

**BIRCHWOOD SCHOOL BOARD OF TRUSTEES MINUTES**  
**Wednesday 28th February 2019 AT 5.45PM**

**IN THE STAFFROOM, BIRCHWOOD SCHOOL, 15 DURHAM STREET, STOKE.**

**Trustees:** Chris Herrick(Principal), Damian Hardman (Staff Trustee), Jessica Olander, John O'Regan and Rowena McGregor, Cara Gledhill and Alice Callander.

**1. Karakia and Welcome**

**2. Attendance**

**2.1. Present:** Chris Herrick(Principal), Damian Hardman (Staff Trustee), Jessica Olander, John O'Regan and Rowena McGregor, Cara Gledhill and Susan Langheim, Sarah Thomas (Teacher), Julie Heath (Teacher) Levi Stephens (parent/teacher aide)

**2.2. Apologies: Alice Callander**

**2.3. Declaration of Interests- (*Conflict & Pecuniary to agenda*) -**  
John O'Regan - re Karen O'Regan working as a teacher aide.

**2.4. Speaking Rights -**

**Motion: That the Board grant speaking rights to Sue Langheim and Sarah Thomas Julie Heath and Levi Stephens.**

**Moved: Jessica**

**Seconded:**

**All agreed**

**3. Strategic Discussion**

**3.1 Sarah Thomas - Strategic Plan/ COL TOD**

Sarah presented to the Board the changes to the strategic plan made by the leadership team for 2019. Sarah update the board on the progress made in 2018 and the intention being to align our Birchwood school goals with that of the COL . The emphasis this year being on RBL (Relationship Based Learning) including well being of staff and students , staff development with the use of appraisal connector, impact coaching across the school and connecting with Whanau. Sarah explained the "how" and the interaction with the school guided coalition in the delivery of our goals for this year.

The Board thanks Sarah for her time and work in the presentation this evening.

**3.2 Strategic Plan Overview - BOT role in monitoring**

**The Board discussed their role in the monitoring of the Strategic Plan.**

Chris asks the Board how they want to monitor the Annual plan this year, and it was agreed that Chris will produce a termly report and presented it to the Board at the second meeting of each term.

**3.3 Maori achievement Hui. - Damian**

The Board discussed the importance of holding a Maori Hui. Moving forward it has been agreed that this is an important part of our RBL and the BOT would like to see the Maori team organise the event and BOT will attend.

Action: Lead Maori Teacher and team to organise MAH - timeline to be held by week 4 of term 2. Cara will support the organisation of this event.

### 3.4 School docs policy updates

The Board discussed the 2 advisories received from School Docs and agree that the Policy review committee should meet at the end of each term to analysis the advisory notices and report to the Board. Review committee to include, Chris John Sue and Julie

**ACTION:** Review Committee to meet before next meeting and report to the full Board. Sue to organise date for meeting.

*This term the board should be assured on the following:*

- *School Planning and Reporting*
- *Forward your charter and analysis of variance to the Ministry of Education by 1 March.*
- *Email your updated charter to [SchoolDocs](#).*
- *Prepare the annual report for the auditor by 31 March.*
- *A single PDF file of your annual report, including audited financial statements and required signatures, must be submitted to the Ministry through the Ministry's School Data Portal before 31 May. It is the responsibility of the board to submit the report and not that of your auditor or your financial service provider.*
- *EEO – Include a statement on EEO in the annual report, including any issues from the previous year. If you're thinking, "no, the Ministry doesn't request a statement anymore", please read our [blog entry about the legal requirement to report EEO compliance](#).*
- *Medicines, Managing Minor/Moderate Injury, Illness – Complete an internal audit of procedures and assure the board that staff have been briefed and are implementing the procedures.*
- *Police Vetting for Non-Teachers – Assure the board that all non-teaching staff have current police vets on file.*
- *Length of School Year – Notify the board on the dates, and number of half-days, for instruction for the current year.*
- *Risk Management – Assure the board at each meeting that identified hazards are still being monitored and/or controlled and that these measures are being re-evaluated to check their adequacy. Check that the board is satisfied with compliance.*

**Motion:** That the Board adopt the recommendation and accept the assurances given above and held within the school Docs advisory notices 1 and 2 for 2019.

