

The St Brigid's Board of Trustees minutes on 5 December 2023, at 5.30pm - Approved

Item	Description
1.	<p>Present - Jennifer Ioannou, Meg Davies, Janet Valentine, David Power, Joe Robins, Sarah Hutchings, Donald Elemento, Tapiwa Mbona, Greg Archer, Lynne Candiliotis (Board Secretary)</p> <p>Greg 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 31 October 2023 meeting - there were no changes to the minutes.</p> <p>Motion - Meg moved that the minutes from the meeting on 31 October 2023 be approved as a true and accurate record of matters dealt with - Greg seconded. Motion carried.</p>
6.	<p>Principal's report - Jennifer's report was taken as read.</p> <p>6.1 - 2023 End of Year Student Achievement Report - Janet answered questions around the progress of the Year 7 group and explained that interventions have been put in place this year which have helped some students to progress. She commented that low attendance for some of these students for cultural reasons and health have been significant factors in the results. We will continue to build the connection and partnership with whānau to support these students and reiterate the importance of being at school. These students will be a key focus next year and an early connection with the intended colleges could be beneficial in supporting the transition of these students to college the following year. Jennifer discussed the 2022 End of Year results for Māori and Pasifika Maths achievement in response to Joe's question.</p> <p>Tapiwa mentioned forming different cultural groups for welcoming new families to the school. Jennifer explained that Fiona Kearns, in her ELL Lead role, has started this initiative and it will be developed further next year. Jennifer and Janet shared how successful and positive the recent Pasifika Fono had been. Parents were keen to be involved and contributed good ideas for the strategic planning. Sarah suggested that some of these parents could talk with other cultural groups to share ideas. Jennifer advised that she has appointed a staff member to be the Connections Leader for 2024. This person will work alongside Fiona, but her primary role will be to get a parent group up and running for the sustainability of the school going forward with new energy and direction.</p> <p>Jennifer thanked the staff for their hard work and commitment towards student progress and learning during the year to get these achievement results as there are so many positives with students who are moving and students who are consolidating their learning. She also thanked Fiona Kearns and Janet Valentine for their support in writing the report.</p> <p>6.2 - 2023 Annual Plan Progress - This summary shows the detailed progress of how much has been achieved towards our goals this year. Sarah suggested that a summary of this great progress be shared with parents. Jennifer will consolidate a summary which will go as a link in the newsletter and website.</p> <p>Motion: Jennifer moved that this document be compiled as a report from the board and be used as our annual report that is submitted to the Ministry of Education and put on our website and shared with our community. All agreed - Motion carried.</p> <p>2023 Statement of Variance Report - This document is part of our auditor's report which also goes to the Ministry of Education. Jennifer explained the reporting background of the general statement in the Target point is to show how we are supporting students whose performance is below expectations. This report is a key focus for the Ministry of Education and ERO. Jennifer also shared with the board how identified students are extended through the GATE programme.</p> <p>Motion: Jennifer moved that the 2023 Statement of Variance Report be accepted and approved by the board and be sent to the Ministry of Education and ERO. All trustees accepted and approved the report. Motion carried.</p> <p>Term 4 Policy Reviews - Jennifer had included the topics for board review in the papers and the review closes on 15 December. The Homework Policy is included for review, but the board doesn't need to review it as Jennifer explained the consultation processes that have been undertaken so far and confirmed that a new homework policy has been started as result of the feedback received. Jennifer reminded trustees of the importance to regularly review policies as they come up for review and to bring any questions to the board meetings, otherwise comments can be submitted through the portal.</p> <p>Classroom Release Time Policy - Jennifer shared that this policy has been updated in collaboration with staff due to the extra CRT release negotiated as part of the Collective Agreement that teachers are to receive next year.</p> <p>6.3 - 2024 -2025 Draft Strategic Plan - Jennifer, Meg, Janet, and Fiona have put considerable thought into creating</p>

this draft Strategic Plan for the next 2 years, after thorough consultation with students, staff and whānau. Jennifer had shared this information with parents in the newsletter on 5 December. Jennifer and Meg would like to see a 1-page overview front page document designed that has our goals, initiatives, success measures, and our values. We are fortunate to have 2 contacts with wonderful graphic design skills who will be able to assist to create the design. This would make the Strategic Plan document more engaging and will show what is to be achieved in a succinct way. Our actions, who does what, and what resources are going towards the actions, would then come into the Annual Plan to be unpacked. Jennifer asked trustees to provide feedback and thanked Meg and Janet for their time in preparing the draft document.

Motion: Jennifer moved that draft Strategic Plan be accepted subject to any comments being received. All agreed. **Motion carried.**

6.4 - Friends & Whānau Account - Jennifer explained the reasons behind the advice from the Ministry of Education to close the Friends & Whānau bank account. The funds have now been transferred into the school's operations account. Jennifer summarised the discussions with David Hyland from the Ministry and the plan going forward if we have any future projects, until the new parent fundraising group is established.

6.5 - Kahui Ako update - Jennifer is to apply for a Lead Principal position in a trio leadership structure and if successful, it will generate 0.13 FTE in staffing for the school.

6.6 - Staffing Update - Teacher Aide funding for 2024 is significantly reduced next year and Jennifer explained how this is to be managed.

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

7. Matters for Discussion/Approval

7.1 - Financial Reports - The Financial Management Report for October had been provided by AFS. There were no questions about these reports. The November report will be sent to trustees once it is received.

