

**BIRCHWOOD SCHOOL BOARD OF TRUSTEES MINUTES
MONDAY 5th March 2018 AT 5.45 PM**

IN THE STAFF ROOM, BIRCHWOOD SCHOOL, 15 DURHAM STREET, STOKE.

Trustees: Chris Herrick (Principal), Damian Hardman (Staff Trustee), Jessica Olander (Chair), John O'Regan, David Smith and Rowena McGregor.

1. Karakia and Welcome

2. Attendance

2.1 Present - Chris Herrick (Principal), Damian Hardman (Staff Trustee), Jessica Olander, John O'Regan, Rowena Mc Gregor , Sue Langheim

2.2 Apologies - David Smith, John (leaving at 6.45pm)

2.3 Declaration of Interests- (*Conflict & Pecuniary to agenda*) - John re Karen his wife working as a Teacher Aide. Rowena McGregor as breakfast club co-ordinator.

2.4 Speaking Rights -

Motion: That the Board grant speaking rights to Sue Langheim.

Moved: Jessica Seconded: John All agreed

3. Strategic Decision

3.1 Election of Board Chairperson and Deputy Chairperson.

Chris called for nominations for the position of Board Chairperson. Rowena nominated Jessica as chairperson John seconded the nomination. No other nominations were put forward.

Jessica called for nominations for Deputy Chairperson, Rowena nominated John as Deputy Chairperson Damian seconded this nomination, there were no further nomination.

Motion: That Jessica be elected as Board Chairperson and John be elected as Deputy Chairperson.

Moved: Chris Seconded:Damian All Agreed

Motion: That the Board move into committee at 6.01pm to discuss board membership.

Moved: Chris Seconded: Jessica All agreed

3.2 Board vacancy - Co- opting members/ Ext. Election.

Motion: That the Board appoint CES to hold another election to fill the BOT membership vacancy.

Moved:Jessica Seconded: All agreed

Motion: That the Board move out of committee at 6.22pm

Moved: Jessica Seconded: All agreed

3.3 Charter Review

Chris discussed the Charter 2018 and Annual Plan. He explained how we are incorporating COL practices into these documents. He also explained that there will be some further changes to be presented at the next meeting.

Motion that the Board write to the MOE in Nelson requesting a charter due date to be changed to 6/4/17.

Moved:Chris

Seconded: John

All agreed

3.4 BOT Work Plan Review

The BOT discussed the work plan and agreed the following changes:

1. Insert BOT meeting dates.
2. Insert date 2018.
3. Remove reference to National Standards.

It was agreed that Jessica and Chris will meet to finalise amendments to the plan.
Revised BOT work plan to be presented at the next meeting 28/3/18

4. Board Administration

4.1 Confirmation Previous Minutes.

Motion: That the minutes of Board meeting held on 11th December 2017 be adopted as a true and correct record.

Moved:Jessica

Seconded: Damian

All agreed

4.2 Matters arising from Action Items.

The BOT discussed the action items and the following decisions were made:

Chris updated the Board on the school insurance renewal, AON Insurance and Crombie Lockwood have provide quotes for insurance cover and JLT have given us an extension to 1/4/18.

Motion:The BOT authorise Chris to approach Crombie Lockwood for an insurance quote/proposal also to request 2 further quotes on the same basis from AON and JLT.

Moved:Jessica

Seconded:Rowena

All agreed

4.3 Board Correspondence

The following items were discussed.

Items 1

Motion: That the BOT write to congratulate Wendy Little for winning the star librarian competition at the end of last year.

Moved: Chris

Seconded Jessica

All agreed

Item 2. Well being survey for students yr4 and above

Motion: That a Personnel Sub Committee comprising of Rowena and Damian will meet to finalise the well being survey questions and provider .

Moved: Jessica

Seconded: Rowena

All agreed

Item 6

Item 7

Item 8 NZEI meeting teachers, Chris explained that this is a paid meeting for NZEI members to attend, and the impact this may have on the school. Options were discussed around the teachers attending the 8 am meeting and the potential for a later start time.

Item 12

Item 14

Item 16

Item 17 Damian acknowledged on behalf of the Board Chris's speech and paperwork for the meet the teacher evening .

Item 18 Susan and Paul to attend.

Motion: That the Board moves into committee to ratify the In Committee Minutes of 11th December 2017.

at.6.40pm

Moved: Jessica Seconded:Chris All agreed

Motion: That the Board accepts the In committee minutes of 11th December to be a true and correct record.

Moved: Jessica Seconded:Chris All agreed

Motion: That the Board move out of committee at 6.41pm

Moved: Jessica Seconded: All agreed

Motion: That the Board moves into committee to discuss the In Committee Correspondence at.7.14pm

Moved: Jessica Seconded:Chris All agreed

Motion that the board move out of committee at.7.59 pm

Moved: Jessica Seconded: All agreed

5. Strategic Discussions

5.1 Principal's appraisal update.

There have been no further meetings with Mike, but there is one arranged for 2 weeks time, where they will begin the goal setting process.

5.2 Reading recovery report.

Motion: That the Sue will circulate the report electronically and that it will be discussed at the next meeting.

Moved: Damian Seconded:Jessica All agreed

5.3 Annual Plan 2018

This was discussed along with the Charter, and is currently being worked on within the Leadership team using a backwards planning technique. When it is completed the Charter will be updated to reflect these changes and presented to the Board for ratification.

6.5 Policy Review Committee

The policy review committee have met and propose that the school adopts the "School Docs" policy framework for our school. Already discussed with the Principals report.

6.6 PTA-

Chris and Jessica gave an update on the PTA AGM

7. Identify Agenda Items for Next Meeting

7.1 BOT election update

7.2 Analysis of Variance student targets

7.3 Annual plan / Charter update.

7.4 Principals appraisal update

7.5 BOT work plan update

7.6 Reading recovery report

7.7 Report on progress on School Docs

7.8 Update Caretaker position

8. Meeting evaluation.

A good and productive meeting thanks to Rowena for bring nibbles.

9. Success Round

Chris - "Invigorating to work with such an amazing staff team."

Damian - "New building is working well with random positive comments from students.

There are lots of relationship building opportunities for staff and students."

Rowena - "Breakfast club fully manned on the rosta and we are being very well supported in the community."

Jessica- "great to see positive relationship building across years 4/5/6 children at swimming".

10. Meeting Closure

Meeting closed 9.40pm

Next Meeting 28/03/2018

