

**The St Brigid's Board of Trustees minutes on 10 December 2024, at 5.30pm - Approved**

Item	Description
1.	<p><b>Present</b> - Jennifer Ioannou, Meg Davies, Janet Valentine, Shanny Jamin, Greg Archer, Tapiwa Mbona, David Power, Sarah Hutchings, Joe Robins, Donald Elemento, Lynne Candiliotis (Board Secretary)</p> <p>Donald 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>Outstanding action points</b></p> <p>Trustees who were absent from the 12 November board meeting have now signed the Code of Conduct form.</p>
5.	<p>Confirmation of minutes from 12 November 2024 meeting - there were no changes to the minutes.</p> <p><b>Motion</b> - Meg moved that the minutes from the meeting on 12 November 2024 be approved as a true and accurate record of matters dealt with – all trustees agreed - <b>Motion carried.</b></p>
6.	<p><b>Principal's report</b> - Jennifer's report was taken as read and open for discussion.</p> <p><b>6.1 - Staffing Update</b></p> <ul style="list-style-type: none"> <li>- Teaching position update - Jennifer updated trustees on the new teacher appointed to the fixed-term full-time position for 2025. She added that this fixed-term position was advertised as we couldn't appoint a tagged permanent teacher.</li> <li>- Jennifer shared that a Teacher Aide has resigned from the end of 2024 because they have been successful in an application for Limited Authority to Teach (LAT) to become a reliever next year. This will provide them with valuable 'in the classroom' experience.</li> <li>- Trustees discussed a teacher's request to work 4 days a week (0.8 FTTE) for the 2025 school year. The board accepted this request because of their long tenure at St Brigid's and that there is a teacher available to work the other day (0.2 FTTE) for the year which will provide consistency in the classroom.</li> <li>- Jennifer updated trustees on the part-time teachers appointed to fixed-term positions next year.</li> </ul> <p><b>6.2 - End of Year Student Achievement and Progress Report</b></p> <ul style="list-style-type: none"> <li>- The report was taken as read. Trustees found the report very informative and easy to understand. There has been a lot of progress and there are plans in place to continue to support any student needs in 2025. Students identified as achieving confidently at or above will continue to be supported with opportunities to ensure they are being stretched in their thinking and skills. Jennifer added that the Ministry is providing funding for release time next year so that teachers can be released from the classrooms to continue the valuable Literacy Professional Development (PD) with Chrissie Braid from Massey University. There will also be a minor focus on the new Mathematics Curriculum in 2025 and this will be a major PD focus in 2026.</li> </ul> <p>Jennifer thanked Fiona Kearns for leading the report and to staff for their input and hard work that has happened this year to achieve these results and their commitment to our students' progress and success.</p> <p><b>6.3 - 2024 Implementation Plan Progress Document</b></p> <ul style="list-style-type: none"> <li>- A lot has been achieved this year with great success towards our goals and everything that was set out to do this year has been achieved. It has been exciting to successfully achieve the new initiatives. Greg commented that the progress is very impressive and thanked Jennifer and the staff for their commitment.</li> </ul> <p><b>6.4 - Principal Wellbeing Fund declaration</b></p> <ul style="list-style-type: none"> <li>- Jennifer declared that the \$12,000 Wellbeing Fund has been spent through the Leadership Conference in April and the Wellbeing Retreat in August. The auditor has seen the invoices relating to these expenses.</li> </ul> <p><b>2024 Audit Report</b></p> <ul style="list-style-type: none"> <li>- Jennifer explained the two areas for improvement identified in the 2024 Audit recommendations that have systems put in place going forward.</li> </ul> <p><b>Parent Donations</b></p> <ul style="list-style-type: none"> <li>- There was a significant increase in parent donations received this year in comparison to previous years.</li> </ul> <p><b>Motion:</b> Jennifer moved that her Principal's Report be accepted - all trustees agreed. <b>Motion carried</b></p>
7.	<p><b>7.1 - Financial Report</b></p> <ul style="list-style-type: none"> <li>- The Financial Management Report for November 2024 had been provided by AFS and was taken as read. All is going well and with careful management of expenses will result in a surplus of around \$50,000. There are some end-of-year activities still to fund, but most other spending has stopped. The board thanked Jennifer for managing the</li> </ul>

	<p>finances so well. The December report will be emailed to trustees when it comes through.</p> <p><b>Motion:</b> Jennifer moved that the November 2024 Financial Management Report be accepted - all trustees approved the motion. <b>Motion carried.</b></p> <p><b>7.2 - 2025 Draft Implementation Plan</b></p> <p>- Jennifer shared that the Strategic Plan hasn't changed but staff have looked at the 2024 Implementation Plan and have provided suggestions on what actions and initiatives could be extended to 2025. Jennifer will update the draft Implementation Plan using these suggestions and share the update for feedback at the next Board meeting in 2025.</p> <p><b>7.3 - 2025 Draft Budget</b></p> <p>- Jennifer explained that it is hard at this stage to predict the income for the following year, but she will update the draft as income notifications are received. The expected areas of expenses had been included in the 2025 draft budget. Jennifer will put the latest figures in and bring the final 2025 Draft Budget to the next board meeting for approval.</p> <p><b>Grants</b> - Jennifer still plans to apply for Grants next year. She explained the plan for 2025 and the BYOD element where students bring in their own device. We still need to plan for purchasing around 25 devices that are no longer fit for purpose and need replacement, and this could be funded through grants. There is also a plan to purchase classroom furniture.</p> <p><b>Staff PD budget</b> - this budget hasn't been increased because we will receive release days and Ministry funded PD.</p> <p><b>Principal's PD budget</b> - Jennifer mentioned her PD plans for 2025.</p>
<p><b>8.</b></p>	<p><b>Te Tiriti o Waitangi - Hautū Tool</b></p> <p>Meg had provided a template for trustees to share their mihi/pepeha in 2025. The aim is for other trustees to add their pepeha during the year and this will coincide with being on the opening prayer/reflection for the meeting.</p> <p><b>2025 Board Meeting Dates</b> - Meeting dates, starting at 5.30pm were confirmed: 18 February, 1 April, 20 May, 24 June, 5 August, 9 September, 28 October, 9 December.</p> <p>Greg advised that he would resign after this meeting as his last child at the school is moving to college next year. Meg and Jen thanked him for his valued work over the many years he has been on the Board.</p>
<p><b>10.</b></p>	<p><b>Meeting closure &amp; thanks</b></p> <p>There was no other business, so Meg closed the meeting with a karakia.</p> <p>Meeting closed at 6.45pm.</p>

Confirmed \_\_\_\_\_