

**BIRCHWOOD SCHOOL BOARD OF TRUSTEES AGENDA**  
**Wednesday 28th March 2018 AT 5.45PM**

**IN THE RAINBOW ROOM, BIRCHWOOD SCHOOL, 15 DURHAM STREET, STOKE.**

**Trustees:** Chris Herrick (Principal), Damian Hardman (Staff Trustee), Jessica Olander, John O'Regan 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 McGregor, Sue Langheim and Sarah Thomas.

**2.2. Apologies:** None

**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 and Sarah Thomas.

**Moved:** Jessica      **Seconded:**                      **All agreed**

**3. Presentation by Sarah Thomas on outcomes data from COL survey.**

Sarah presented the results from the COL survey to the Board. The aim for Birchwood is to raise the pedagogy of our staff. Sarah talked through the process of collecting voice from all of the school stakeholders, the analysis of this data and the transcription into sentiment. She explained to the BOT how this was then discussed and worked through as a whole staff during a two hour staff meeting. Evidence has shown that teachers who have good relationships with the student and effective pedagogy produce the best results for learners. Within our COL Birchwood School relationships came through very strongly. Sarah explained the next steps for staff for 2018 will be based on our voices feedback. Sarah also discussed her role as an impact coach and how this is working within the school. Sarah is involved in a COL school guided coalition project currently looking at attendance and its impact on students achievement.

**4. Strategic Decisions**

**4.1 Charter 2018**

Chris present and discussed the amendments to the Charter for 2018.

There have been no significant changes made to the intent of this document.

**Motion: That the Board adopt the Charter 2018**

**Moved:** Chris              **Seconded:** John                      **All agreed.**

**4.2 Annual Plan 2018**

Chris explained the work and "backward planning model used" in the co-construction of this document by the leadership team. Chris explained each Objective within the Annual Plan. The Annual Plan is to be used as a working document to record actual outcomes

against objectives, these objectives are linked to the Charter 2018. It is our intention to submit this plan as a working document to the Ministry.

*To be amended 2.2.2 Government and Leadership-*

**Objective**

*To strengthen the relationship between the Board of Trustees and the community through enhanced communication.*

**Actions**

- *Gather feedback and information from the community through annual staff and student surveys.*

- *Develop the Board of Trustees' presence through updated profiles on the Birchwood School website and a regular (once per term) information update from the Board of Trustees in the school newsletter.*

- *Increase the Board of Trustees' visibility through the attendance of Trustees at schoolwide and staff events.*

**Motion: That the Board adopt with the above amendments the Annual Plan 2018**

**Moved: Chris**

**Seconded: Damian**

**All Agreed.**

**4.3 BOT Election**

Sue advised the board that CES has been appointed as the Returning officer for our upcoming election. With one position to be a triennial position and one to be a mid term position to match the two vacancies we currently have. The timeline for this election is:

School roll to be sent to CES by 30/3. ( updates can be sent through upto 16th May.)

Nomination forms will be sent to caregivers with voting rights 4th May

Newspaper advert placed calling for nominations 4th May.

Candidate statements to be received by 16th May.

If number of candidates does not exceed number of positions then nominees will be declared elected.

If number of nominees exceeds number of positions will move to an election.

Voting papers to be sent out 23rd May with candidate statements.

Voting will close 12 noon 1st June.

Results will be declared asap.

Results will be published in local newspaper 7th June.

**5. Board Administration**

**5.1 Confirmation Previous Minutes**

**Motion: That the minutes of the Board meeting held on 5th March 2018 be adopted as a true and correct record.**

**Moved: Chris**

**Seconded: Jessica**

**All agreed**

**Motion that the Board move into committee to confirm the In Committee Minutes of 5th March 2018 at 7.08pm**

**Motion: That the In Committee minutes of the Board Meeting held on 5th March 2018 be adopted as a true and correct record.**

**Moved: Jessica**

**Seconded: Damian**

**All Agreed**

**Motion that the Board move out of committee at 7.30pm**

**Moved: Jessica**

**Seconded**

**All agreed**

The personnel subcommittee discussed the surveys they have looked at for our school community.

