

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

Item	Description
1.	<p>Present - Jennifer Ioannou, Meg Davies, Janet Valentine, Shanny Jamin, Sarah Hutchings, Greg Archer, Joe Robins, Donald Elemento, Lynne Candiliotis (Board Secretary)</p> <p>Sarah 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 - Tapiwa Mbona, David Power</p>
4.	<p>Outstanding action points</p> <p>There were no outstanding matters.</p>
5.	<p>Confirmation of minutes from 2 July 2024 meeting - there were no changes to the minutes.</p> <p>Motion - Meg moved that the minutes from the meeting on 2 July 2024 be approved as a true and accurate record of matters dealt with - Joe seconded. Motion carried.</p>
6.	<p>Principal's report - Jennifer's report was taken as read and open for discussion.</p> <p>6.1 – 2024 Mid-Year Student Progress and Achievement Report (<i>Target students, Māori and Pasifika</i>)</p> <p>Jennifer was pleased to report that over the past 6 months there has been accelerated progress for many of our target students and priority learners. She acknowledged the great work of staff to achieve these results. There is continued support in place for students for the rest of the year. Jennifer answered Joe's question around the difference in reporting over the last couple of years.</p> <p>In light of the Government's Mathematics new curriculum expectations, Jennifer shared a summary of data of our Year 8 students that celebrates that they are achieving well at mid-year - Maths 78%, Writing 79% and Mathematics 76% and around 80% for the general school population across the school. She has provided this data to the Education Review Office.</p> <p>6.2 – School Toilets Refurbishment</p> <p>Jennifer had included the designs of the upcoming toilet upgrade in the board papers. It is exciting that all the school toilets will be refurbished by the Archdiocese of Wellington in one stage. The plans have gone out for tender, and the work is aimed to begin in November. Jennifer explained that a 2-toilet bay will be installed while the job is being carried out. There will be an expectation that the students respect the environment.</p> <p>Shade canopy – Jennifer advised that building consent is still being processed by the Council.</p> <p>6.3 – Government <i>Make it Count</i> Maths Action Plan</p> <p>Jennifer shared slides on the Government's 4-step '<i>Make it Count</i>' Maths Action Plan' so trustees could see what the plan looks like. There have been staff meetings discussing the proposed draft curriculum which will be reviewed in teams and then feedback will be gathered and submitted to the Government as part of the 4-week consultation period. Staff will be proactive and open-minded about the new curriculum and follow it in an appropriate way. The board had a discussion around this new curriculum and the possible risks to achievement initially if there are any staff who might be unsure of the new programme. Jennifer will update the board on how things are going.</p> <p>The Literacy draft curriculum has been delayed and should be out in a week.</p> <p>6.4 – 2024 Implementation Plan – Progress Document</p> <p>Jennifer shared how heartening it is to see how much progress has been made towards our goals in the last half-year. Trustees were pleased with the progress. The Leadership Team and then the wider staff will start reviewing the strategic plan and discuss actions and initiatives for 2025.</p> <p>6.5 – Term 3 Policy Reviews</p> <p>Jennifer reminded trustees that the Concerns and Complaints Policy, the Performance Management Policy, and the Protected Disclosure Policy were all policies for them to review and provide feedback through SchoolDocs. Joe commented that he had completed the online review and mentioned that in the Concerns and Complaints Policy it states that 'The board regularly reviews the register of concerns and complaints, to analyse any patterns or identify measures that could be taken to ensure the school is a safe environment.' He asked what regularly meant for our board. Jennifer replied that she hasn't received any written complaints, but it is important this statement is in the policy for futureproofing to identify what is to be done if any concerns are raised. Jennifer added that that if parents have any concerns, they are directed to follow the proper process, and it is important that the board is comfortable with our process. Joe suggested that a line be included in the Principal's Report that lets the board know if there are any complaints. Meg reminded trustees that they need to be aware of trustee obligations to ensure that an issue is addressed appropriately.</p> <p>Motion: Jennifer moved that her Principal's Report be accepted – all trustees agreed. Motion carried</p>

7.	<p>Te Tiriti o Waitangi</p> <p>Hautū Tool</p> <p>Trustees looked at the ‘Self Review – Gathering the evidence’ and had a lengthy discussion and sharing of the many ways that provide evidence that board documentation sets and models clear expectation for high levels of cultural responsiveness across the school, and evidence that effective partnerships exist within and across the school community, focused on giving effect to Te Tiriti o Waitangi and Māori enjoying and achieving education success as Māori. Trustees commented that there is a proportion of school budget being put towards meeting our commitment and we now have some tangible things that demonstrate what is being done. Sarah suggested that Kathe from Core Education provide some Professional Development for trustees in the future. There is a Kāhui Ako Board session on 23 September at Amesbury School and all trustees are encouraged to attend.</p> <p>This tool will continue to be discussed further at board meetings.</p>
8.	<p>Matters for Discussion/Approval</p> <p>8.1 – Financial Reports</p> <p>The Financial Management Reports for June and July 2024 had been provided by AFS were taken as read. Joe commented on the IT budget line and Jennifer explained the reasons for the need to increase it further. We may need to reduce the IT service visits for the rest of the year. She added that there was very little uptake on the Year 7/8 BYOD Trial initiative.</p> <p>8.2 -2024 Budget Reforecast</p> <p>Jennifer explained the recent increase of staff absences. She explained that although the Ministry funds for teachers who have a medical certificate and have been absent over 9 days, it is still a big cost to the school to cover the first 8 days. There is a real shortage of relievers, and it has been a challenging time finding teachers. Jennifer has used various tactics to staff the school this term with the teacher absences, but it has been challenging on our budget. Jennifer has increased the projected spending budget to cover relievers for teacher sickness and release cover.</p> <p>Kāuru Ltd is a new source of funding from the Te Reo Māori courses being held at our school, which has been targeted for the new murals.</p> <p>Motion: Jennifer moved that the June 2024 and July 2024 Financial Management Reports and 2024 Budget Reforecast be accepted - all trustees approved the motion. Motion carried.</p> <p>8.3 – Year 8 Camp Proposal</p> <p>Meg and Jennifer have approved the Year 8 Camp Proposal. All trustees agreed for the Camp to go ahead.</p> <p>8.4 Proposed Catholic School Closures</p> <p>Jennifer mentioned the proposed Catholic school closures and that we have received interest and enrolments from one of these schools.</p> <p>8.5 – China Delegation</p> <p>The Confucius Institute are having a Principals’ Delegation to China in April 2025, and they have asked for expressions of interest from principals who currently have a Mandarin Language Assistant (MLA). The delegation is in the school holidays and the Institute pays for internal travel, accommodation, and food and the board would need to pay for international flights, insurance and visa. We have offered Mandarin as an additional language for the last 2 years, and this exposes Jennifer’s awareness and understanding of the culture and language. It also opens the doors for international students as she would be building connections and networking during her time there, as well as building and connections with colleagues and principals. All trustees were fully supportive of Jennifer putting in an expression of interest.</p>
9.	<p>Other Business</p> <p>Jennifer shared that she has talked with Janet Valentine around extending her Across School Leader (ASL) role for another term. Her current role was due to finish at the end of Term 3, however, the Kāhui Ako Principals have unanimously agreed that they would like Janet to extend her role until the end of Term 4, 2024. All trustees agreed. Jennifer shared that Janet is doing an amazing job in this role in our Kāhui Ako.</p>
10.	<p>Meeting closure & thanks</p> <p>Meg thanked everyone for their contributions. The meeting closed at 7.20pm.</p>

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