

The St Brigid's Board of Trustees minutes on 2 July 2024, at 5.30pm - Approved

Item	Description
1.	<p>Present - Jennifer Ioannou, Meg Davies, Janet Valentine (until 6.45pm), David Power, Sarah Hutchings, Tapiwa Mbona, Greg Archer, Joe Robins, Donald Elemento, Lynne Candiliotis (Board Secretary)</p> <p>Joe opened the meeting with a prayer.</p>
2.	<p>Health & Safety - Meg reminded everyone of the procedures in the event of emergency</p>
3.	<p>Apologies - Shanny Jamin</p>
4.	<p>Outstanding action points</p> <p>There were no outstanding matters.</p>
5.	<p>Confirmation of minutes from 21 May 2024 meeting - there were no changes to the minutes.</p> <p>Motion - Meg moved that the minutes from the meeting on 21 May 2024 be approved as a true and accurate record of matters dealt with - Janet seconded. Motion carried.</p>
6.	<p>Principal's report - Jennifer's report was taken as read. Jennifer acknowledged staff and everyone who prepared for and executed the recent amazing Te Ahi Ora and Matariki community events. There was wonderful whānau attendance at both events. These events demonstrate some of the ways we are meeting our objectives of engaging with our community.</p> <p>6.1 - Staffing update</p> <p>- Jennifer shared the news that Melanie Gregory has been appointed to teach Room 11 for Terms 3&4 for 4 days a week. Melanie is an experienced teacher, very dedicated to teaching and will work very well in the team. Christine Strawbridge will be returning to teach for 1 day a week in Room 11.</p> <p>- Jennifer explained that two teacher aides are currently on leave. One of the teacher aides will extend her leave through Term 3 and Jennifer is awaiting an update on the situation for the other teacher aide. We have been very fortunate to have been able to fill these hours with two parents employed as casual teacher aides.</p> <p>6.2 - Leave application</p> <p>A teacher has requested leave in Term 1, 2025. Jennifer explained the reasons and recommended that the board support this leave application. Jennifer added that she knows of a couple of relieving teachers who might be available to take on this opportunity to teach in Term 1 2025.</p> <p>Motion - Jennifer proposed that the board accepts this leave request. All trustees agreed. Motion carried. Jennifer will write to the teacher to confirm the board's support of the leave request for Term 1 2025.</p> <p>6.3 - 2025 Term Dates</p> <p>Jennifer had included draft 2025 Term Dates for discussion.</p> <p>The proposed dates are:</p> <p>Term 1 - Friday 31 January - Friday 11 April (Friday 31 January and Monday 3 February to be Whānau Conferences)</p> <p>Term 2 - Monday 28 April - Friday 27 June</p> <p>Term 3 - Monday 14 July - Friday 19 September</p> <p>Term 4 - Monday 6 October - Tuesday 16 December</p> <p>Motion - Jennifer moved that the board accepts the 2025 term dates - All trustees agreed - Motion carried.</p> <p>6.4 - ERO update</p> <p>Jennifer had shared that there had been a very positive ERO visit on 11 June 2024 which was primarily to look at the internal evaluation processes and how we are progressing towards our next steps. The reviewer had visited classrooms to observe and met with some students from Year 4-8 to gather student voice. The reviewer was very pleased with what the school is doing to meet the needs and voice of the students.</p> <p>Jennifer is continuing to have discussions with staff in terms of the legal requirement to ensure that we are consistent across the school in the way we plan and deliver our 1 hour of Reading, Writing and Mathematics.</p> <p>6.5 - SENCo Report</p> <p>Pauline Sharp, SENCo, had prepared the report which was taken as read. Joe commented it was interesting to see the wide diversity of ethnicities across the school. Sarah commented on the monitoring requirements each day for our students with diabetes. Jennifer added that there is a huge reliance on adult support to monitor these students, which is a big responsibility for staff.</p> <p>Jennifer updated the board on our current number of ORS students and those expected later in the year, and the</p>

