

The St Brigid's Board of Trustees minutes (via a Zoom meeting) on 5 September 2023, at 5.30pm - Approved

Item	Description
1.	<p>Present via Zoom - Jennifer Ioannou, Meg Davies, Janet Valentine, David Power, Joe Robins, Sarah Hutchings, Donald Elemento, Tapiwa Mbona (from 5.40pm), Cynthia Makau, Lynne Candiliotis (Board Secretary)</p> <p>Donald opened the meeting with a prayer.</p>
2.	Health & Safety – Not applicable as a zoom meeting.
3.	Apologies - Greg Archer
4.	<p>Outstanding action points</p> <p>There were no outstanding matters.</p>
5.	<p>Confirmation of minutes from 14 August 2023 meeting - there were no changes to the minutes.</p> <p>Motion - Meg moved that the minutes from the meeting on 14 August 2023 be approved as a true and accurate record of matters dealt with - Joe seconded. Motion carried.</p>
6.	<p>Principal's report - Jennifer's report was taken as read.</p> <p>6.1 - Staffing update - The board congratulated Janet on her appointment to the position of Across School Lead (ASL). Jennifer explained that this position is fixed term at this stage for 1-year and begins from 9 October 2023 as the person she is taking over from is going on maternity leave. Janet has met the national criteria and been approved for up to a 2-year position, so should the person not return to this role, Janet is likely to continue in the position for up to 2 years. This is an exciting opportunity for Janet. Jennifer explained the plan for Term 4, 2023 and the thinking for Terms 1-3, 2024. Janet's fixed-term job variation position will be advertised by the end of this term. Trustees were happy with the plans.</p> <p>- A teacher has resigned from their permanent position from 2024 as they would like more flexibility to travel. The teacher would like short-term relieving opportunities if available. This permanent tagged position will be advertised at the end of the week.</p> <p>- Another teacher will be taking maternity leave from March 2024 and this position will be advertised by the end of the term.</p> <p>Jennifer mentioned that there has been a good response to the positions currently advertised.</p> <p>6.2 – Mid Year Student Progress and Achievement Report - Jennifer thanked Janet for her support putting the report together. Sarah commented that the Year 7 group seems to be struggling and asked if the board can do anything to support these students. Janet responded that it can be harder to move them at this age as the gap also widens. Support will continue for this group and all our target students and funding applications will be submitted if required. Overall, there has been a significant improvement across the school. Jennifer had shared the report with staff and thanked and congratulated them on the initiatives and interventions that have been put in place, as the results clearly show that there is progress being made. Joe commented on the big improvement being made with students from the beginning of the year and commented on the good documentation of data. It is very pleasing to see an increase in the number of Māori and Pasifika students achieving 'at or 'above' the expected curriculum level for all curriculum levels. Jennifer hopes that this trend will continue with our 'cultural' responsive professional development that staff are currently doing and will continue to do next year. Jennifer has been accepted into the Tautai Moana programme for next year, where a small group of principals will focus on the outcomes of Pasifika learners. This is a wonderful personal leadership growth and development opportunity for her that will also benefit the school.</p> <p>Jennifer, our SENCo, DP and teachers work together to observe and assess new students and Teacher Aide resources are reorganised to support these students as needed. Extra funding is applied for from the Ministry for interim support where possible to respond to the needs that we have. Jennifer advised that we will be receiving extra funding from the Ministry for 'In Class Support' (ICS) to support the students we believe require teacher aide support.</p> <p>Motion - Jennifer moved that the Mid Year Student Progress and Achievement Report be accepted - all trustees agreed - Motion carried.</p> <p>6.3 – Learn about Faith Report – There were no comments from trustees. Jennifer recorded that the board is grateful to Fiona and Bryony for putting the report together and sharing the progress to date, along with our next steps and intentions for the remainder of the year. All trustees agreed.</p> <p>6.4 – Progress against the Annual Plan Report - This was included in the agenda for this meeting to show our progress against the Annual Plan Goals. Jennifer explained that many things are being worked on and there are a number of goals to achieve this year, and that progress at the beginning of September indicates the amount of work that has, and is, being achieved. The board had no comments on the report.</p>

