

**The St Brigid's Board of Trustees minutes of meeting 21 February 2023,
held at 5.30pm in the staffroom - Approved**

Item	Description
1.	<p>Present – Jennifer Ioannou, Meg Davies, Janet Valentine, Sarah Hutchings, David Power, Greg Archer, Joe Robins, Donald Elemento, Lynne Candiliotis (Board Secretary)</p> <p>Meg opened the meeting with a prayer.</p>
2.	<p>Health & Safety – Meg reminded everyone of the emergency procedures.</p>
3.	<p>Apologies – Cynthia Makau, Tapiwa Mbona</p>
4.	<p>Election of Presiding Member – Jennifer called for nominations for Presiding Member. David nominated Meg and Joe, Janet and Sarah also nominated Meg. Meg accepted the nominations. As there were no further nominations, Jennifer declared Meg the new Presiding Member. The Board congratulated Meg.</p>
5.	<p>Outstanding action points</p> <p>Draft budget – to be discussed in Principal's report.</p>
6.	<p>Confirmation of minutes from 7 December 2022 meeting – there were no changes to the minutes.</p> <p>Motion - Meg moved that the minutes from the meeting on 7 December 2022 be approved as a true and accurate record of matters dealt with – Sarah seconded. Motion carried</p>
7.	<p>Principal's report</p> <p>7.1 - 2022 Statement of Variance – this was included in the papers for discussion and approval. Jennifer explained that the Statement of Variance is one of the documents to be submitted to the Ministry of Education by 31 March 2023. The document is prepared by Jennifer in collaboration with Fiona Kearns (DP) and the Leadership Team, and articulates the variance that has been identified, with our goals and our achievement and the progress that the students made last year. This included looking at all the actions that were undertaken, professional development, different focuses, areas of the budget – everything used to work towards the goals.</p> <p>The Leadership Team, in consultation with staff, identified groups that are standing out from the previous year's data and looked at the focus for 2023.</p> <p>Motion: Jennifer moved that the report be taken as read and be submitted to the Ministry of Education – All Trustees approved the motion. Motion carried</p> <p>7.2 - Draft 2023 Annual Plan – Jennifer shared that the Annual Plan is created from the final stages of the Strategic Plan and clearly shows Staff and Trustees what the areas of focus will be and what the actions are going to be, the resources needed to be successful, and who will undertake the different initiatives. Mathematics PD and Assessment for Learning Curriculum is going to be a big focus to ensure pedagogies are changing and teachers are becoming consistent across the school in their practice so that a child has a similar experience moving from year to year.</p> <p>- Initiative 3 – There will be a strong focus on building connections within the community of the new Parish – St Francis of Assisi, Ohariu, as well as fostering relationships with St Benedict's School Staff.</p> <p>- Gifted and talented – Joe asked if there is a GATE component and Jennifer shared that a new teacher has taken on this role this year and there is also a focus on making sure that consistency of practice and assessment understanding is embedded across the school.</p> <p>- 2023 Student Achievement Goals – that every student makes accelerated progress. The identified focus areas for Reading, Writing and Mathematics are: 2023 Year 3 cohort, Māori and Pasifika students, and funded ELL students across the school.</p> <p>Jennifer mentioned that the Annual Plan focuses on the 3 'C's' – Curriculum – support and PD for Staff, Collaboration - collaborative practice within the teams, and Connection - connection with our community, Parish and local Catholic school, and our local Kahui Ako.</p> <p>Sarah asked if the other cultural opportunities such as Chinese/Mandarin language learning, embracing the Filipino language spoken by many students, could be connected to the Annual Plan so that parents or prospective parents can see what is being provided. Greg suggested including the way we celebrate diversity in our school. Jennifer will add an overarching statement at the top around the 3 'C's' and what this looks like in our school and include the diverse cultural and inclusivity aspects as well.</p> <p>Motion – Jennifer moved that the Annual Plan, subject to overarching statement around the 3'C's' being included, be approved – All Trustees approved the motion. Motion carried</p>

7.3 - SchoolDocs Policy reviews – this term the Board is reviewing Legislation and Administration Policy, Privacy, and Official Information Requests. The Board will either come to the next Board meeting of the term with any feedback or submit feedback online with the SchoolDocs system. Two Trustees had put feedback directly online. Jennifer advised that there are updates to the Physical Restraint Policy and further updates will be made. Jennifer has shared the updated policy with all staff and physical restraint professional development will be provided for some teachers and teacher-aides as the training will be more relevant for the students they work with. This will be funded from our school Professional Development budget line.

7.4 - Staff PLD Focus – We are very fortunate to be receiving funding by the Kahui Ako for the Kura Ahurea Programme, and Ministry funding for 80 hours of funded Mathematics and Assessment for Learning Professional Development. We have also been successful obtaining a place in the TALL Programme (Team Approach to Language Learners) which will enable two teachers and two teacher-aides to attend regular ELL Professional Development this year. This fully funded PD began on 23 February.

