

**The St Brigid's Board of Trustees minutes of meeting 4 April 2023,
held at 5.30pm in the staffroom - Approved**

Item	Description
1.	<p>Present – Jennifer Ioannou, Meg Davies, Janet Valentine, Cynthia Makau (from 5.43pm), Tapiwa Mbona, David Power, Joe Robins, Lynne Candiliotis (Board Secretary)</p> <p>Meg opened the meeting with a prayer.</p>
2.	Health & Safety – Meg reminded everyone of the emergency procedures.
3.	Apologies – Sarah Hutchings, Donald Elemento, Greg Archer
4.	<p>Outstanding action points</p> <p>Annual Plan – to be discussed in Principal's report.</p>
5.	<p>Confirmation of minutes from 21 February 2023 meeting – there were no changes to the minutes.</p> <p>Motion - Meg moved that the minutes from the meeting on 21 February 2023 be approved as a true and accurate record of matters dealt with – Joe seconded. Motion carried.</p>
6.	<p>Principal's report</p> <p>6.1 – Learn about Faith Report – this is a new report created by Bryony McConnochie (Director of Religious Studies), Fiona Kearns (Deputy Principal), and Jennifer Ioannou (Principal) for reporting to the Board in Terms 1 & 3. This report uses 4 dimensions: 1. Encounter with Christ – Spirituality; 2. Growth in Knowledge – Religious Education; 3. Christian Witness – Partnerships, Service and Outreach, Pastoral Care; 4. Safeguarding and Strengthening Catholic Character. It is a way of reporting so that the board becomes familiar with what the school is focussing on in terms of these 4 areas and provides a framework around what is being done and the next steps planned. This report provides consistency as the Catholic Character Review is done with these 4 dimensions as well. Trustees liked the information and the format of the report.</p> <p>Motion: Jennifer moved that the 'Learn about Faith Report' be accepted – All Trustees approved the motion. Motion carried.</p> <p>6.1.2 – 2023 Beginning of Year Progress and Achievement Board Report – this report establishes where our students are at from the start the year and enables teachers to identify who the targeted students are that they are particularly concerned about and make plans to address their needs. Jennifer explained that there has been team discussion around the number of needs and school-wide discussions around these needs and the resourcing required to support these students. Jennifer also mentioned the amazing team of Teacher Aides and SENCO Leader we have who support these students, however, resourcing for so many needs is a struggle. Additional Government funding to address further resourcing for these needs is a key area identified as part of the recent teacher and principal industrial action. Jennifer shared the plans voted for by principals if further industrial action is required. She will keep the board updated.</p> <p>There was a brief discussion on the strengths and weaknesses in the curriculum areas of Writing, Mathematics and Reading. Writing is an area of weakness, particularly with our high number of ELL students. Reading is a strong curriculum area across the school and the report shows some strong mathematicians and teachers are aware of the importance of providing these students with challenges at the next level of thinking.</p> <p>Jennifer shared that the report shows actual student numbers rather than percentages and she explained the reasons for this. The Leadership Team is also looking at ways to support Māori student achievement in these curriculum areas. Jennifer spoke briefly about the Māori Achievement Collaborative (MAC) – a professional learning and development pathway for schools focused on changing education outcomes for Māori students. Schools can become a MAC school and have a mentor who works with the principal and staff on tikanga and understanding Māori culture, as well as what Māori students need to be even more successful. She will explore how we can become a MAC school to support our Māori students even further.</p> <p>Motion: Jennifer moved that the '2023 Beginning of Year Progress and Achievement Board Report' be accepted – All Trustees approved the motion. Motion carried.</p> <p>6.1.3 – 2023 Annual Plan Progress Document – at the previous board meeting it was raised that we need to have a statement around inclusivity that would be shared with the community and parents who are looking at our school. Jennifer has updated the document and shared the changes which is a statement that includes how our school is culturally connected, responsive, aspirational, engaging, and authentic in our teaching practice.</p> <p>Jennifer explained that there has been a lot of progress this term and shared how staff have engaged with the programmes, new focuses, and new professional development areas.</p> <p>Kahui Ako Update – Congratulations to Jennifer who has been appointed to the Support Principal Role. This group of principals meets up to three times a term and have established hubs of interest for staff who are passionate about or have an interest in further development in a particular area, such as Pasifika Education or Structured Literacy or</p>

