amp; Safety – Meg reminded everyone of the emergency procedures.</p>
3.	<p>Apologies – Ferdie Gomes, Joe Robins</p>
4.	<p><b>Outstanding action points</b></p> <p>Draft budget – to be discussed in the Principal's report.</p> <p>Lighting proposal – No other suppliers do a loan. Jennifer had met with the principal at another school and they are very pleased with the lighting project. The money being saved through the project could be set aside in the 2023 budget for replacement of the other lighting as required. Trustees agreed to the project offered by DES Lighting to go ahead – all agreed.</p>
5.	<p><b>Confirmation of minutes from 7 November 2022 meeting</b></p> <p><b>Motion</b> - Meg moved that the minutes from the meeting on 7 November 2022 be approved as a true and accurate record of matters dealt with – David seconded. <b>Motion carried</b></p>
6.	<p><b>Principal's report</b></p> <p>6.1 – Endo of Year Student Progress and Achievement Report - Assessment Report was taken as read. All curriculum areas have reduced in target areas since the start of the year. PD for teachers next year to upskill and to become more familiar with SMS and the tools it offers. We have had an increase in migrant students in the school and there is a need to ensure there is a strong programme in place and monitoring of students. Pasifika students have shown the greatest accelerated progress but there will be continued support next year for Māori targeted students. Pasifika group has been a valuable way for the students to share culture, dance, and singing. Jennifer answered questions from trustees.</p> <p>6.2 – 2022 Annual Plan Progress and Catholic Character Strategic Plan – CCSP goals re from the catholic character review.</p> <p>6.3 – 2023 Staffing update – Jennifer had sent out comms to parents and has received positive. Meg thanked all the staff involved with involved in the process for recruiting our new staff.</p> <p>6.4 – Grants update - the Year 8 camp grant has been submitted. Jennifer explained the new grant application. Jen moved that an application for \$28,032.18 be made to TTCF for 48 chromebooks and 2 PC Locs carrier and charging stations. The school will put up \$3000 towards the chromebooks. All trustees agreed to contributing \$3000 and to put in an application to TTCF.</p> <p><b>Resolution</b></p> <p>It was resolved on 8 December 2022 that an application be made to TTCF for 48 chromebooks and 2 PC Locs carrier and charging stations. The total amount requested is \$28,032.18.</p> <p>Literacy and library grant application in process. Jennifer will email trustees for a resolution once everything has been finalised.</p> <p>Jennifer is working on a grant for a new sun sail in the courtyard area.</p> <p>6.5 - SchoolDocs Policy Reviews for Term 4</p> <p>Health, Safety and Welfare Policy and Alcohol/Drugs and Other Harmful Substances – no comments from trustees.</p> <p>It was agreed that parents be offered 1 drink at the Year 8 leavers' dinner.</p> <p><b>Motion:</b> Jennifer moved that her report be accepted – Janet seconded. All trustees agreed. <b>Motion carried</b></p> <p>Jennifer thanked the board for their support during the year and wished everyone a wonderful Christmas.</p>

7.	<p><b>Financial report October 2022</b> – shared at last board meeting and Lynne will share the November financials as soon as they are available.</p> <p><b>Draft 2023 budget</b> – Jennifer explained the figures based on funding that has been advised for 2023. Principal's PD budget has increased, and the board supported the planned PD.</p>
8.	Principal's Professional Growth Cycle – the meeting went 'into committee' at 6.48pm to discuss the appraisal carried out by Meg. The meeting came 'out of committee' at 7.02pm.
9.	<p><b>Meeting closure &amp; thanks</b></p> <p>Meg thanked Trustees for their attendance and called the meeting to a close at 7.08pm.</p>

Confirmed \_\_\_\_\_