

The St Brigid's Board of Trustees minutes on 18 February 2026, at 5.30pm

Item	Description
1.	<p><b>Present</b> - Meg Davies (MD), Tapiwa Mbona (TM), Jennifer Ioannou (JI), John Cormack (JC), Sarah Hutchings (SH), Joe Robins (JR), Noel De Luna (ND), Lynne Candiliotis (Minute taker)</p> <p>JI welcomed Noel (ND) to the board as a Proprietor's Appointee and explained that his family has a long history with our kura. JI shared that the Archbishop has approved Josh Brown's application to join our board as Proprietor's Appointee. He will also be the Māori Representative on our board. Trustees were delighted with the news and JB will come to the next board meeting on 24 March.</p> <p>JC opened the meeting with a prayer and his pepeha.</p>
2.	<p><b>Health &amp; Safety</b> - JI reminded everyone of the procedures in the event of emergency</p>
3.	<p><b>Apologies</b> - Shanny Jamin (SJ)</p>
4.	<p><b>Outstanding action points</b></p> <p>There were no outstanding action points</p>
5.	<p><b>Confirmation of minutes from 9 December 2025</b></p> <p>There were no amendments.</p> <p><b>Motion:</b> JI moved to approve the minutes from the meeting on 9 December 2025 as a true and accurate record. All trustees agreed. Motion carried.</p>
6.	<p><b>Election of Presiding Member</b></p> <p>Jennifer called for nominations for Presiding Member. JC nominated MD and she accepted the nomination. As there were no further nominations JI declared MD the Presiding Member for 2026. The Board congratulated and thanked her. She advised that this would be the last year she would be able to accept the role as her child is now in Year 8. She asked trustees to consider taking on the role so a succession plan can be put in place by the end of the year. A brief discussion followed outlining what the role entails.</p>
7.	<p><b>Principal's report</b> - JI's report was taken as read and open for discussion.</p> <p><b>7.1 - Reporting to the Board - 2026 Schedule</b></p> <p>Trustees looked at the proposed schedule that had been included in the papers. All trustees agreed with the timing of the reports and approved the 2026 Reporting to the Board Schedule.</p> <hr/> <p><b>7.2 - 2026 Board Schedule of Delegations</b></p> <p>The document was reviewed and JI advised that there have been no changes or amendments since 2023.</p> <p><b>Motion:</b> JI motioned that we adopt the 2026 Board Schedule of Delegations - all trustees agreed. Motion carried.</p> <p>LC will send the updated document to SchoolDocs to upload.</p> <hr/> <p><b>7.3 - Staffing Update</b></p> <p>JI updated trustees on the plan in place to cover a staff member on sick leave this term and she touched on other staffing updates that had been included in the Principal's Report.</p> <hr/> <p><b>7.4 - 2026 Principal's PD</b></p> <p>Information about JI's selection by NZPF to be involved in a 2-week exchange programme in Canada had been shared in the December Principal's Report but JI shared some further details now that travel details and dates have been confirmed. All trustees were fully supportive of this opportunity.</p> <hr/> <p><b>7.5 - Kathe Tawhiwhirangi Hautu Tool PD</b></p> <p>Kathe has been invited to the next board meeting to continue this PD.</p> <p><b>Motion:</b> JI moved that the Principal's Report be accepted. All trustees agreed. Motion carried.</p>
8.	<p><b>Matters for Discussion/Approval</b></p> <p><b>8.1 - Draft 2026 Implementation Plan</b></p> <p>The final updated plan was launched with staff at a recent PD Day who found it a very concise and clear document. The waypoints will be monitored to ensure progress in these areas.</p>

**Motion:** JI moved that the **Draft 2026 Implementation Plan** be accepted. All trustees agreed. Motion carried.

### 8.2 - October, November & December 2025 Financial Management Reports

The reports were taken as read and there was a brief discussion on how any funds from successful grant applications can be used to enhance the school environment. JI shared a document identifying all the projects that have been completed over the past few years that have been supported with school fundraising, local grants and Archdiocese funding.

Trustees congratulated JI on the end of year figures.

**Motion:** JI moved to accept the October, November & December 2025 Financial Management Reports. All trustees agreed. Motion carried.

### 8.3 - Draft 2026 Budget

Trustees discussed the Draft 2026 Budget and JI answered questions and explained various funding lines. A new Education Development Initiative (EDI) funding is to be received for students enrolled from a closed school. This funding is dedicated to support their transition and raise achievement.

**Motion:** Jennifer moved that the 2026 Budget be accepted with a review mid-year - all trustees approved the motion. Motion carried.

### 8.4 - Garden Fence Decision

JI explained that the Garden Grant funding application to WCC was unsuccessful and proposed that the Board fund the costs to extend the fencing along the stream area to develop the land into a secure prayer/discovery garden. Trustees discussed the two fence quotes that had been provided. Trustees agreed to funding the cost of the project from the Long-Term Maintenance Fund and approved the quote for \$5,627.40 (gst excl).

### 8.6 - School Policies - There was a brief discussion on these school policies:

Alcohol at School and School Events Policy - JI explained the procedures that the school follows.

Sun Protection Policy – a suggestion was made to add suntan lotion to the start of year class stationery list for parents to provide in school bags. This was agreed and will be implemented from 2027.

Digital Technology – JC explained the procedures and the school monitors student website use.

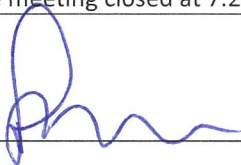
### 8. Other Business

The newsletter in Week 6 the Board will be advertising that we are seeking an additional Proprietor's Appointee as well as sharing the 2026 Implementation Plan and Attendance Management Plan.

### 9. Meeting Closure

The meeting closed at 7.25pm.

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

24 March 2026

Presiding Member