- **Principal's PD** – Catholic Principals' Conference will be held in Waitangi this year which will enable individual knowledge development, spiritual development and developing a connection with each other as Catholic principals. Wellington Regional Primary Principals' Association (WRPPA) – Fiona Kearns (DP) and Pauline Sharp (SENCO) will attend this conference as well. In September Jennifer will also attend the NZ Principals' Conference with the local Kahui Ako group.

- **Kura Ahurea Kahui Ako meeting** – Jennifer gave an update on the wonderful PD planned for staff to enable them to deliver a natural Te Reo Māori understanding and share the stories of Mana whenua into classrooms in an engaging, positive, and exciting way.

7.5 – Grants update – Jennifer is thrilled that we have been successful with last grant applications for Literacy/Library resources and IT grant towards chromebooks and charging stations. The school contributed \$3,000 for the whole purchase. We also received a \$500 donation from Fulton Hogan towards a new shade cloth in the future to replace the existing one in the junior courtyard.

Current Grant applications – We have an IT application for stage 2 ready to be submitted (this is due to 81 of the older chromebooks no longer meeting security requirements). 46 chromebooks were purchased with the last grant and so an application for 40 chromebooks to complete the chromebook issue, and 5 iPads so that every classroom teacher has a device. All trustees agreed to contributing \$4000 from our IT budget towards the grant.

Resolution - That an application be made to Air Rescue Services for essential IT equipment for our students. The total amount requested is \$26,031.16. All Trustees approved the application (absent Trustees had emailed their approval).

There was a brief discussion on whether old items could be sold/donated however, due the age of the chromebooks this might not be an option. Jennifer will investigate this.

Further grant applications

– Furniture grant for Year 5/6 collaborative furniture to provide a range of flexible furniture. Jennifer explained why desks do not provide a collaborative environment. School will contribute an amount from the Furniture grant budget.

- Short-term Literacy Teacher-Aide salary contribution – term by term application for a contribution towards teacher-aide salary support.

Jennifer will email the resolutions out to Trustees as soon as the applications are ready.

Future property planning for next few years – outdoor environment, upgrade playgrounds. Jennifer is interested in looking for a group of people who are invested in fundraising to update property/grounds around our school.

Trustees agreed to continue to use our Grants Application person at this stage but will monitor further in the year.

7.6 - Interim Audit visit –Deloitte have been for the interim visit. Verbal feedback received was that the audit went well and there were no findings.

Motion: Jennifer moved that her report be accepted – David seconded. All Trustees agreed. **Motion carried**

- 8.**
- 8.1 - Financial report December 2022 and January 2023** – Trustees approved the December 2022 and January 2023 financial reports.
- 8.2 - 2023 Draft budget** – Jennifer explained the Ministry Funding tagged funds have been confirmed. The furniture grant from Archdiocese is yet to be confirmed.
- **Trips & Activities** – we originally budgeted \$10,000 based on parent donations received in 2022. The parent donation request amount has been increased for 2023 so the budget figure has increased to \$12,000. However, Jennifer advised that any activities related to a team's unit of inquiry will go ahead even if the donation revenue hasn't been received.
- Jennifer led a discussion on the future parent donation request amount, and explained why our current donation amount is not sustainable. Our donation figure is a third lower than any other school in the area. Our school is not a

	<p>BYOD school, so this is not a cost that parents need to pay for. Long-term the Board needs to look at the figure to ensure students are provided the best possible learning experiences.</p> <p>Trustees were grateful for the insight Jennifer provided and suggested a comms be sent to parents explaining what school is actually funding (e.g. devices), our aspirations, and explain what the Attendance Dues go towards. Practical plan moving forward</p> <p>- Security – trial cancelling the daily night patrol, however, if any damage is occurring it will be investigated again. Board agreed to the trial cancellation. Lynne will write to the security company.</p> <p>Jennifer confirmed that the Fixed Asset register is regularly updated. Trustees discussed the \$55,000 depreciation figure. Jennifer advised that AFS had changed this figure and Lynne will contact them to find out the reasons for the lower figure. Greg commented that with the average cost of a chromebook being \$400-\$500 they might not need to be recorded as an asset (even though they are generally purchased in bulk). Lynne will talk to AFS about this.</p> <p>Jennifer reminded the Board that we will need to fund a teacher from Term 3 out of the Teacher funded from Ops grant budget line.</p> <p>Motion - Jennifer proposed that with the depreciation and asset queries being confirmed, the 2023 draft budget be approved – all agreed. 2023 Budget approved. There will be a re-forecast budget in June.</p> <p>8.3 – School Credit Card Request – Jennifer explained the reasons for her request for a school credit card. Meg proposed that a credit card be obtained for Jennifer with a \$2000 limit credit on behalf of St Brigid’s School Ops account. All trustees agreed.</p> <p>Jennifer confirmed that Meg will reconcile the receipts and accountability every month.</p> <p>Other matters for discussion:</p> <p>Uniform update – Parents seem to be happy with the new supplier. Jennifer will remind parents in school newsletters that some items are available for purchase at school.</p> <p>Year 8 camp - David thanked Janet for organising a wonderful camp.</p>
9.	<p>Meeting closure & thanks</p> <p>Meg thanked Trustees for their support and election of her as Presiding Member. The meeting closed at 7.15pm.</p>

Confirmed _____