

The St Brigid's Board of Trustees minutes on 26 March 2024, at 5.30pm - Approved

| Item | Description |
|------|---|
| 1. | <p>Present - Jennifer Ioannou, Janet Valentine, David Power, Joe Robins, Sarah Hutchings, Donald Elemento, Tapiwa Mbona, Greg Archer, Shanny Jamin, Lynne Candiliotis (Board Secretary)</p> <p>In Meg's absence, Sarah chaired the meeting.</p> <p>Janet opened the meeting with a prayer.</p> |
| 2. | <p>Health & Safety - Sarah reminded everyone of the procedures in the event of emergency</p> |
| 3. | <p>Apologies - Meg Davies</p> |
| 4. | <p>Outstanding action points</p> <p>There were no outstanding matters.</p> |
| 5. | <p>Confirmation of minutes from 20 February 2024 meeting had been confirmed by all trustees by email on 22 February 2024.</p> |
| 6. | <p>Principal's report - Jennifer's report was taken as read.</p> <p>6.1 - Student Achievement Report - The report shared information on target student numbers and PAT data from recent testing. The 2023 End of Year reporting identified the Year 7 cohort as an area of concern, but after deepening teachers' understanding of changing curriculum and expectations and collecting this 2024 data, a number of year group cohorts have been identified to closely monitor. There will be a focus on monitoring Year 4, 6, & 8 cohorts for Reading, Mathematics and Writing and extra resources will be allocated accordingly. Jennifer and Janet mentioned other factors that also contribute to students being included in our target numbers. Sarah shared a comment that at the Kāhui Ako Board meeting yesterday she was able to identify many areas that show how many cultural aspects are already being integrated into student learning at our school. Jennifer added that this growth will continue with the focus on our priority students, as best practice, to help them think about their culture, and making our curriculum relate to their culture, their identity, and their language. This will benefit everyone as teachers will be able to get to know their students, where they are from, and build a relationship with them, and be able to make the learning relevant and meaningful to them.</p> <p>Writing was identified at the end of 2023 as the weakest curriculum area and this will be a focus for 2024. The results reflect the number of ELL or high needs students in our school and a lot of resources will be put into this curriculum area. Jennifer also explained the professional development learning that teachers are undertaking throughout the year to assist with writing. Jennifer explained the various funding support we receive and the structure of classrooms this year to allow for roll growth during the year. Confirmed Ministry Staffing Entitlement is for 317 students.</p> <p>Reading, Writing and Mathematics will continue to be on board meeting agendas for discussion.</p> <p>There was a brief discussion about handwriting and homework.</p> <p>Motion - Jennifer moved that the Student Achievement Report be accepted - all trustees agreed. Motion carried.</p> <p>6.2 - Learn About Faith Report - The report was taken as read and there were no comments from trustees.</p> <p>Motion - Jennifer moved that the Learn About Faith Report be accepted - all trustees agreed. Motion carried.</p> <p>6.3 - 2024 Implementation Plan Progress report - Jennifer mentioned that many principals have been impressed with the content of this plan and the way it has been put together. The report had been shared as information so that the Board can see the progress that is being made.</p> <p>6.4 - Cell phone policy addition - The Ministry has asked ERO to follow up and audit schools on the Cellphones and Other Personal Digital Devised Policy. Jennifer suggested that we update our policy to include two additional parts to make it sustainable and future-focused, as well as to include students who currently use a cellphone to monitor insulin levels. There may also be a time when the principal decides a cellphone is necessary for special circumstances (e.g. for a family emergency where the principal gives permission for a student to use their cellphone to contact someone).</p> <p>These suggested updates to the policy are:</p> <ol style="list-style-type: none"> a. <i>In exceptional circumstances, our school allows students to use a phone if it is needed for health reasons (e.g. to monitor insulin levels), to help a student with a disability or learning support need (e.g. to assist with impaired communication), or when the principal decides they are needed for special circumstances.</i> b. <i>The device <u>must</u> (it currently says should) be kept turned off and out of sight, except in exceptional circumstances.</i> <p>All trustees agreed to adopt the changes and Jennifer will contact SchoolDocs to have the policy updated.</p> <p>There were no updates to the Governance and Management, Parents and Whānau, and Documentation and Self-</p> |

