

The St Brigid's Board of Trustees minutes on 12 November 2024, at 5.30pm - Approved

Item	Description
1.	<p><b>Present</b> - Jennifer Ioannou, Meg Davies, Janet Valentine, Shanny Jamin, Greg Archer, Tapiwa Mbona (from 5.45pm), David Power, Lynne Candiliotis (Board Secretary)</p> <p>Greg 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> - Sarah Hutchings, Joe Robins, Donald Elemento</p>
4.	<p><b>Outstanding action points</b></p> <p>There were no outstanding matters.</p>
5.	<p>Confirmation of minutes from 24 September 2024 meeting - there were no changes to the minutes.</p> <p><b>Motion</b> - Meg moved that the minutes from the meeting on 24 September 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 - 2024 Implementation Plan Progress Document</b> - Jennifer spoke on the action updates for October. She shared the amazing progress that has happened to date and how the report highlights the many goals that have been worked on during the year. The draft 2025 Implementation Plan is currently being discussed with staff and Jennifer will add their feedback and present it at the next Board meeting.</p> <p><b>6.2 - Hui Whānau and Fono Feedback</b> - Jennifer had included feedback in the Board papers from parents who attended the Hui Whānau and Fono on 18 September 2024. Whānau commented that the artwork at the entrance to the school is absolutely amazing and a very visual connection to our cultural community. Jennifer mentioned that there will be an article about it in the December edition of the Welcom. Other feedback, also identified by staff and the Fundraising Team, is to hold a Food Festival in 2025 which will engage the community and celebrate the diverse culture of our school. The Fundraising Group will run this festival.</p> <p>Janet shared that another initiative discussed is to hold a Primary School Pasifika Festival with other schools in the Johnsonville area. A couple of other schools in the area are keen to get this underway.</p> <p><b>6.2 - Staffing Update</b> - Trustees discussed the request from a teacher who is currently on maternity leave and would like unpaid leave for the 2025 year. All trustees agreed to the leave request. Jennifer will advertise this position in the Education Gazette. Jennifer shared that the advertised tagged, permanent Team Leader role is due to close shortly.</p> <p>- <b>Staff Development</b> - Jennifer answered a few questions about the Structured Literacy Professional Development (PD) she and the teachers had recently attended. She added that she has applied for 2025 Structured Literacy PD funding through the Ministry and this funding will include any full-time and part-time teachers, LATs, and will fund relievers for teachers who attend the PD. Jennifer briefly mentioned other 2025 PD that may be attended.</p> <p>- <b>Shade Canopy</b> - Jennifer gave an update on the shade canopy project. It is hoped that the installation will be completed prior to 24 January 2025 so that the whole quad area can be asphalted before the start of the school year.</p> <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 - Code of Conduct</b> - All trustees at the meeting read and signed a new Code of Conduct for another year. Lynne will bring the forms for absent trustees to the next meeting.</p> <p><b>7.2 - Financial Report</b> - The Financial Management Reports for September 2024 and October 2024 had been provided by AFS and were taken as read. The forecast through to 31 December 2024 shows a surplus of around \$32k subject to any significant unexpected expenditure and careful management of personnel costs for the remainder of the year.</p> <p>Jennifer gave the board a brief update on the auditor's visit and all the positive feedback given. Nothing untoward has been found. Jennifer thanked Lynne for her contributions to ensure a successful audit.</p> <p><b>Motion:</b> Jennifer moved that the September 2024 and October 2024 Financial Management Reports be accepted - all trustees approved the motion. <b>Motion carried.</b></p> <p><b>7.3 - Painting works proposal</b> - Jennifer shared information to support the photos that had been included in the board papers. She proposed that the 3 areas of the school be painted as per the quote of \$5,864.95 from Programmed Maintenance. Trustees agreed to this painting being carried out by Programmed Maintenance. Lynne will contact them.</p> <p>Jennifer mentioned that the school has generated \$13,500 other income from hosting the Kāuru te reo Māori course for the school community. The Kapa Haka Festival also raised around \$1,500. These additional funds are available for this extra painting. Jennifer also shared the plans for developing the junior quad area as a symbolic representation of who we are. This would include the painting of our school crest and screen-prints of our 4 school values designs on the newly painted wall.</p>

	<p><b>7.4 - 2025 Draft Budget</b> - Jennifer had presented the first draft 2025 budget in the Board papers. An updated draft will be presented at the next Board meeting. There was a brief discussion on the BYOD initiative and the year levels targeted. There were no other comments on the report.</p>
<p><b>8.</b></p>	<p><b>Te Tiriti o Waitangi - Hautū Tool</b></p> <p>Meg had provided trustees with access to the Self Review/Positioning Grid that she had updated with information around Leadership criteria that was gathered at the last Board meeting. Trustees who hadn't done the previous workshop added their feedback to the Representation and Accountability criteria sheets with the focus of engaging with Māori community.</p> <p>Meg will send out a template for trustees to share their mihi/pepeha at the start of 2025. There was mention of looking at the option of booking a facilitator for a future board meeting to help trustees with Board Professional Development.</p>
<p><b>10.</b></p>	<p><b>Meeting closure &amp; thanks</b></p> <p>- <b>Pub Charity Resolution</b> - Jennifer explained the reasons for a grant application to Pub Charity.</p> <p><b>Resolution:</b> It was resolved at that the Board meeting that a grant application for \$10,720 (gst excl) be made to Pub Charity towards the purchase of library furniture for our school. All trustees approved the application.</p> <p>- <b>December meeting</b> - Trustees are invited to come along at 5.00pm to share nibbles for the final meeting of the year.</p> <p>There was no other business. Meg thanked everyone for their contributions and Greg closed the meeting at 6.55pm 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, starting with Meg.</p>

Confirmed \_\_\_\_\_