Motion: Meg moved that the October 2023 Financial Management Report be accepted - all trustees approved the motion. **Motion carried.**

7.2 - 2022 Financial Audit Report - Trustees had read and then discussed the 2022 Financial Audit Report. A question was asked around the payroll controls and Jennifer assured the board that our school EdPay systems and processes are aligned with best practice and follow our obligations at this point in time. EdPay are currently rectifying their processes. There was also a question around the Xero invoicing controls and Jennifer explained the processes to ensure segregation of duties control.

The board approved the 2022 Financial Audit Report and Management Letter.

7.3 - 2024 Draft Budget - The draft budget had been included in the board papers for discussion. Jennifer advised that the Teacher Aide figures are based on indicative funding and will be updated when confirmed funding is received in March. Jennifer will look at the budget again at the start of the year and will bring an updated budget to the 2nd board meeting for approval. There will be a mid-year re-forecast to see where things are at.

The board approved the transfer of \$6,000 from the 2023 Principal's Wellbeing and Mentoring budget to the 2024 budget. Jennifer explained that this is Government money from the recently negotiated Principals' Collective Agreement - it is not from the school's operations funding. This money will be used to fund the 2024 Principals' Leadership Conference in Canada that starts in the last 3 days of Term 1 and concludes in the last week of the school holidays.

Greg made the comment that our budget line 'Grant Applications' should read 'Approved Grant Applications'.

Greg asked if there were any other areas of concern where expenses might be higher than income and Jennifer mentioned maintenance and possibly relievers covering teacher sickness. In 2022 we had Leadership Professional development with a consultant costing \$8,000 and Jennifer proposed that we budget a similar amount in 2024. There is also the Catholic Convention which is held every 3-4 years and will be held in Wellington in 2024. Jennifer hopes to secure tickets so that board members can attend as well as the Leadership Team and DRS.

7.4 - Exterior Painting Maintenance - Jennifer gave an overview of previous painting projects as background for the discussion. The 3 painting proposals were discussed, and some areas of focus were identified with a provider. Jennifer will contact Programmed Maintenance again for a 3 year contract proposal and quote and the board will discuss options again at the start of next year meetings.

- **Cyclical Maintenance** - Jennifer advised that at the end of 2024 there will be \$66,000 in our Cyclical Maintenance Provision Term Deposit towards painting, as we currently have \$46,000 and have budgeted \$10,000 from the 2023 and 2024 budgets.

Motion: Jennifer moved that we transfer \$10,000 from the 2023 operations account to the Cyclical Maintenance Provision Term Deposit on maturity on 4 February 2024 - all trustees agreed. **Motion carried.**

7.5 - Shade Canopy - The 2 quotes were discussed. Jennifer had discussed the purpose of the shade canopy and advised that she has discussed the project with the Archdiocese Property team, and they are supportive of the project and a school contribution of \$10,000. We are to submit a grant application to The Trust Community Funding

and the Johnsonville Charitable Trust, and the Archdiocese is supportive of funding the \$10,000 towards it. All trustees agreed that Lidguard Shades is our preferred supplier.

Motion: Jennifer proposed that we make a grant application for a shade canopy system and apply to The Trust Community Funding and the Johnsonville Charitable Trust for \$194,422 and that we contribute \$10,000 of our fundraised funds.

Resolution

It was agreed by the Trustees to apply to The Trust Community Foundation and the Johnsonville Charitable Trust for \$194,422 for funding for a shade canopy at our school.

7.6 - ERO Report - There was a brief discussion on the ERO reports.

Motion: Meg moved that the ERO Reports be approved - all trustees approved - **Motion carried.**

7.7 - Staff funding - Jennifer explained that at the beginning of 2024 we have a teacher who will be releasing teachers for their CRT and Leadership release and sickness relief until she goes on maternity leave from Week 6. Jennifer requested that the board approves moving our least expensive teacher to bulk grant for the first 5 weeks of Term 1. All trustees agreed to the request.

BYOD devices discussion - Jennifer had provided the board with an overview of discussions with Aiscorp on BYOD devices. There was an in-depth discussion on several different options. It was discussed that part of the process could be that a list of preferred devices would be required, as well as a waiver, and have tight security systems in place. It was also suggested that we trial it for 2 terms from Term 2 next year for Year 6-8 students. It would be optional for students to bring their own device. There would need to be further discussions around how it would all work.

7.9 - Board Vacancy - Meg had put a notice out to the community 28 days ago advising that we would like to fill the board vacancy by selection. No replies were received so the board agreed to elect by selection. Meg has received interest from 2 parents and the board read and discussed their personal statements. There was then a closed voting process and Shanny Jarmin was successful. Meg will contact Shanny and talk to the other candidate as she has valuable fundraising experience that would benefit school fundraising activities.

8.0 - 2024 BOT meeting dates - The board approved the following dates for the 2024 meetings:

Term One

Tuesday 20 February
Tuesday 26 March

Term Two

Tuesday 21 May
Tuesday 25 June

Term Three

Tuesday 13 August
Tuesday 17 September

Term Four

Tuesday 5 November
Tuesday 10 December

The meeting went into committee at 7.42pm and Lynne left the meeting. The meeting came out of committee at 7.50pm.

8. Meeting closure & thanks

Meg thanked everyone for their contributions. The meeting closed at 7.50pm.

Confirmed _____