| | |
|-----------|--|
| | <p>Review Policy sections that were up for review in Term 1.</p> <p>Motion: Jennifer moved that her Principal's Report be accepted – all trustees agreed. Motion carried</p> |
| <p>7.</p> | <p>Matters for Discussion/Approval</p> <p>7.1 - Financial Reports and 7.2 Draft Budget approval - The Financial Management Report for February 2024 had been provided by AFS. There were no initial questions about the report. Jennifer noted that there are a couple of inaccuracies in the report as some of the figures included as full year budget figures were from January's draft budget, but she has re-worked the draft budget since then, and her amended figures hadn't been updated by AFS in the report. Jennifer explained the difference between the Teacher funded from the Ops Grant line in the budget and the Staffing Entitlement (FTTE - per fortnight). Jennifer explained some of the changes she had made to help generate the surplus. She also shared the plan to ensure that there is still enough money in the Teacher funded from the Ops Grant budget line to cover the teacher employed for the roll growth class in Term 4. This will be reflected in the March Financial Management Report. Jennifer has taught several days this term, so there wasn't the cost of a reliever for these days, plus with her Kāhui Ako Leadership Staffing Entitlement this has given us 0.25 FTTE, which has gone into our Banking Staffing underuse, and will help pay for the Term 4 increased staffing. The Staffing Entitlement figures in the AFS report will change as the Ministry has updated the Staffing Entitlement (e.g. Kāhui Ako release time). Jennifer is monitoring and tracking all of this. Jennifer shared that she has reduced her PD budget line this year as she has been able to access PD that is not funded by the school. Greg acknowledged Jennifer's great job in revising the budget to generate a small surplus. Jennifer also mentioned that it is important for trustees to be aware that the Lease costs are not part of the P&L budget as they are a liability and show in the Balance Sheet. This means that the Photocopier and Laptop Leases, as well as the Library Stock expenses (assets in the Balance Sheet) still need to be factored into our overall budget figures. Therefore, the aim is to keep the 2024 budget as a cash surplus to combat the depreciation as well as these liabilities and assets. Greg suggested that in the future we consider purchasing the photocopiers rather than leasing them for 5 years.</p> <p>Motion: Jennifer moved that the February 2024 Financial Management Report be accepted - all trustees approved the motion. Motion carried.</p> <p>Motion: Jennifer moved that the 2024 Budget be accepted with a review mid-year - all trustees approved the motion. Motion carried.</p> <p>7.3 - Principals' Conference - Meg had shared information in the school newsletter that as part of the recent settlement to the Primary Principals' Collective Agreement 2023-2025, it was agreed that in each of 2023 and 2024 years principals can access funding to ensure that they can access coaching and support which enhances their leadership role and supports their professional development and wellbeing. Jennifer has worked with the Board to finalise her use of these funds and will be attending a Principals' Delegation to Canada during the April school holidays, travelling with 12 Principals from New Zealand. Jennifer hadn't received any questions around it from parents and she asked if the board had any questions. Sarah hoped that Jennifer would get some personal time while she was over there.</p> <p>7.4 - Hautū Tool - Sarah and Janet shared feedback on the Hautū Tool meeting they attended with Meg and Shanny that was facilitated by Kathe Tawhiwhirangi, Team Lead (Cultural Capability and Leadership). Sarah explained that Hautū is a resource for Boards to assess how culturally responsive their school is to their Māori community. Hautū supports boards to gather and analyse information from their school, whānau and community to make informed decisions. At the meeting they looked at the why's and how's and attendees were involved in activities that asked questions on how their board had worked with whānau, how we have Māori voice in decision-making, how the board looks at student achievement and what this actually means taking into account students' identities. It also touched on Te Tiriti o Waitangi and being able to identify within our school budget what is being put towards our Te Tiriti contributions and what this looks like. Sarah commented that there was a mixture of trustees, principals, staff, ASLs and WSLs who attended as board members. The review tool will be shared at the next board meeting for all trustees to go through and provide input.</p> <p>Jennifer added that there is an initiative being explored around murals, as students have identified they would like more visibility of their culture around the school. Jennifer has talked to an artist who works with whānau, staff and children to start this journey and this will be funded through the 2024 school budget.</p> <p>Te Tiriti o Waitangi will be an agenda item at the next board meeting and the Hautū discussions and activities will be unpacked further.</p> <p>Motion - Sarah moved that the Principal's report be accepted - all trustees agreed. Motion carried.</p> <p>Jennifer shared her very special experiences from the recent Tautai o le Moana Fono conference and what it means for our school.</p> |
| <p>8.</p> | <p>Meeting closure & thanks</p> <p>Sarah thanked everyone for their contributions. The meeting closed at 7.01pm.</p> |

Confirmed _____