

**The St Brigid's Board of Trustees minutes on 20 February 2024, at 5.30pm - Approved**

Item	Description
1.	<p><b>Present</b> - Jennifer Ioannou, Meg Davies, Janet Valentine, David Power, Joe Robins, Sarah Hutchings, Donald Elemento, Tapiwa Mbona, Greg Archer, Shanny Jamin, Lynne Candiliotis (Board Secretary)</p> <p>Meg welcomed everyone to the first meeting for 2024.</p> <p>Meg opened the meeting with a prayer.</p>
2.	<p><b>Health &amp; Safety</b> - Meg reminded everyone of the procedures in the event of emergency</p>
3.	<p><b>Apologies</b> - None</p>
4.	<p><b>Election of Presiding Member</b> - Jennifer called for nominations for Presiding Member. David and Joe nominated Meg. Meg accepted the nominations. As there were no further nominations, Jennifer declared Meg the Presiding Member. The Board congratulated Meg.</p> <p>As it was Shanny's first board meeting, trustees introduced themselves.</p>
5.	<p><b>Outstanding action points</b></p> <p>There were no outstanding matters.</p>
	<p>Confirmation of minutes from 5 December 2023 meeting - there were no changes to the minutes.</p> <p><b>Motion</b> - Meg moved that the minutes from the meeting on 5 December 2023 be approved as a true and accurate record of matters dealt with - Joe seconded. <b>Motion carried.</b></p>
7.	<p><b>Principal's report</b> - Jennifer's report was taken as read.</p> <p><b>7.1 - Shade Canopy Project – update</b> - We are thrilled to have been successful with our grant application to TTCF and have received \$190,000 for this project. We will find out at the end of the month whether our grant application to the Johnsonville Charitable Trust has been successful for the balance of the application amount. The ADW has also kindly agreed to contribute a maximum of \$30,000 towards the project and have appointed Barry Possenniskie (Consultant) as Project Manager to work alongside Lidgard. Barry, Koa, Jennifer, Lynne, and Lidgard have met to discuss the initial stages of the project. Jennifer explained the changes to the school area to utilise the most space. This area will be a building site for several months. Lidgard will provide a fenced off area where there will be a walkway to access the nearby classrooms. It is hoped that the piles will be installed in the July school holidays and the poles and fabric in the October school holidays. Payment for Stage 1 of the project has been made. Meg, on behalf of the trustees, gave a massive thank you to Jennifer and Lynne for the time and effort that has gone in to securing this monumental grant. Jennifer will keep trustees updated on the project developments through her board reporting.</p> <p><b>7.2 - Fiona Kearns – 30 years' service</b> – As of the end of last year, Fiona has worked 30 years at St Brigid's School. Jennifer showed trustees the beautiful plaque which will be presented to Fiona to acknowledge this incredible achievement. An article will be included in the WelCom Catholic newspaper and the local Independent Herald newspaper, as well as a small piece in the school and Parish newsletters. This plaque, along with a gift from the Board will be presented to her at the school assembly on 21 February.</p> <p><b>7.3 - Honouring our Commitment to Te Tiriti o Waitangi – Proposed Statement</b> - Jennifer initiated discussion on what the Board believes this to look like, so that the staff and parents know what the expectations are of the Board and what is being committed to. She had shared a proposed statement that the Leadership Team has prepared that links and unpacks the meaning of the Articles of Te Tiriti o Waitangi in an Educational context. This statement will sit under the Strategic Plan but could be linked the SchoolDocs policy. Sarah raised discussion around Article 1 point 4 and this point will be updated to read: We always endeavour to share the decision-making process with whānau, hapū and iwi. There was brief discussion around the Article 4 point, but Jennifer explained the process behind this statement and trustees agreed that this wording fits well. Trustees were happy for Jennifer to share the statement with the rest of the staff and community.</p> <p><b>7.4 - 2024 Board Reporting Schedule</b> - Jennifer had shared the Student Achievement Reporting to Board Schedule in the board papers. Trustees were happy to continue with this reporting schedule.</p> <p><b>7.5 - 2023 Donations Write-off</b> - Jennifer mentioned that 2023 was the first year we have invoiced parents requesting donations, and this initiative resulted in more revenue being received. It is important to write-off the loss from donations that were invoiced but payment wasn't received, and she requested that \$10,275 of the 2023 donations invoices be written-off. This figure was calculated from general parent donations, technology donations and Years 6 &amp; 8 camp donations. The board discussed possible options to gather revenue for these activities in the future. The board agreed to write-off \$10,275.</p> <p><b>7.6 - Resolution for IT chromebooks and charging station</b> - Jennifer explained the reasons for the proposal to make a grant application to the Kiwi Gaming Foundation Ltd for \$18,535.22 for IT equipment (40 chromebooks and 2x charging trolleys).</p>