**Moved:** Chris                      **Seconded:** Rowena                      **Agree**

### 3.5 BOT complaints flowcharts - Jessica NO action required

### 3.6 EOTC review and senior class camps (circulated)

The Board discussed the finding from the EOTC survey and reviewed the comments from senior student families. The Senior staff are recommending that the yr 6 children attend the Kaiteriteri camp this year. This years year 5 students will not go to camp but have several activities day throughout the year. Several

activities have been suggested. Senior Teachers have also suggested that they would like camps to be held at the beginning of the year from 2020.

**Motion: That the Board approve a change to senior camps for the yr 6's to continue with an annual camp and the year 5's taking part in 3 separate day activities one in term 2, one in term 3, and one in term 4 for 2019**

**Moved: Jessica**

**Seconded: Cara**

**Agreed:**

Action: to Communicate with Senior team that this Motion has been approved

### **3.7 MASH - Contract - Rowena**

To be discussed in committee.

### **3.8 BOT elections**

CES have been appointed as Returning Officer for the upcoming elections in June. Jessica update the BOT on potential parents who have shown an interest in being a school trustee. Resources have been received and are to be displayed around the school and in the newsletter and on facebook as appropriate in the coming weeks.

ACTION: Sue to ensure resources are available in the office for potential trustee to view to be advertised in the newsletter 2/3 weekly.

## **4. Board Administration**

### **4.1 Confirmation Previous Minutes**

**Motion: That the minutes of the Board meeting held on 12th December 2018 with the above amendments be adopted as a true and correct record.**

**Moved: Jessica**

**Seconded: Damian**

**All agreed- Chris**

**abstained**

Date to be changed to December, speaking rights to be removed.

**Motion: That the In Committee minutes of the Board meeting 12th December 2018 with the above amendments be adopted as a true and correct record.**

**Moved: Jessica**

**Seconded: Damian**

**All agreed**

### **4.2 Matters arising from Action Items**

All previous action items have been reviewed and the following items require further action or comment:

Action: All Board Trustees to update their Bio on school website. Only received Cara Rowena Jessica - John Damian Alice Chris outstanding sue to email.

**Action: Board to provide termly update for newsletter.**

1. BOT PLD Jessica to rearrange visit to Hampden School for term 3 to be deferred to after the election to allow new trustees to attend.

2. *Community engagement Plan - Rowena advised that the plan will be circulated with the minutes from this meeting. To be discussed at next meeting 28th March 2019.*
3. *Community Survey- not yet actioned - to be created by next meeting Action required for committee to organise meeting to create survey for presentation at next meeting 28/03/2019*
4. *Gap Analysis- discussed above*
5. *Health Curriculum- not yet actioned - Chris and Julie to action to be completed by end term 1 12th April 2019*
6. *Letter re driving hazards- police to be requested to visit at end of school day - chris to organise.*

#### **4.3 Board Correspondence**

Items 1, 6 and 7 discussed above  
 Item 2 no motions or remits to be submitted.  
 Item 3 Notification of paid union meetings  
 John, and Chris declare a conflict of interests as union members.

**Motion: That the Board of Trustee will close the School on 20/3 at 12.30pm allowing staff to attend the paid union meetings held on that day. The Board require teachers to be on site until 1pm.**

**Moved: Jessica      Seconded: Damian      Agree Chris and John abstain**

**Motion that all outward correspondence be ratified and all inward correspondence be received.**

**Moved: Jessica      Seconded:      All agreed**

#### **5. Strategic Discussions**

##### **5.1      2019 School Donation**

The Board discussed the pro and cons of increasing the donation or keeping the same.

This request has not been changed for 10 years, this year we have experience a large drop in funding due to our drop of roll. falling roll etc

**Motion: That the Board increase the School Donation at this time to \$60 per student or \$80 per family, and Activities donations will remain at \$25 per student, per year.**

**Moved: Damian      Seconded: Cara      Agree Rowena -reluctant agree**

##### **5.2      Charter - adoption**

The board discussed the Charter and recognise the huge amount of work involved in the creation and maintenance of this document.

