

The St Brigid's Board of Trustees minutes on 21 May 2024, at 5.30pm - Approved

| Item | Description |
|------|--|
| 1. | <p>Present - Jennifer Ioannou, Meg Davies, Janet Valentine, David Power, Sarah Hutchings, Tapiwa Mbona, Greg Archer (from 5.43pm), Shanny Jamin, Lynne Candiliotis (Board Secretary)</p> <p>Tapiwa opened the meeting with a prayer.</p> |
| 2. | <p>Health & Safety - Sarah reminded everyone of the procedures in the event of emergency</p> |
| 3. | <p>Apologies - Joe Robins, Donald Elemento</p> |
| 4. | <p>Outstanding action points</p> <p>There were no outstanding matters.</p> |
| 5. | <p>Confirmation of minutes from 26 March 2024 meeting - there were no changes to the minutes.</p> <p>Motion - Meg moved that the minutes from the meeting on 26 March 2024 be approved as a true and accurate record of matters dealt with - Sarah seconded. Motion carried.</p> |
| 6. | <p>Principal's report - Jennifer's report was taken as read.</p> <p>Staffing update</p> <ul style="list-style-type: none"> - The permanent tagged position has been advertised in the Education Gazette. Jennifer, Fiona Kearns (DP) and David Power, as Proprietor's Representative, will be the interviewing panel. - Jennifer explained the background around a teacher's request to continue working 0.8 until the end of the year. <p>Motion - Jennifer proposed that the board accept this request to work 0.8 until the end of the year. All trustees agreed. Jennifer will write to her to confirm the board's support of her request.</p> <p>Property updates</p> <ul style="list-style-type: none"> - Shade Canopy - The application for building consent is soon to be submitted and once the consent has been issued the installation plans will be finalised. - Suggested Capital Works (10YPP) - Jennifer gave an overview of the Archdiocese's toilet refurbishment plan and there was a brief discussion around the possible options. Jennifer will provide an update once she and Lynne have met with the ADW team again. <p>uLead Conference in Banff, Canada - Jennifer had shared with staff and board, a link to an amazing learning document that summarised events and activities of her recent conference in Canada. She spoke about how motivating, thought provoking, and inspiring the conference had been and how valuable the time was connecting with colleagues. Staff have shown an interest in the neurodiversity and the neurodivergent research, as well as the trauma-informed practice. Jennifer shared further information on the trauma research and how valuable it is for staff to be trained to recognise that certain behaviours of students or parents, might be an indication of a traumatic experience or situation. Understanding and taking the time to listen to them and talk about how they are feeling, are key steps to de-escalate a situation and can lead to plans being put in place to provide positive experiences at our school.</p> <p>A need for rebuilding connections with whānau is an action in our Strategic Plan and Jennifer explained that the leadership team will promote teachers being more present/visible and talking to parents outside the classroom. Jennifer will compile a newsletter item regarding whānau connection. Jennifer mentioned other community events coming up that will also encourage staff and parents to mingle and raise the profile of how valuable this is.</p> <p>BYOD - Following on from board discussion at the end of last year, Jennifer, Fiona Kearns (DP) and John Cormack (e-Learning Leader) are recommending that there is an initial BYOD trial from Term 3 where our Year 7&8 students are invited to bring along their own chromebook to support teaching and learning. Jennifer had included initial drafts of the BYOD presentation for parents in the board papers, along with the BYOD Agreement, as well as information on devices used at our four contributing colleges. The school would arrange for our IT company to put the various school programmes/apps on each student's device. All trustees were supportive of this BYOD initiative. Jennifer will share it with staff for further feedback and discussion.</p> <p>Health and Safety - Jennifer explained that the Risk Analysis Management System (RAMS) forms for recording the details of external trips/events are now called Safe Operating Procedures (SOPs). To ensure safety for students, staff and parents on trips, the procedures have been updated to include the process for obtaining information on the weather forecast. Jennifer explained that the organiser of any event liaises with the principal, but ultimately the organiser has full ownership of the event and is in charge of the final decision because they have the full information and are at the event at the time. The board suggested that this document is kept on a 6 monthly rotation for review.</p> <p>There have been changes to Risk Analyse Management System and they are now Safe Operating Procedures (SOPs) and Fiona K is on the Outdoor NZ course and is sharing back with staff at the completion of the second workshop and will be making changes as required.</p> |

| | |
|----|---|
| | <p>SchoolDocs - Term 2 policies. Sarah commented about the Equal Employment Opportunities Procedure and the 'work to eliminate bias and discrimination' and what this actually looks like in practice at our school. The board had a brief discussion and Jennifer suggested that Sarah places some feedback to the SchoolsDocs Team as they may be able to create some wording around some procedures that would make this manageable and identify what it looks like in practice.</p> <p>There were no other comments on the Principal's Report but Jennifer shared information on some further revenue that will be received.</p> <p>Motion: Jennifer moved that her Principal's Report be accepted – all trustees agreed. Motion carried</p> |
| 7. | <p>Hautū Tool - Meg had added 2 documents to the board papers - Hautū and Ka Hikitia (Māori achievement plan published by the Government). She explained that the Hautū Tool has been developed by NZSTA to look at the board's responsibility for being accountable for the performance of Māori achievement. The essence of the tool is looking at how ready the board is to self-review how effective it is at our commitment to Te Tiriti o Waitangi. Meg would like the whole board to do this self-review and asked everyone to make themselves familiar with the updated version of the Ka Hikitia document before the next meeting. The Hautū Tool will become a standing item on the agenda of every board meeting so that all trustees can work their way through the tool to make sure everyone knows what, as a board, is being done to support Māori achievement within our school. Once the self-review is done, the board could look at the area we need to focus on the most and start making a difference to that area and then move to another area.</p> |
| 8. | <p>Matters for Discussion/Approval</p> <p>Financial Reports - The Financial Management Reports for March and April 2024 had been provided by AFS. Some budget lines will be looked at in the mid-year budget review. There was a brief discussion on donations and Jennifer explained that the figure in the management report includes accrual amounts, but she has included the actual donation amounts in her report.</p> <p>Motion: Jennifer moved that the March and April 2024 Financial Management Reports be accepted - all trustees approved the motion. Motion carried.</p> <p>Cyclical Maintenance Provision - The provision document provided by the Archdiocese had been included in the board papers. Our budget currently puts \$10,000 from ops Grant is transferred each year to a nominated term deposit account, and once there are enough funds, these will be used for cyclical maintenance projects. It is likely that a top up will be required to meet the project provisions in the future.</p> <p>Motion - Jennifer recommended that the Cyclical Maintenance Provision be accepted - all trustees agreed. Motion carried.</p> <p>New photocopier lease - Jennifer explained that at this time an upgrade to the lease with reduced cost is the best option.</p> <p>Motion - The board has reviewed the photocopier lease and accepts the new lease - all trustees agreed. Motion carried.</p> <p>Fundraising and Community Events</p> <p>Monika Goel is the teacher in charge of Community Connection and re-establishing a fundraising group. A small group of parents have been working with Monika on the Colour Dash fundraiser and there are some other parents who have volunteered to run a Quiz Night at the 1841 in Term 4, with the date to be finalised. Monika will run an end of year community connection event too.</p> <p>There are other opportunities in June for staff and whānau to mingle at the two Te Ahi Ora evening performances and a Matariki breakfast for our community.</p> <p>We are also running the Kapa Haka festival with St Benedict's School and Newlands College.</p> |
| | <p>Meeting closure & thanks</p> <p>Meg thanked everyone for their contributions. The meeting closed at 7.00pm.</p> |

Confirmed _____