	<p>number of students with High Health needs. She stressed how important it is that the board has an understanding of the level of needs across the school and how vital resourcing and funding is for our SENCo and teacher aides who are supporting the needs of these students, as well as teachers and Teacher Aides supporting students who have other needs.</p> <p>The board acknowledged Pauline for her time and effort putting this report together and thanked her for all the work she does in the school.</p> <p>6.6 - Culturally and Linguistically Diverse Report</p> <p>Fiona Kearns, DP, had prepared the report which was taken as read. Fiona has had extensive PD over the years and works closely with teachers and teacher aides to develop programmes to support our learners. The 'TALL' PD is no longer funded by the Ministry, but Fiona will keep discussions and learning going via staff meetings and will continue to share ideas and best practice in terms of meeting the needs of our learners.</p> <p>Jennifer shared her thoughts around the possibility of having a designated teacher to work alongside Fiona, teachers, and teacher aides to support our learners in the future.</p> <p>The board acknowledged Fiona for her time and effort putting this report together and thanked her for her dedication to our students and work with the teachers.</p> <p>6.7 - Gifted and Talented Report - Fiona Kearns and teacher Jeannine Winton work together to focus on our Gifted and Talented (GATE) students. They have some initiatives that involve these students throughout the year. One of these initiatives has been where students have planned and created painting of boards showcasing our school values of Aroha, Whakapono, Māia, and Kotahitanga. These beautiful paintings will be erected on a school fence. These were students who had a gift or talent or something that was recognised that lent themselves to Art, spatial awareness, or design and were selected by their teachers to work alongside Jeannine on this project. This extension work gives students exposure and other opportunities.</p> <p>The board acknowledged Fiona for all her time and effort putting this report together.</p> <p>Motion: Jennifer moved that her Principal's Report be accepted – all trustees agreed. Motion carried</p>
<p>7.</p>	<p>Te Tiriti o Waitangi</p> <p>Hautū Tool - The goal is that the board gains a deeper understanding of Ka Hikitia and its relevance to the school's mission and operations. Meg shared that the board had heard already about some of the wonderful work done in our community with the bi-cultural Matariki and Te Ahi Ora events. She added that the board needs to be able to identify and verbalise what trustees are doing, as a board, to make sure they are focusing on the integration between te ao Māori and te ao Pākehā.</p> <p>Trustees had previously been asked to look at the Ka Hikitia document - a strategy developed by the Ministry of Education to support Māori students to enjoy and achieve education success as Māori in a way that aligns with their cultural identity. Meg stated that as a board, trustees need to know what this means for our Māori students to achieve as Māori, and what strategies need to be implemented to achieve this.</p> <p>Jennifer shared that two artists are coming in to work with our Kia Mau students and our Pasifika students to support them to visually create artworks that signify/share/promote their cultural identity and once completed will be positioned at the front entrance to the school.</p> <p>Jennifer explained that staff are gaining a deeper understanding of Ka Hikitia in an upcoming Staff Only Day. Staff will attend a workshop with a leader in the field around the impact of colonisation and unconscious bias, and focus on how we honour our commitment to Te Tiriti o Waitangi at St Brigid's. The staff will unpack unconscious biases, hear more about the research and think about their own practices and the opportunities that are given to all students, with a focus primarily on Māori students, and also Pasifika students.</p> <p>Meg explained the meaning of Manaakitanga and Jennifer shared that our Matariki event was a great example of this by welcoming and giving back to the community. She has received lots of positive feedback and it will be celebrated again next year.</p> <p>This tool will be discussed further at board meetings.</p>
<p>8.</p>	<p>Matters for Discussion/Approval</p> <p>8.1 - Year 6 camp</p> <p>Meg and Jennifer have signed off the event proposal. There was a brief discussion around the activities. John Cormack will be in the teacher in charge at the camp and will make any decisions in discussion with Jennifer, if there is a severe weather event.</p> <p>8.2 - Financial Reports</p> <p>The Financial Management Reports for May 2024 had been provided by AFS. Jennifer shared that she would like to build up more of a surplus as it is important to have reserves to plan for unforeseen events and it will enable significant things to be done in the future. There was a discussion on the expenses and whether there could be any savings to reduce the overall costs. Jennifer advised that other schools have higher donations which generates more</p>

revenue, however the revenue from our donations this year has significantly increased.

Motion: Jennifer moved that the May 2024 Financial Management Report be accepted - all trustees approved the motion. **Motion carried.**

8.3 - 2023 Audit

The final audit for the year ended 31 December 2023 has been completed and the documents had been included in the board documents. There were 3 recommendations which Jennifer discussed.

Recommendation 4.1: Payroll controls - Jennifer explained that all schools received this recommendation and she assured the board that appropriate controls are in place at the school over payroll transactions, consistent with the updated guidance, and that all our EdPay systems are robust and follow the requirements.

Recommendation 4.2: Sensitive expenditure - Wellbeing support payment - all schools received this recommendation.

Recommendation 4.3 - Provision of Cyclical Maintenance - this has been rectified for the 2024 audit and the auditor has advised the update that we have in place is appropriate for the next audit but wouldn't allow it to be accepted for the 2023 audit.

Jennifer recommended that the 2023 Audit report be accepted on the basis that all trustees have read it - All trustees approved the recommendation.

8.4 - Increase to non-preference percentage

Jennifer explained her reasons and some background for wishing to apply for an increase from 5 percent to 10 percent and discussed the need to think about the future. She will effectively monitor the numbers to ensure there are enough spaces for Catholic families. The Board accepted the application being submitted.

8.5 - International students

Jennifer shared information for an initial discussion to gauge the board's thoughts regarding the possibility of enrolling short-term international students. Jennifer is proposing that we manage the enrolments ourselves. The board supported the process and Jennifer will proceed with the plan for enrolling international students.

8.6 - Resolution for furniture grant

Jennifer requested an application be made to the Pelorous Trust towards the purchase of furniture for our school library. The total amount requested is \$8,674. All trustees agreed to the application being made. Jennifer will finalise and submit the funding application to Pelorous Trust.

9. Meeting closure & thanks

Meg thanked everyone for their contributions. The meeting closed at 7.30pm.

Confirmed _____