

The St Brigid's Board of Trustees minutes of meeting 16 May 2023,

held at 5.30pm in the staffroom - Approved

Item	Description
1.	<p>Present – Jennifer Ioannou, Meg Davies, Janet Valentine, Cynthia Makau (from 5.40pm), Tapiwa Mbona, David Power, Joe Robins, Sarah Hutchings, Lynne Candiliotis (Board Secretary)</p> <p>Tapiwa opened the meeting with a prayer.</p>
2.	<p>Health & Safety – Meg reminded everyone of the emergency procedures.</p>
3.	<p>Apologies – Donald Elemento, Greg Archer</p>
4.	<p>Outstanding action points</p> <p>- Quiz Night fundraiser for shade sails – Meg has confirmed the date as 13 August 2023 at the 1841. The survey indicated that at least 100 attendees. Meg asked trustees for help to co-ordinate this event. A few parents have volunteered via the quiz survey.</p> <p>- St Brigid's Structured Literacy Programme – to be included in the next Board papers.</p>
5.	<p>Confirmation of minutes from 4 April 2023 meeting – there were no changes to the minutes.</p> <p>Motion - Meg moved that the minutes from the meeting on 4 April 2023 be approved as a true and accurate record of matters dealt with – Tapiwa seconded. Motion carried.</p>
6.	<p>Principal's report - Jennifer's report was taken as read.</p> <p>6.1 – Staffing Update – Bianca de Leon is returning from extended sick leave at the start of Term 3 and will teach the roll growth class in Room 3. Trustees discussed Bianca's request to work 4 days a week (0.8) until the end of the year. Jennifer informed trustees that she has spoken to Nicky James, who is currently on a year's refreshment leave, and she is available to job-share with Bianca (0.2) from Term 3 and to cover any sick and CRT days for Bianca. All trustees agreed to this request for Bianca as 4 days a week and for Jennifer to offer Nicky 1 day a week.</p> <p>Bianca Clarke, a fixed-term part-time teacher in Year 7&8, will finish work on 18 August as she is having a baby. Jennifer and Janet are in discussions with a teacher who may be available to cover Bianca's hours until the end of the year.</p> <p>6.2 – School Docs Policies - Education Outside the Classroom (EOTC) Policies – Jennifer explained that a new Risk Analysis Management System was introduced last year and is a thorough process that provides her with time to reflect on all the information and planning to sign it off at least 3 days before a trip or activity.</p> <p>Jennifer asked trustees to look at the policies on SchoolDocs and place feedback. At the next board meeting, Jennifer would like each trustee to share their feedback so that everyone is aware of what has been reflected on and any changes that might be needed.</p> <p>Jennifer is comfortable that our processes and systems are being followed. There was some discussion around RAMs and contingencies in place. It was suggested that a key element is to have good communication processes, including cell phone coverage plans.</p> <p>6.3 – Grants Update – We are grateful to have received \$3,000 from the Hutt Mana Charitable Trust towards our playground matting. Jennifer has sent them a message thanking them for the grant, and a copy of the Facebook post that was shared with our parent community. Unfortunately, we were not successful with our two other matting grant applications so Jennifer and Helen, our grants application person, will meet to discuss further funder options. The Hutt Mana Charitable Trust is very happy for the timing to be extended if required. We will be applying to other funders and asking for resolutions via email.</p> <p>We were not successful with our furniture grant application to NZCT and our IT grant application to Air Rescue Services. Once the matting project has concluded Jennifer will source other funders for furniture and IT grants.</p> <p>6.4 – Te Tiriti o Waitangi PD – Meg, Sarah, and Jennifer have registered to attend this NZSTA training on 30 May. Jennifer encouraged other trustees to be part of this PD as it was a recommendation in our Catholic Character Review.</p> <p>Motion: Jennifer moved that the Principal's Report be accepted – All Trustees approved the motion. Motion carried.</p>
7.	<p>7.1 – 2023 Parent Survey – The survey is to provide the Board of Trustees with information to help with future planning and resourcing of the school. Joe, Cynthia, Meg and Jennifer have compiled 10 short questions to obtain parent feedback. This survey is an opportunity to re-connect and engage with our parents and the community, as the last survey was completed in 2020. The survey will be sent to the parent community via Google forms. There will be an incentive where all completed surveys will be in the draw to win a school polo shirt for a child. As the survey is anonymous, parents will email Lynne to confirm that they have completed the survey and Lynne will put the names in the draw.</p> <p>It was mentioned that there could be a question around 'how you can become engaged' with fundraising or parent</p>

	<p>support for the school. Jennifer explained that this was a question included in the information gathered as part of the whānau conferences at the start of the year. It was suggested that there could be a further communication when survey feedback is shared, that could invite the parents who opted for supporting one of the groups under question 9, to get in touch with the school.</p> <p>Question 6 will be updated to include Facebook as a communication channel.</p> <p>Timeframe – It was suggested that we send out a 'heads up' in the newsletter for 2 weeks prior to the survey date to let parents know that it soon to be sent out. Jennifer will look at possible dates. The sub-committee will get together before the next board meeting to analyse the data and will bring a summary to the full board.</p> <p>7.2 – March & April Financial Reports – The March and April Financial Reports have been received. We have a surplus of \$54.3k mainly due to additional Government Grants received, other Grants, and reduced spending where possible.</p> <p>Jennifer is hoping to receive advice, quotes and plans regarding the cyclical external and internal painting around the school. This is to ensure that we have a planned financial approach to maintaining the buildings. Jennifer will bring recommendations for discussion at a future board meeting. This will include a recommendation that last year's cyclical maintenance provision be moved to a term deposit that is to be set aside specifically for cyclical maintenance.</p> <p>Jennifer explained that we need a surplus to fund the roll growth class teacher and a teacher returning from study leave at the end of the year, and it is important to have funds on hand for unforeseen emergencies.</p> <p>There was a brief discussion on holding working bees to do some painting. Jennifer explained that it is critical that the work is undertaken by professionals, as they have the expertise to prepare surfaces properly and to paint to a high standard.</p> <p>A re-forecast of the budget will be presented at the first meeting of Term 3.</p> <p>Wellbeing budget – Jennifer proposed to the board that in Term 3 she organises a fruit basket each week through the term for staff wellbeing. Trustees agreed that it is a lovely idea.</p> <p>Motion: Jennifer moved that the 'March and April Financial Management Reports' be accepted – All Trustees approved the motion. Motion carried.</p>
8.	Meg reminded trustees of the board dinner at the 1841 after the next board meeting on 20 June.
9.	<p>Meeting closure & thanks</p> <p>Meg thanked Trustees for their support. The meeting closed at 6.35pm.</p>

Confirmed _____