	<p><b>Resolution:</b> It was agreed by all trustees to apply to the Kiwi Gaming Foundation Ltd for \$18,535.22 for IT equipment (40 chromebooks and 2x charging trolleys).</p> <p>The school is going to trial BYOD for our Year 6-8 students later this year.</p> <p><b>Motion:</b> Jennifer moved that her Principal's Report be accepted – all trustees agreed. <b>Motion carried</b></p>
8.	<p><b>Matters for Discussion/Approval</b></p> <p><b>8.1 - Financial Reports</b> - The Financial Management Report for November and December 2023 had been provided by AFS. There were no questions about these reports. Jennifer explained that the reports signal that we ended 2023 with an overall deficit of \$2828 but this may alter when final figures in the Financial Statements are calculated. The trustees thanked Jennifer for her hard work with budgeting in 2023 as this result is an excellent outcome.</p> <p>Jennifer mentioned that AFS will not be providing a January report in the future.</p> <p><b>Motion:</b> Jennifer moved that the November and December 2023 Financial Management Reports be accepted - all trustees approved the motion. <b>Motion carried.</b></p> <p><b>8.2 - 2024-2025 Strategic Plan</b> – The final draft of the Strategic Plan has been sent out to the community via the school newsletter and Facebook. Jennifer had received very positive feedback from a parent acknowledging the effort that had gone into the Strategic Plan to reflect the Catholic Character, the Curriculum and Te Tiriti and how well they all interlinked. The Board really loved the new format and layout of the new Strategic Plan created by staff member Bridget Laws. Bridget's mahi will be acknowledged with a small gift presented at a staff morning tea.</p> <p><b>8.3 - 2024 Annual Plan</b> - This plan was discussed to ensure that trustees were comfortable with the actions and initiatives. Jennifer advised that it has been discussed with the Leadership Team and staff in their teams. It is a good visual document that clearly shows what is to be achieved this year and links back to the Strategic Plan. If anything isn't achieved this year it will go into next year's plan. This needs to be on the school website by 31 March 2024.</p> <p>Jennifer gave an update on the plans for the colour run and other fundraising events planned for this year. It is hoped that in the future there will be a formal registered fundraising group, but at this stage because it is unsure if we will have a sustainable fundraising group, trustees agreed to have control of funds and continue to seek permission from the Ministry to upgrade buildings and property.</p> <p><b>Motion:</b> Jennifer moved that the Strategic Plan and Annual Plan be accepted - all trustees agreed. <b>Motion carried</b></p> <p>These documents will be shared in the school newsletter and the school website.</p> <p><b>8.4 - 2024 Draft Budget</b> - The draft budget had been included in the board papers for discussion. It is a very tight budget again this year. Jennifer's goal is to reduce the deficit when confirmation of Ministry funding is received prior to the next meeting. Trustees discussed some of the decreased revenue budget lines and Jennifer explained some of the areas where expense lines have been reduced. Donation invoices will be emailed out to parents shortly.</p> <p>Discussion on uniform stock. Jennifer shared the sponsorship scheme that NZ Uniform provides to support families.</p> <p><b>8.5 - School Painting</b> – All the painting proposals had been included in the board papers. Jennifer has had a discussion with ADW around options for the external painting of the school. Jennifer proposed that we defer the external painting for another year as we don't currently have enough funds set aside - all trustees agreed. Jennifer will thank Programmed Maintenance and let them know the deferred plan.</p>
9.	<p><b>Board Documents</b></p> <p><b>Board Delegations</b> - Meg reminded trustees that NZSTA recommends that trustees review the Schedule of Delegations - our schedule was confirmed by the Board in May 2022. No changes were made.</p> <p><b>Conflict of Interest Register</b> - Janet shared a connection she has with Accounting for Schools. There were no other conflicts of interest.</p>
10.	<p><b>Meeting closure &amp; thanks</b></p> <p>Meg thanked everyone for their contributions. The meeting closed at 6.55pm.</p>

Confirmed \_\_\_\_\_