

The St Brigid's Board of Trustees minutes of meeting 20 June 2023,

held at 5.30pm in the staffroom - Approved

Item	Description
1.	<p>Present - Jennifer Ioannou, Meg Davies, Janet Valentine, David Power, Joe Robins, Sarah Hutchings, Donald Elemento, Greg Archer, 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 - Tapiwa Mbona, Cynthia Makau</p>
4.	<p>Outstanding action points</p> <p>St Brigid's Structured Literacy Programme - included in the principal's report.</p>
5.	<p>Confirmation of minutes from 16 May 2023 meeting - there were no changes to the minutes.</p> <p>Motion - Meg moved that the minutes from the meeting on 16 May 2023 be approved as a true and accurate record of matters dealt with - Janet seconded. Motion carried.</p>
6.	<p>Principal's report - Jennifer's report was taken as read.</p> <p>Health & Safety - Sarah asked about the Health and Safety incident with our cleaner on 9 June. Jennifer gave an update and explained the new guidelines put in place for the cleaner and staff since the incident.</p> <p>6.1 - SENCo and ELL Reports - Reports taken as read. Meg commented on the great level of detail and information provided in the reports. Jennifer answered questions and explained that the majority of figures in the Special Needs Report represent individual students. Jennifer added that funding will decrease going forward as some families have indicated that they will be moving away from the area. This loss of funding will impact staffing. Jennifer has recently submitted a Ministry survey in support of funding for in class support being allocated based on the number of applications that have been submitted in the past as opposed to the number of accepted applications.</p> <p>Trustees appreciated the informative reports. Jennifer will pass on this feedback to Pauline and Fiona.</p> <p>6.2 - Gifted and Talented Report - Jennifer mentioned the importance of also focusing on providing programmes for students who have been identified as being gifted and talented in particular areas.</p> <p>Fiona Kearns, as DP, has this area of responsibility and Jeannine Winton has an interest in this area as well, so is working with Fiona. They have identified areas of further improvement and next steps and have plans moving forward to provide opportunities to extend students. Janet shared information around an upcoming opportunity for our gifted and talented and passionate writers, and other opportunities coming up for our gifted and talented and passionate students in sport. Janet and Jennifer answered questions from trustees. Trustees thanked Fiona for the informative report. Jennifer will pass on this feedback to Fiona.</p> <p>6.3 - Structured Literacy Approach Report - This structured approach to teaching literacy is a blend of best practice to provide programmes and approaches that are effective to help students decode words in an explicit and systematic manner. These programmes have been running in our junior school for the last 2 years and with the availability of new decodable texts and further professional development, teachers have been able to further align their teaching with the evidence-based elements and principles of a systematic, scientific approach to learning to read and write. It provides another understanding of teaching literacy as it offers all teachers the opportunity to look at a different approach to teaching literacy. The programmes and approaches have been extended to Team Rua this year and further professional development is underway for these teachers. Trustees appreciated the very informative and thorough report. Jennifer will pass on this feedback to Angela.</p> <p>Annual Plan document - This document was included in the Board folder. Jennifer shared that we have continued to progress our goals and areas of focus. There is professional development planned for the Teacher Only Day on 30 June. There has been a lot happening with our Kāhui Ako and Hubs of Interest which are often individual teacher interests and areas of focus.</p> <p>Joe asked about the next step in the consultation plan. Jennifer explained that the parent survey feedback will provide the start of our consultation as it will create themes of focus for next year. The board will then come together to plan the next step and stage of the consultation. The Ministry are yet to share the parameters of what strategic planning will look like from the beginning of 2024, but we will already have consulted with our community as to what our main focuses are. Jennifer mentioned that there have been 66 responses so far and there are some very good and positive comments made by parents. Once the survey has closed on 23 June, the sub-committee will unpack the information, present it to the board and then staff and the parent community.</p> <p>6.4 - NZSTA Te Tiriti o Waitangi PD - Sarah and Jennifer attended the first part of this PD. Sarah shared a wonderful insight into several of the aspects she found meaningful and valuable for her personally and for our board as a group to work together to make it real for our school. Jennifer encouraged all trustees to be part of the next part of this PD</p>

	<p>as it was a recommendation in our Catholic Character Review. Jennifer and Sarah proposed that all trustees go through the resource link that was included in her report to register for Part 2 of the PD to encourage deeper conversations as a board at the session. Jennifer suggested that going forward our agenda acknowledges Te Tiriti and puts it at the forefront of board discussions and decision making - all trustees supported this idea.</p> <p>6.5 - EOTC Policy - EOTC activities must be approved according to the Ministry of Education Management Guide for EOTC activities. The board is responsible for ensuring that the school has the best possible practices for any education outside the classroom and Jennifer suggested that the EOTC Policy be shared on screen at the meeting so that trustees had the opportunity to review it together. Jennifer is extremely aware of the importance of making sure that there are good systems in place prior to any event being signed off.</p> <p>- Risk Analysis Management Form - Jennifer shared the updated RAM form with trustees and explained the reasons for the changes. ERO completes compliance checks to ensure we have evidence to support what we are doing and what we say we are doing.</p> <p>Motion: Jennifer moved that the Principal's Report be accepted – all trustees approved the motion. Motion carried.</p>
7.	<p>- May Financial Report - The May Financial Report had been provided by AFS. We have a surplus of \$36.5k which is ahead of the budgeted deficit expected for this stage of the year. This is due to higher income being received partially offset by higher operating expenses incurred to date. Jennifer is working on a budget re-forecast and will bring a proposal to the board meeting in August.</p> <p>Motion: Jennifer moved that the May Financial Management Report be accepted - all Trustees approved the motion. Motion carried.</p> <p>- Funding Resolution - Jennifer explained the reasons for her request to submit a grant application to Pub Charity for furniture for the Year 5/6 classrooms. The school will contribute \$3000 towards this.</p> <p>Resolution - That the trustees approve a grant application to Pub Charity for classroom Furniture for the total amount of \$15,497.20. All trustees approved the resolution.</p> <p>Jennifer advised that there is a new application in process for 40 chromebooks and 2 charging stations. Quotes have been received but paperwork not ready yet. Lynne will email the resolution to trustees once everything is finalised.</p>
8.	<p>Meeting closure & thanks</p> <p>Quiz night - Staff were going to collate any offers of support for fundraising activities received at the start of year whānau conferences. Jennifer will follow up if any names were collected. If required she will put a notice in a newsletter asking for helpers.</p> <p>Meg thanked Trustees for their support. The meeting closed at 7.07pm.</p>

Confirmed _____