**Motion: That the BOT adopt the Charter 2019.**

**Moved: Jessica      Seconded: John      Agree**

Action: Charter to be uploaded to the MOE by 01.03.2019

### **5.3 Annual plan - Governance, Hautu, Targets**

Chris discussed the annual plan and its links to the Charter. The Board discussed the "Hautu" section of this document and recognise the objectives provided and recognise the need for further development of the "how" these objectives will be delivered.

Change required 2b use of the word "insist" and at point 3 word to be changed to "support"

**ACTION:** Further meeting to be arranged to develop the How / delivery of this Māori cultural responsiveness self review tool.

Chris advised the board that staff have agreed that they will only set one target for our students this year, the focus being on relationship based learning profile. There will be 2 target groups - 1. Our Māori Students, and 2. Our year 3. All staff this year will be working on classroom pedagogy. Target to be inserted into the Annual Plan and page 5 of the Charter 2019.

**Motion: That the board ratify the amendments to the Annual Plan 2019**

**Moved: Chris    Seconded: John                    Agree**

### **5.4 Community Action Plan**

Discussed earlier and to be circulated with meeting minutes and discussed at the next meeting. It was agreed that the committee will meet to create the survey . To be deferred to the Meeting in March.

**ACTION:** Arrange meeting to create community survey

### **5.5 Board bbq**

The Board discussed the proposed BBQ to be held 8th March.

It was decided that due to the dry weather condition and fire ban and water restrictions the BOT BBQ should be postponed - no new date has been set. To be re-evaluated at next BOT meeting.

**ACTION:** to be deferred due to the dry conditions and current fire ban. Postponed. Newsletter item required.

### **5.6 Health Curriculum consultation - statement**

Discussed at action points Chris and Julie to have in place by the end of term 1.

## **6. Strategic Monitoring**

### **6.1 Principal's Report**

Chris presented his Principals Report to the BOT.

Levi left 8:33pm

**Motion: That the BOT ratify the appointment of Taina Fox Matamua and Rachel Summers.**

**Moved: Chris    Seconded: Jessica                    all agreed**

**Motion: That the Board adopt the Principal's report with its recommendations.**

**Moved: Chris    Seconded: Damian                    All agreed**

## **6.2 Finance**

The Board discussed the Finance Reports for December and January and the proposed draft budget of \$1840. There is a drop in funding of approx \$16k this term (against last year) this is directly affecting the amount of budget available to class resources budgets.

An email has been sent to Solutions and services to clarify the inclusion of depreciation in the budget and its effect on cash flow. The response to be shared with the finance committee and any amendments following in from their response to be proposed to the BOT.

**Motion: that the Board accept the proposed budget of \$1840 but to remain in draft until the next meeting and that the Board accept the Finance Committee minutes of the 30/1/2019 & 21/02/2019 and approve the proposals and recommendation within these Finance Reports.**

**Moved: Rowena**

**Seconded: Damian**

**All agreed.**

Action: recommendation within the finance reports be enacted. Email from s/s to be shared with finance committee

It was agreed that in future the BOT will only receive the financial summary of accounts and the statement of financial position with the detailed accounts being available on the night and not included in the pack.

## **6.3 Health and Safety**

Jessica called for any Health and safety concerns from the BOT - No issues tabled.

## **6.4 Personnel- In committee**

**Motion that the board move out of Committee at 9:19 pm**

**Moved: Jessica**

**Seconded:**

**Agreed**

## **6.5 PTA**

Chris updated the BOT from the PTA meeting he attended, where the main discussion centered around the filling of position of treasurer and Secretary. New families bringing new ideas and experience. They discussed the BBQ and nature play area, and the next stage to be decided -

