

The St Brigid's Board of Trustees minutes on 24 September 2024, at 5.30pm - Approved

Item	Description
1.	<p>Present - Jennifer Ioannou, Meg Davies, Janet Valentine, Shanny Jamin, Greg Archer, Joe Robins, David Power, Lynne Candiliotis (Board Secretary)</p> <p>Meg 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, Donald Elemento, Sarah Hutchings</p>
4.	<p>Outstanding action points</p> <p>There were no outstanding matters.</p>
5.	<p>Confirmation of minutes from 20 August 2024 meeting - there were no changes to the minutes.</p> <p>Motion - Meg moved that the minutes from the meeting on 20 August 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 and open for discussion.</p> <p>Jennifer mentioned some of the many wonderful highlights of activities that took place throughout the term.</p> <p>6.1 – Learn About Faith Report – The Catholic Character committee meets regularly and has written this report outlining the initiatives that have taken place throughout Terms 2 & 3. The report highlights the many faith-based activities and initiatives that have been put in place, including the ongoing relationship with Challenge 2000. Jennifer mentioned that next term some of the Challenge 2000 interns will come to school once a week to offer different opportunities such as Art or Prayer for students who are interested. This year we have implemented a new initiative where teams have run the school Masses which develops teachers' learning and knowledge of the process for planning and running a Mass.</p> <p>Jennifer thanked Fiona D'Souza and Fiona Kearns for compiling the report. The board appreciated knowing more about the opportunities we are giving our ākonga in terms of the Catholic Faith journey.</p> <p>6.2 – Term 3 Policies – There were no questions or comments around these policies.</p> <p>6.3 – Staffing Update</p> <ul style="list-style-type: none"> - Jennifer is pleased to have appointed two teachers who will share a fixed-term position next year. One teacher will work 4 days a week and another teacher will work one day a week. Jennifer explained that it was fortunate that both these teachers were available to fill the position and ensure consistency in the classroom. - The roll growth class will start in Term 4. - A teacher has requested to continue working 0.6FTE for Term 4. There is a teacher is available to continue working the 2 days next term. The board is happy to accept this request for 0.6FTE for Term 4 and for the other teacher to continue working 2 days a week. - A teacher has requested flexible working hours to work 0.8FTE for 2025. The board had an in-depth discussion on a variety of possible options, as well as possible risks of this request, particularly with the current teacher shortages. They also discussed other staffing scenarios that might arise throughout the year. After considerable discussion the Board made the decision that unfortunately they could not support this request for the teacher to work 0.8FTE in 2025. The board also agreed that any future requests for flexible working hours will be discussed on a case-by-case basis. Jennifer will update the board if she receives any other flexible working hours requests. <p>Motion: Jennifer moved that her Principal's Report be accepted – all trustees agreed. Motion carried</p>
7.	<p>7.1 - Financial Report – The Financial Management Report for August 2024 provided by AFS was taken as read. Due to a change of staff at AFS unfortunately the reforecast budget figures hadn't been updated in the report, but this will be rectified for the next report.</p> <p>Motion: Jennifer moved that the August 2024 Financial Management Report be accepted - all trustees approved the motion. Motion carried.</p> <p>7.2 – 2025 School Donation – Jennifer shared the idea of introducing a \$40 swimming donation from 2025. She explained that all our Kiwisport Funding has gone towards swimming costs for several years, but this means other sports activities etc are unaffordable. After discussion the board agreed that this was a very reasonable donation amount to be requested for swimming lessons. The \$10 RE donation request will remain the same for 2025.</p> <p>Motion: Jennifer moved that the swimming donation be accepted as part of the 2025 donation requests– all trustees agreed. Motion carried</p>
8.	<p>Te Tiriti o Waitangi - Hautū Tool</p> <p>Jennifer, Meg and Janet had attended the second Hautū Tool for Boards PD session at Amesbury School on 23</p>

	<p>September. They had individually completed the Leadership Framework Review and Meg asked the other members to add to the document. Meg explained that this information will be used at the next meeting to form an action plan moving forward.</p> <p>This tool will continue to be discussed further at board meetings.</p>
10.	<p>Meeting closure & thanks</p> <p>There was no other business. Meg thanked everyone for their contributions and Greg closed the meeting at 6.50pm with a karakia.</p> <p>It was mentioned that in the future, at the start of the meeting a board member will take a turn to share their mihi.</p>

Confirmed _____