

The St Brigid's Board of Trustees minutes on 31 October 2023, at 5.30pm - Approved

Item	Description
1.	<p>Present - Jennifer Ioannou, Meg Davies, Janet Valentine, David Power, Joe Robins, Sarah Hutchings (until 6.30pm), Donald Elemento, Tapiwa Mbona, Greg Archer, Lynne Candiliotis (Board Secretary)</p> <p>David opened the meeting with a prayer.</p>
2.	Health & Safety
3.	Apologies - None
4.	<p>Outstanding action points</p> <p>There were no outstanding matters.</p>
5.	<p>Confirmation of minutes from 5 September 2023 meeting - there were no changes to the minutes.</p> <p>Motion - Meg moved that the minutes from the meeting on 5 September 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 - 2024 Staffing</p> <p>Jennifer had outlined the new permanent and fixed-term positions for 2024 in her report. She is thrilled with the calibre of appointments and the team that we will have next year. Jennifer answered questions and confirmed that a roll review will be submitted mid-November and a reply from the Ministry should be received in December. She will update the Board when the outcome is received. Jennifer outlined the possible staffing restructure should the roll review not be successful.</p> <p>- Leave request - A teacher has requested to continue working 4 days per week for Terms 1&2 2024 due to health reasons, to be re-assessed at the end of Term 2. Jennifer recommended that the board continues to support her with this and advised that there is a teacher available to teach 1 day a week.</p> <p>Motion: Jennifer motioned that this request for 4 days a week teaching for the first 6 months next year be accepted - all trustees agreed. Motion carried.</p> <p>- Banking Staffing funding - A teacher who has been on study leave will return to school next month and she will resume her full-time hours. She will be our main reliever to cover teacher sickness, CRT and any extra release time for teachers. Jennifer explained that this is a more experienced teacher and it would be financially advantageous to move our next least expensive teacher from Teachers Salary to Bulk Grant.</p> <p>Motion - Jennifer proposed that we move our next least expensive teacher from Teachers Salary to Bulk Grant - all trustees agreed. Motion carried.</p> <p>6.2 - 2023 Health Parent Consultation Results</p> <p>Brief discussion on the results of the survey (there were 16 respondents). Janet commented that from a teaching perspective, we may need to educate parents on what is already being taught and explaining on Seesaw about the different activities and what they mean and why they are being done, as some of the comments in the survey didn't reflect that this was understood. There were many comments that this is an important curriculum focus and that the school is heading in the right direction. The Leadership Team will continue to look at the key areas from focus of the survey and put them in units of work and long-term plans and continue to communicate with whānau through Seesaw and newsletters about what is being done and why, and how it all links.</p> <p>6.3 - 2024 School Donations</p> <p>Jennifer explained the reasons behind the proposal to increase the 2024 General School Donation to \$100 for the second child with the total amount for a family being \$200, and the importance of communicating examples of what things the donations support. Jennifer also proposed to introduce two new donation requests: an EOTC trips/activities donation of \$25 per child per term (\$100 per year) to help cover swimming, gymnastics, trips to the city; and a \$10 RE Curriculum donation per student to fund what we are charged by NCRS. Jennifer will communicate these donation decisions with parents in the next school newsletter on behalf of the Board.</p> <p>Jennifer will send a thank you card to a family who made a generous donation to the school.</p> <p>A question was raised about whether the school should be providing chromebooks and whether it is time to consider becoming a BYOD school which would always support 1-1 use. Jennifer asked trustees to think about this and would like a future discussion on devices moving forward. This will be an item for discussion on the next agenda for future planning.</p> <p>Motion: Jennifer moved that the recommended schedule for the 2024 General School Donations be accepted - all trustees agreed. Motion carried.</p>

6.4 - Term 4 Policy Reviews

Trustees will submit feedback by the end of Term 4.

Motion: Jennifer moved that her Principal's Report be accepted – all trustees agreed. **Motion carried**

7. Matters for Discussion/Approval

7.1 – Miramar Christian School new site location

Meg had forwarded the information she had received regarding the re-location of this state integrated, co-educational, Year 1 -8 full primary school, currently located in Miramar, to Johnsonville as a central location. Jennifer had heard from a neighbouring school who is fully supportive of whatever our board decides.

The Board had a good discussion on the pros and cons and the impacts this could have on our school and the local schools. Some of the concerns raised were traffic, multiple schools in this area, no community need or demand for another school. Trustees did not support the proposal and felt it would have a minor detrimental impact directly on our school; that we are not at capacity, and neither are our neighbouring schools, and it would be better to enhance the facilities of these current schools rather than having a new one. Meg will write a reply on behalf of our board and send it to trustees for feedback and Jennifer will send a reply from the Kāhui Ako.

Sarah left the meeting at 6.30pm.

7.2 - Financial Reports - The Financial Management Reports for August and September had been provided by AFS. There were no questions about these reports.

Motion: Jennifer moved that the August 2023 and September 2023 Financial Management Reports be accepted - all trustees approved the motion. **Motion carried.**

7.3 - Resolution for furniture grant funding

An application is ready to be submitted to Pub Charity for classroom furniture for Years 7&8.

Motion: Jennifer recommended that we resolve an application to be made to Pub Charity Ltd for classroom furniture for the total amount of \$19,562.63. Jennifer proposed that the school contributes \$4,000 from our 2024 furniture grant to support this application. All trustees agreed.

7.4 – School Interior Painting

An interior painting proposal from Programmed Maintenance Services had been included in the board papers. This proposal gives a starting point for future discussions on the programme of work for the internal painting of the school. Our first plan is the external painting and when the other two external painting proposals are received the board will look at the overall school requirements to begin discussion for future plans. Painting of the school is funded from the Cyclical Maintenance Term Deposit.

7.5 - Playground Matting Update - MOE approval received

Jennifer explained the background around a grant application for playground matting that had been submitted due to the matting being a health & safety issue. The funds to support the application were raised through fundraising activities by the school community, but the application was made by the school as there is currently no active Friends & Whānau Fundraising Group. Jennifer had sent a letter to the Ministry of Education Property Team requesting approval to use the funds raised for property improvement. She has now received a letter from the Ministry approving the board's use of the funds raised and acknowledgement that the school board has the responsibility for safety requirements and all ongoing maintenance. The matting invoice will be paid from the school account. Moving forward the board will look for a key person to start driving and promoting and reinstating a new fundraising group. It will have a new name, new bank account, hold regular meetings and an annual AGM, have financial statements and regular reporting to the board, and it will be set up as a charity.

7.6 - 2024 Staff Only Day Dates

We have received confirmation from the MOE of the perimeter of dates for the other two Staff Only Days. We already had selected 4 June as a Kāhui Ako day. Jennifer proposed Friday 8 March 2024 and Friday 25 October for the other 2 days. The Board approved the dates.

7.7 - End of Year Staff Dinner - Board contribution

Jennifer requested that the Board contributes \$10 per staff member attending the staff dinner. The Board agreed to the contribution. Jennifer will pay the deposit.

7.8 - End of Year Board Dinner Date

Tuesday 5 December after the Board meeting at the 1841. Jennifer will make the booking.

Other Matters

Parent Representative - as Cynthia has resigned, the board considered options for a new trustee. There was discussion around the advantages of Meg applying to become a Proprietor's Representative which would create an

	opportunity for 2 parents to be elected to the board. Trustees discussed the advantage of encouraging Pasifika and Māori parents to have a representation that encompasses the diversity of our school. Meg will look up the legislation and process around new appointments.
8.	Meeting closure & thanks Meg thanked everyone for their contributions. The meeting closed at 7.00pm.

Confirmed _____