

The St Brigid's Board of Trustees minutes of meeting 14 August 2023,

held at 5.30pm in the staffroom - Approved

Item	Description
1.	<p>Present - Jennifer Ioannou, Meg Davies (until 6.27pm), Janet Valentine, David Power, Joe Robins, Sarah Hutchings, Donald Elemento, Tapiwa Mbona, Cynthia Makau</p> <p>All trustees present read and signed the Ministry's new Code of Conduct for State School Board Members. As Meg (Presiding Member) had to leave the meeting by 6.30pm, some matters were discussed out of order.</p> <p>Sarah opened the meeting with a prayer.</p>
2.	<p>Health & Safety - Meg reminded everyone of the emergency procedures.</p>
3.	<p>Apologies - Greg Archer, Lynne Candiliotis (Board Secretary)</p>
4.	<p>Outstanding action points</p> <p>There were no outstanding matters.</p>
5.	<p>Confirmation of minutes from 20 June 2023 meeting - there were no changes to the minutes.</p> <p>Motion - Meg moved that the minutes from the meeting on 20 June 2023 be approved as a true and accurate record of matters dealt with - Sarah seconded. Motion carried.</p>
6.	<p>Principal's report - Jennifer's report was taken as read.</p> <p>6.1 - Staffing update</p> <ul style="list-style-type: none"> - We have had an increase in staff sickness particularly with Teacher Aide absences. The priority has been to ensure coverage for students with highest needs. We are fortunate to have someone who is very capable and been able to step in to support students 3 days a week. - A staff member (teacher) has resigned effective from 15 December 2023. Jennifer will be advertising this Untagged Phase 1 (Year 0-3) position next week. - Across School Leader in the Kāhui Ako Application – This position is for 2 days a week, fixed-term for a year. If successful, the staff member could be a specialist teacher for 3 days a week. Jennifer mentioned the staff member's many skills, experience and expertise, Pasifika HOI, and her passion for learning, will be valued contributions for the role. <p>Motion - Jennifer moved that the board supports the staff member's request to apply for the role of Across School Leader in our Kāhui Ako - all trustees approved. Motion carried.</p> <p>6.2 – 2023 Parent Survey</p> <ul style="list-style-type: none"> - There was a discussion around the feedback from parents for school to provide homework for students. A wider staff discussion is needed to review best practice and conversations around evidence and the purpose of homework and then to share this information and options with parents. There is a statement on home learning on the school website and now is a time to review it by obtaining staff, parent, and student feedback. Jennifer will report back to parents that we will have a future consultation and review of homework and the purpose. - Whānau conferences - the majority of feedback said it was a very worthwhile activity. There was also feedback from parents about the timing of conferences during the day, and Jennifer mentioned that staff would discuss the option of extending the time to start at 10.00am and finish at 7.00pm. When a decision has been made Jennifer will communicate with parents. The board agreed that giving parents early notice of these dates is very helpful for parents to plan ahead. <p>6.5 - 2024 Term dates - Jennifer had shared the 2024 term dates which included the Staff Only Days. However, the Ministry of Education is yet to confirm 2 additional Staff Only Days. Jennifer will advise parents of this in her communications.</p> <p>Motion: Jennifer moved that the 2024 Term dates be accepted – all trustees approved. Motion carried.</p>
7.	<p>Financial Reports - The June and July 2023 Financial Reports had been provided by AFS.</p> <p>Motion: Jennifer moved that the June and July 2023 Financial Management Reports be accepted - all Trustees approved the motion. Motion carried.</p> <p>7.2 - 2023 Budget revision</p> <ul style="list-style-type: none"> - Budget reforecast - Jennifer explained that there are some under and some over budget line spends. However, a bonus is that the government is giving \$6,000 to principals for Professional Development, Wellbeing and Mentoring. The Principal's PD and Wellbeing budget line has been increased from \$4,000 to \$6,000 but in terms of any money left over at the end of 2023, Jennifer asked that this be transferred to the 2024 budget as principals are looking at

	<p>planning trip further afield for their professional development next year. The board agreed to the transfer of any amount left in this budget line at the end of the 2023.</p> <p>- Grounds - a lot of maintenance has needed to be done so Jennifer has increased this budget line to \$7,000. She is hoping to generate a small surplus to get some projects and unexpected maintenance done around the school.</p> <p>Motion: Jennifer moved that the 2023 budget reforecast be accepted – all trustees approved. Motion carried.</p> <p>7.4 – Bulk grant - \$30,000 has been budgeted for our roll growth class. Jennifer shared the reasons and obligations for the request to pay our least expensive teacher from bulk grant. Jennifer added that having a roll growth class supports our roll and makes it more sustainable going forward because we can accept these students’ seeking enrolment for the latter part of the year. She added that this is for a fixed period until the end of the year but is predicting that this may also need to happen next year.</p> <p>Motion: Jennifer motioned that our least expensive teacher be paid from bulk grant for the rest of the year - all Trustees understood the reasons and obligations and agreed to this motion. Motion carried.</p> <p>Meg left the meeting at 6.27pm and Joe took over the role of Presiding Member for the rest of the meeting.</p> <p>6.3 - Term 3 Policy Reviews – Trustees were requested to review these policies on SchoolDocs and submit any feedback before the next board meeting.</p> <p>Motion: Jennifer moved that her Principal’s Report be accepted – all trustees approved. Motion carried.</p>
7.	<p>Matters for Discussion/Approval</p> <p>7.1 – Shade cloth upgrade – Jennifer explained that the current shade cloth structure is no longer fit for purpose. Currently children can’t eat or play under it as water comes through, so something that is more fit for purpose would be good to replace it with. She would like to look at options to install a canopy structure that would protect children from the sun and be able to be used as a dry outdoor area. This structure would be an asset to the school that would require resourcing consent and guttering. Jennifer anticipates putting \$10,000 towards it from school fundraising, as well as submitting grant funding applications.</p> <p>Approval: Jennifer requested approval to explore this project further – all trustees agreed. Approved.</p> <p>NZSTA – Planning and reporting discussion around the online webinar held 8 August. A key message from this webinar was for schools to consult with their community. Our school has begun consulting, with the recent Parent Survey and ‘Cultural Connection’ parent morning teas, where valuable information has been shared by the parents. Jennifer advised that the Strategic Plan is now for 2 years instead of 3 years to bring it in line with the elections. Consultation and a clear line to the Strategic Plan needs to be evident. Jennifer has met with our Senior Advisor at the Ministry and talked about what we have been doing. The advisor gave very positive feedback on what she had shared and commented that our school is actually doing what is expected of all schools.</p>
8.	<p>Meeting closure & thanks</p> <p>Quiz night</p> <p>The Quiz Night was a highly successful event and a great way to bring our community together. It was also a great way for our school to be able to support a local business by holding it at their venue.</p> <p>Joe closed the meeting at 6.54pm.</p>

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