

Item	Description
1.	<p>Present - Meg Davies (MD), Jennifer Ioannou (JI), Joe Robins (JR), David Power (DP), Shanny Jamin (SJ), Sarah Hutchings (SH), Tapiwa Mbona (TM), Lynne Candiliotis (Minute taker)</p> <p>TM opened the meeting by sharing his pepeha.</p>
2.	<p>Health & Safety - JI reminded everyone of the procedures in the event of emergency</p>
3.	<p>Election of Presiding Member</p> <p>Jennifer called for nominations for Presiding Member. Joe and Sarah nominated Meg. Meg accepted the nomination. As there were no further nominations Jennifer declared Meg the Presiding Member. The Board congratulated Meg.</p>
4.	<p>Apologies - Alicia Willett (AW), John Cormack (JC), Donald Elemento (DE)</p>
5.	<p>Outstanding action points</p> <p>There were no outstanding action points</p>
6.	<p>Confirmation of minutes from 16 September 2025</p> <p>There were no amendments.</p> <p>Motion: MD moved to approve the minutes as a true and accurate record. All trustees agreed. Motion carried.</p>
An	<p>Principal's report - JI's report was taken as read and open for discussion.</p> <p>7.1 - Trip to the Philippines JI had included a synopsis of her trip to the Philippines in the board papers and at the meeting shared some of the amazing highlights. On her return to school, she visited every class in the school and talked about her trip and experiences with students.</p> <hr/> <p>7.2 - 2026 Staffing A staffing update was included in the board papers. JI mentioned that a teacher aide has resigned to study towards a Postgraduate Diploma in Teaching next year. This means we will have two student teachers next year.</p> <hr/> <p>7.3 - Financial Audit Debrief An auditor from Deloitte was at school on 3 & 4 November to work on our Audit. There were no findings mentioned from the initial feedback. The auditor commented that we have very good systems and processes in place. JI thanked Lynne for her hard mahi ensuring our systems and processes are robust and for taking the time to make sure everything is in line with best practice.</p> <hr/> <p>7.4 - 2025 Implementation Plan Progress Document It has been a busy start to the term with many opportunities continuing to be provided for our students. Students are very engaged in their learning.</p> <hr/> <p>7.5 - ESOL Verification Report We received a very positive and thorough report from the verifier. The verifier had spent time with JI and Fiona Kearns (DP) and was very impressed with our systems and processes and what we have put in place to meet the needs of our ELL learners. The verifier was very complimentary about our team and what we are doing and how we are using the valuable resource from the Ministry. A couple of next steps identified have been rectified. JR commented that it was a glowing report.</p> <hr/> <p>7.6 - 2025 Whānau Survey and Draft Parent Communication Trustees discussed the Whānau Survey document, and the following comments were made:</p> <ul style="list-style-type: none"> • Trustees were disappointed with the low number of responses, but JI mentioned that from the conversations she has had with people and the observations she has made, that this most likely signals that the majority of our community is happy • SH added that there were no comments made around improvements that weren't already in place in our strategic plan • JR commented on how pleasing it was to see increased percentages to Catholic Education, Learning Support and Academic reputation in the top 4 reasons for sending their children to St Brigid's • Survey showed that whānau would like the school to continue using Seesaw posts as it is a way of communicating about the curriculum and what their child is learning. JI confirmed that this is an area of focus and as teachers become more familiar with the new curriculum, they will be able to communicate what is being taught with parents

- There was a brief discussion on homework and JI explained our school's philosophy around this

Trustees discussed the Draft Parent Communication

- JR suggested adding a brief commentary with some of the positive points raised by parents in the survey
- TM wondered if it was worth adding the school's philosophy around homework in the next survey

JI will add a brief commentary to the communication and send it out to parents via email and the newsletter.

7.7 - Term 4 Policies

Trustees had no questions or comments at this stage, but as the review is for Term 4 it will be added as an item on the agenda for the next board meeting.

Motion: JI moved that the Principal's Report be accepted. All trustees agreed. Motion carried.

8.

Matter for Discussion

8.1 - Year 6 Camp debrief

Congratulations and thanks to JC for the amazing camp experience provided for our Year 6 students and to Pam Roffey and Jasmine Nguon and the parents who supported him at camp. It was the first camp we have held at El Rancho in Waikanae.

8.2 - September Financial Management Report

Trustees commented that the finances are tracking well and there were no other comments or questions.

Motion: JI moved to accept the September Financial Management Report. All trustees agreed. Motion carried.

8.3 - Senior Playground Audit Discussion and Plan

JI mentioned that audits have been carried out on both the junior and senior playgrounds and confirmed that annual audits will be carried out moving forward.

- There were no significant issues found with the junior playground and JI explained that there is a plan in place to replace the matting in 2 years' time as the playground will be 20 years old
- As expected, the report identified some significant repairs required on the senior playground. JI mentioned that a grant application has been submitted for \$13,713 (gst excl) towards the repairs of \$15,213 (gst excl). She recommended that if we are successful that repairs go ahead, and the school pays the \$1,500 difference. However, as this is urgent due to the high usage of the area by students, she recommended that if the application is unsuccessful that the school funds the repairs. All trustees agreed to paying the full amount for repairs if the grant is unsuccessful. JI added there are funds put aside for long term maintenance in the future.

8.4 - Draft Māori Strategic Plan (2025-2027)

The draft Māori Strategic Plan (2025-2027) aims to respond meaningfully and strategically to the voices of our Māori ākonga and whānau, gathered through student kōrero in an anonymous survey and whānau at a recent hui.

JI and Tania Fransen, our Cultural Lead teacher, both feel that the plan encompasses what the school needs to be doing moving forward and articulates what people have shared. The draft plan was shared with the board for trustee input before it is shared with staff. The following comments were made:

- that this helps trustees to focus on the budgeting side of implementing the initiatives for our Māori students.
- teacher resource is also being allocated to enable Tania to work with our Kia Mau students every week
- our Māori community is keen to have more impact and they want to start an online group. The students have shared that they are keen to have a whānau hui every term. There will be further engagement with the Māori community to achieve this goal every term.

There was a discussion around the Kura Ahurea Programme, our local Pūrākau that the children have been learning. JI explained that this is a valuable programme that our Kāhui Ako has funded this for the last 3 years but as it will be disbanded from next year, funding will no longer be available for this programme.

JI outlined two possible options for next year:

1. the board funds the cost of \$5-\$7k or
2. we embed the pūrākau that have been covered over the last 3 years which will give teachers time to revise the Pūrākau and strengthen student understanding and learning, bring new students and teachers up to speed, and ensure it is visible around the school

Trustees discussed the two options and agreed to option 2. They made the commitment to consider funding the next stage in 2027.

8.5 - 2026 School Donations and Draft Parent Communication

JI explained the reasons behind the proposed donation request increases and trustees approved the new donation