## **7. Identify Agenda Items for Next Meeting**

**7.1 NZSTA conference**

**7.2 community survey**

**7.3 Action plan for Hautu**

**7.4 community engagement plan**

**7.5 policy review committee**

**7.6 health curriculum**

**7.7 BBQ**

**7.8 Kelly Newland presenting new entrant planning**

**7.9 future dates**

## **8. Meeting evaluation**

Nice to see additional visitors

**Julie left at 8.59pm**

**Sue left for the evening 9.20pm**

**Action Items from meeting 28.02.2019**

<b>Item</b>	<b>Action required</b>	<b>Person Responsible</b>	<b>Completion/ due date</b>
<i>Maori Student achievement Hui</i>	<i>Maori team to organise Hui to celebrate our Maori learners</i>	<i>Māori team leader- Cara to support</i>	<i>By week 4 term 2 19th May 2019</i>
<i>Policy review - School Docs</i>	<i>Review Committee to review school docs advisories for term 1</i>	<i>Chris John Julie and Sue</i>	<i>Report to full board 28th March 2019</i>
<i>Senior Camp</i>	<i>To advise senior team that motion re camps has been passed</i>	<i>Damian/ Chris</i>	<i>ASAP</i>
<i>BOT Elections</i>	<i>Continue to discuss vacancies with parent community -</i>	<i>BOT members</i>	<i>On going</i>
<i>BOT Elections</i>	<i>posters to be put up in school office and newsletter article to be re circulated week 5 and week 8</i>	<i>Sue to ensure brochures are available in the school office.</i>	<i>ASAP</i>
<i>BOT Elections</i>	<i>Newsletter article for newsletter</i>	<i>BOT chairperson</i>	<i>Week 1 Term 2</i>
<i>BOT PLD</i>	<i>Visit to Hampden Street School</i>	<i>Jessica</i>	<i>Deferred to Term 3 2019 to allow new trustees to attend</i>
<i>Website updated BOT member BIO's</i>	<i>All Board Trustees to update their Bio on school website</i>	<i>John, Damian, Alice, Chris.</i>	<i>ASAP</i>
<i>Community engagement Plan -</i>	<i>Plan to be circulated with minutes and discussed at the next meeting</i>	<i>Sue to distribute</i>	<i>28th March 2019</i>
<i>Community Survey</i>	<i>Committee to meet and create survey to be shared at next meeting before distributing</i>	<i>Rowena Cara and Damian</i>	<i>28th March 2019</i>
<i>Health Curriculum</i>	<i>Health Statement to be prepared and shared with school community</i>	<i>Chris and Julie</i>	<i>End of term 1 12/04/2019</i>
<i>Letter re driving hazard</i>	<i>Police to be invited to school at end of day to observe talk to parents re parking etc.</i>	<i>Chris</i>	<i>ASAP</i>

<i>PUM school closure</i>	<i>School community to be advised</i>	<i>Chris / Sue</i>	<i>ASAP Newsletter term 5</i>
<i>Charter</i>	<i>To be uploaded to the ministry and copy sent to ERO</i>	<i>Chris</i>	<i>01.03.2019</i>
<i>Charter</i>	<i>Target to be inserted into page 5 of the Charter 2019.</i>	<i>Chris</i>	<i>ASAP</i>
<i>Annual Plan</i>	<i>Target to be inserted into the Annual Plan</i>	<i>Chris</i>	<i>ASAP</i>
<i>Annual plan</i>	<i>To be uploaded to the ministry and copy sent to ERO</i>	<i>Chris</i>	<i>01.03.2019</i>
<i>Annual Plan</i>	<i>Word change 2.b and 3. "insist" to support</i>	<i>Chris</i>	<i>ASAP</i>
<i>Annual Plan</i>	<i>Meeting to develop the How / delivery of the Hautu</i>	<i>Rowena Cara Chris</i>	
<i>School Donation, activities and paper</i>	<i>To be invoiced at new agreed amounts of \$90 per student and \$140 per family inclusive</i>	<i>Sue</i>	<i>ASAP</i>
<i>BOT BBQ 08.03.2019</i>	<i>Postponed. Newsletter item required.</i>	<i>Chris/ Sue</i>	<i>04.03.2019</i>
<i>EO performance review</i>	<i>NOVOpay forms to be completed and sent to NOVOpay</i>	<i>Chris</i>	<i>01/03/2019</i>