<p>7.</p>	<p>Financial Reports – The Financial Management Report for August will be provided by AFS after the Board meeting due to the meeting being held a week earlier. Our Board Secretary will email this to trustees once it has been received.</p> <p>Matters for Discussion/Approval</p> <p>7.1 – Part-time Request- The board discussed Heather Clark’s letter requesting that she return from Maternity Leave in 2024 in a part-time capacity and Jennifer explained how this would work for the school. The board agreed that they would like to support Heather to be able to have some time in the classroom before being ready to return to full-time work in 2025. They also discussed the need for decisions on any future maternity leave return requests to be made on a case-by-case basis.</p> <p>Motion: Jennifer moved that Heather’s extended maternity leave request be accepted and that any ongoing requests are discussed on a case-by-case basis - all trustees agreed. Motion carried.</p> <p>7.2 – Year 8 Camp Proposal. The proposal had been put to the board early so that planning can get underway. The camp is planned to be held at Forest Lakes from 13-16 February 2024. The cost is similar to this year’s camp, but due to the larger number of students attending, the rotation of activities will take longer and this has slightly increased the cost of instructors as we are charged on an hourly basis. There will be fundraising activities prior to camp to help reduce the donation amount requested. There was a brief discussion on how many families make the donation for camp. Jennifer thanked Janet for all her work putting the proposal together.</p> <p>Motion: Jennifer moved that the Year 8 Camp Proposal be approved - all trustees approved. Motion carried.</p> <p>7.3 – School Insurance - Change of Insurer - Our current insurance policy is with Crombie Lockwood and is up for renewal in December. They have sent through the documentation for review prior to December. Jennifer advised the current premium for this policy. We have received a quote from Marsh Insurance, a company which is supported by the Ministry of Education, and the premium is significantly less than the current insurer and the conditions of the policies are very similar.</p> <p>Motion: Jennifer moved that she proceeds working with Lynne to change our insurer from Crombie Lockwood to Marsh Insurance, through the Ministry of Education - all trustees approved. Motion carried.</p> <p>7.4 – School External Painting - The board discussed the proposal from Programmed Maintenance for external painting of all blocks. Jennifer has also requested an external painting plan from them so that the board can consider the yearly cost for future planning. She has also requested a quote for an internal painting plan. Hopefully this will all be available for the next meeting. We will also get quotes for external painting from two other companies. The board briefly discussed the option of changing the colour of the buildings. David will give Jennifer the names of some parents who are professional painters who might be able to give a third quote, but Jennifer stressed that it is critical that they can provide an experienced team to undertake the large scale of work. Jennifer mentioned that we have some areas of the school with damaged boards and the Archdiocese is looking at helping us remedy these areas. We have a Term Deposit of \$54,217 specifically for cyclical maintenance and by the end of the year Jennifer will request that we move the \$10,000 that has been budgeted. Joe provided a link to a Resene Painting for Schools Programme as an option to look at.</p> <p>7.5 – Board Strategic Planning Afternoon – Jennifer, Meg and Sarah have attended a webinar about Strategic Planning Moving Forward. Meg advised that the way boards are strategically planning has changed and instead of a 3-year plan, we need a 2-year plan to align with the cycle of the next board election. The school has been consulting with whānau through the parent survey and the Cultural Connection morning teas. The next step is for the board to meet as a group to draft a strategic plan. There are strong guidelines around it and Meg will send a link to the webinar to trustees for everyone to watch. She explained that there is a big shift from being quite passive board members to be really active and creating a strong strategic plan. The board will meet on Saturday 28 October, 1-4pm, with the option of dinner afterwards.</p> <p>Jennifer added that she has booked an experienced education facilitator to support the staff with their initial strategic planning session on 16 October. The planned board session will be a nice follow up to hear what the staff have initially shared together and then in Week 5 the staff will have a follow-up on their own. This consultation with board, staff and whānau makes for a thorough process. Jennifer added that her senior Ministry Advisor had commented that what we are doing is the exact way the Ministry is expecting all schools to do it, and consultation with whānau is a key component.</p> <p>Sarah asked whether the board needs to provide professional development to support staff who need to handle challenging conversations. Jennifer explained the current processes in place to support staff with this type of situation and she will continue to look at any training that might develop this.</p> <p>Motion: Meg moved that Jennifer’s Principal’s Report be accepted – all trustees agreed. Motion carried.</p>
<p>8.</p>	<p>Meeting closure & thanks</p> <p>Meg thanked everyone for their flexibility around holding the zoom meeting which finished at 6.45pm.</p>