	<p>Kaiako Māori.</p> <p>St Brigid’s Structured Literacy Programme – the document will be shared with Meg and trustees at the next board meeting. Angela Sheldon has been involved with researching, thinking and discussing what is best for our school and this programme has been very successful for our learners. The programme is being extended to our Year 3&4 target students this year. These teachers have been to other schools to see the programme in action. The programme will be extended to all Year 3 & 4 students in 2024.</p> <p>Term 2 Parent Survey and Process - Jennifer would like to put out a parent survey next term and will need the support of a small sub-committee to discuss and compile questions from the Board. Jennifer shared examples of possible questions that could be included. The proposed survey is to be shared at the next board meeting. Jennifer confirmed that after feedback has been received, synthesized results/themes and future plans would be shared with the community via the school newsletter.</p> <p>2024 Strategic Planning – Our 2020 – 2023 Strategic Plan was revised last year. The Ministry has advised that schools will be reporting and planning in a different way next year. There are transitional arrangements in place until the new regulations take effect from mid-2023, and ahead of schools having their first strategic plans in place by 1 January 2024, however the guidelines are yet to come. Jennifer will keep trustees updated as information is received.</p> <p>Principal development – Jennifer thanked the board for the opportunity to connect with her Catholic colleagues at the recent conference at Waitangi. She had shared key highlights and learnings in the board papers.</p> <p>Motion: Jennifer moved that the Principal’s Report be accepted – All Trustees approved the motion. Motion carried.</p>
7.	<p>7.1 – Schedule of Delegations – the adopted Schedule of Delegations from 2022 had been included in the board papers. Jennifer explained a few changes she has made to the document and the board discussed these changes.</p> <p>Motion: Jennifer moved that the updated ‘2023 Schedule of Delegations’ be accepted – All Trustees approved the motion. Motion carried.</p> <p>7.2 – February Financial Management Report – Accounting for Schools had provided the report and commentary.</p> <p>Motion: Jennifer moved that the ‘February Financial Management Report’ be accepted – All Trustees approved the motion. Motion carried.</p> <p>Lynne will email the March financial management report to trustees when it is available, as the next meeting isn’t until May.</p> <p>7.3 – Year 6 Camp Proposal – The camp will be held at the YMCA Camp at Kaitoke again in October, but a new venue may be looked at for 2024.</p> <p>Motion: Jennifer moved that the ‘Year 6 Camp Proposal’ be accepted – All Trustees approved the motion. Motion carried.</p> <p>7.4 – Noho Marae Proposal – Tania and Jennifer would like to take our Kia Mau and Māori students to the marae in May. All trustees approved the proposal.</p> <p>7.5 - SchoolDocs Policy reviews – this term the Board is reviewing Legislation and Administration Policy, Privacy, and Official Information Requests.</p> <p>7.6 – Resolution – Jennifer explained the reasons for the request for approval of a grant application to the Mazda Foundation for new seating. Jen would like the school to contribute \$1,000 towards the seating with the balance of \$6,010.32, being applied to the Mazda Foundation.</p> <p>Resolution: That a request be made to the Mazda Foundation for funding for seating for the amount of \$6,010.32 (excl GST). All trustees approved the resolution.</p>
8.	<p>Meg commented that there has been positive feedback about the 3.00pm end of term finish time.</p> <p>Quiz night fundraiser for shade sails – this will be held at the 1841 and tickets will be pre-sold. Meg will put an email out to all trustees to get helpers on the sub-committee and parent survey.</p> <p>Reminders:</p> <p>End of Term Staff drinks on 6 April at 3.15pm in the staffroom.</p> <p>Board dinner at the 1841 after the Board meeting on 20 June.</p>
9.	<p>Meeting closure & thanks</p> <p>Meg thanked Trustees for their support. The meeting closed at 6.45pm.</p>

Confirmed _____