

**The St Brigid's Board of Trustees minutes on 9 December, at 5.30pm**  
start at 5.00pm with nibbles

Item	Description
1.	<p><b>Present</b> - Meg Davies (MD), Tapiwa Mbona (TM), Jennifer Ioannou (JI), John Cormack (JC), David Power (DP), Sarah Hutchings (SH), Lynne Candiliotis (Minute taker)</p> <p>As DE's apology wasn't known until 5.35pm the meeting went ahead but as it there wasn't a quorum it was agreed that any items requiring a decision would be emailed to trustees for endorsement. Lynne will also email the draft minutes so all trustees are informed of what was discussed.</p> <p>MD opened the meeting with a lovely prayer.</p>
2.	<p><b>Health &amp; Safety</b> - MD reminded everyone of the procedures in the event of emergency</p>
3.	<p><b>Apologies</b> - Alicia Willett (AW), Tapiwa Mbona (TM), Joe Robins (JR), Shanny Jamin (SJ), Donald Elemento (DE)</p>
4.	<p><b>Outstanding action points</b></p> <p>There were no outstanding action points</p>
5.	<p><b>Confirmation of minutes from 4 November 2025</b></p> <p>There were no amendments.</p> <p><b>Motion:</b> MD moved to approve the minutes as a true and accurate record. All trustees agreed. Motion carried.</p>
6.	<p><b>Principal's report</b> - JI's report was taken as read and open for discussion.</p> <p><b>6.1 - 2025 Implementation Plan Progress Document</b></p> <p>The document highlights the great progress made during the year towards our actions and the huge commitment from staff and the wider parent community to ensuring that progress was made towards those goals. JI and trustees acknowledged the comprehensive report and thanked staff for the consistency of effort, mahi and depth of work that has been undertaken across the school to provide these opportunities for our ākongā and whānau.</p> <hr/> <p><b>6.2 - Graduate Profile Design</b></p> <p>JI explained the journey involved to create five key areas - Connected, Faith, Learning &amp; Growth, Wellbeing &amp; Self-Management, and Contributor. She shared the beautiful poster that has been created by a talented Teacher Aide. JI will launch it at the Staff Only Day at the start of 2026 in preparation in preparation for creating an Action Plan to bring the visual document to life.</p> <hr/> <p><b>6.3 - 2025 Proprietor's Appointees' Report</b></p> <p>This report was taken as read and JI advised she has submitted it to Kelly Ross, Vicar for Education. MD commented that it was a very thorough report.</p> <hr/> <p><b>6.4 - 2025 Attestation Report</b></p> <p>JI and MD prepared and signed the attestation report which has been submitted to Kelly Ross, Vicar for Education.</p> <hr/> <p><b>6.5 - Mind Plus</b></p> <p>JI was approached by a parent asking for her children to be involved in the online Mind Plus Programme next year. JI explained the programme and a brief discussion was held. JI advised that the parents have agreed to finance their children for the programme.</p> <p><b>Motion:</b> JI moved that trustees are in agreement that we will support Mind Plus at St Brigid's School and have two students access the programme next year. All trustees agreed. Motion carried.</p> <hr/> <p><b>6.6 - Term 4 Policies</b></p> <p>No comments or questions around the Term 4 Policies, however there was a brief discussion on a recent incident. JI advised that there was a review of the incident and staff have been reminded of expectations and steps to prevent reoccurrence. There will continue to be safety training and support for staff.</p> <hr/> <p><b>6.7 - 2026 NZPF Principal Exchange to Canada</b></p> <p>JI was excited to share that she has been selected by NZPF to be involved in a 2-week exchange programme. She was successful with a travel grant from NZPF and this along with the PD funding as part of the Primary Principals'</p>

	<p>Collective Bargaining (PPCB) will go towards this exchange to Canada. JI shared how it will be another worthwhile opportunity for growth and learning and a something to look forward to. She will host a Canadian principal who will attend our kura which will provide a wonderful opportunity for conversations around the different education systems and a sharing of how indigenous cultures are embedded into schools.</p> <p><b>Motion:</b> JI moved that the Principal's Report be accepted. All trustees agreed. Motion carried.</p>
<p><b>7.</b></p>	<p><b>Matter for Discussion</b></p> <p><b>7.1 - 2025 End of Year Student Progress and Achievement Report</b></p> <p>The report was taken as read and opened for discussion. JI shared some examples of how the change of curriculum has impacted the data results. Trustees fully supported and thanked JI and the Leadership Team for the positive and considered approach to managing the changes in the education system.</p> <p>JI thanked Fiona Kearns (DP) for compiling this in-depth, clear report and thanked staff for their hard work and commitment to ensuring student shifts in their learning as much as possible.</p> <hr/> <p><b>7.2 - 2025 Statement of Variance</b></p> <p>The document will be sent to the Ministry when it is requested and will also be part of our Annual Report.</p> <hr/> <p><b>7.3 - October &amp; November Financial Management Reports</b></p> <p>Reports show a healthy surplus for the Year End. Trustees acknowledged JI's work to attain this surplus. As there wasn't a quorum these reports will need to be deferred to the next meeting in February for approval.</p> <p><b>Motion:</b> JI moved to accept the October &amp; November Financial Management Reports. All trustees agreed. Motion carried.</p> <hr/> <p><b>7.4 - Draft 2026 Budget</b></p> <p>Discussion on donations and the concern that revenue was less this year and how this impacts the activities being offered that are already subsidised by the school. If this pattern continues activities will need to be prioritised.</p> <p>JI explained that maintenance has been a big expense this year.</p> <hr/> <p><b>7.5 - Draft 2026 Implementation Plan</b></p> <p>JI has worked with a leadership coach to discuss our strategic plan journey and 2026 Implementation Plan. The Management and Leadership Teams have had input, and a new design will be created. This is a clear template of what is to be achieved with measurable outcomes and 2 priority areas will be shared with the staff at the beginning of next year.</p> <hr/> <p><b>7.6 - 2025 Principal Professional Growth Cycle/Appraisal</b></p> <p>JI meets with a PLG twice a term and principals presented their evidence and mahi worked on during the year with a principal writing a comment included in the principal's report. MD as Presiding Member shared her comment and SH shared some insightful ways that JI has grown our school and students.</p>
<p><b>8.</b></p>	<p><b>Other Business</b></p> <p><b>2026 Board Meeting Dates and Times</b></p> <p>It was confirmed that meetings would continue at 5.30pm in weeks 4 and 9 of each term. Lynne will email out the dates in the New Year.</p> <p><b>Farewell</b></p> <p>JI acknowledged and thanked DP for his 5 years of commitment to our school and board.</p> <p><b>Grant resolutions</b></p> <p>As we didn't have a quorum email confirmations will be sent to all trustees for the following grant applications:</p> <ul style="list-style-type: none"> <li>• Air Rescue and Community Services artificial turf on our field. The total amount requested is \$15,000.00.</li> <li>• Pelorus Trust for turf to our junior sports field. The total amount requested is \$15,285.00</li> <li>• Four Winds Foundation Ltd for funding for the amount of \$15,000.00 to be used toward turf to our junior school sports field.</li> </ul>
<p><b>9.</b></p>	<p><b>Meeting Closure</b></p> <p>The meeting closed at 6.50pm.</p>

Signed:

A handwritten signature in black ink, appearing to be a stylized name.

Presiding Member

Date: 18/2/2026