**5.3 Board Correspondence**

The following items were discussed:

Item 10 - all trustees to attend "for your community engagement, concerns and complaints 14th May 6.30pm-8.30 pm".

**Motion: That the Board move into committee to discuss the In Committee correspondence at 7.35pm**

**Moved: Jessica      Seconded:                      All agreed**

**Motion: That the Board move out of committee at 7.46pm**

**Moved by Jessica      Seconded:                      All agreed**

#### **5.4      Board Work Plan Review**

Chris and Jessica discussed and presented the BOT work plan to the Board.

All reference to Nationals Standards to be removed.

Three way conferences to be moved to term 2 (May)

Community survey report to be moved beginning of term 4 (October)

**Motion: That the Board adopt with the above amendments the BOT Work Plan for 2018.**

**Moved: Jessica              Seconded:Rowena                      All agreed**

### **6.      Strategic Discussions**

#### **6.1      Principal's appraisal update.**

Chris and Jessica discussed the recent meeting with Mike here at Birchwood School. Chris will go to Wellington in July.

#### **6.2      NZSTA Conference.**

Conference is in Rotorua 20/21/22 July - Trustee to let Sue know who ASAP who is interested in going so that conference bookings, accommodation and flights can be arranged.

#### **6.3      BOT PLD - Visits.**

BOT to view working ILE environments - Hampden Street School, or Upper Moteuere have been suggested. John suggested Hobsonville Point School in Auckland as possible school to visit if an opportunity arises. Chris talked about teachers visiting schools in Christchurch. Jessica and Rowena would like to visit the Senior Hub to see the open learning environment "in action".

### **7.      Strategic Monitoring**

**7.1      Principal's Report - Chris presented his Principals report to the BOT.**

**Motion: That the BOT give Chris the authority to commence the transition of our school policies to" School Doc's", working on the premise that current policies and procedures are up to date and the authority to amend as appropriate to reflect current practice.**

**Moved:Jessica              Seconded:John                      All Agreed**

**Motion: That the Board ratify the appointment of Brian Soler as school Caretaker from the 30/4/2018**

**Moved: Jessica              Seconded:Rowena                      All Agreed**

**Motion: That the Board adopt the Principal's report with its recommendations.**  
**Moved: Chris                      Seconded: Jessica      All Agreed.**

**Motion: That the Board move into committee to discuss student wellness and finance reports at 8.25pm**

**Moved: Chris                      Seconded: Jessica                      All agreed**

**Motion: That the Board accept the Finance committee minutes and approve the proposals within the this report.**

**Moved: Chris                      Seconded: Jessica      All agreed.**

**Motion: That the Board move out of committee 8.50pm**

**Moved: Jessica                      Seconded:                      All agreed.**

### **7.3      Health and Safety.**

Jessica asked if anyone had any health or safety concerned - none tabled.

### **7.4      Personnel- In committee deferred to end of meeting**

**Motion: that the Board move into committee to discuss personnel at 9.10pm**

**Moved: Jessica                      Seconded:                      All agreed**

**Motion that the Board move out of Committee at 9.30pm**

### **7.5      Policy Review Committee**

Previously discussed.

### **7.6      PTA**

Jessica updated the BOT on the outcomes of the latest PTA meeting which was well attended. With a new Chairperson, Secretary and Treasurer been appointed.

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

**8.1 Reading recovery report**

**8.2 NZSTA Conference (31.5.18)**

**8.3 staff presentation (Damian to confirm)**

## **9.      Meeting evaluation**

Meeting start time of 5.45 is working well for everyone.

## **10.     Success Round**

Damian - appreciates the support from the BOT during the difficult and challenging times of this term.

Chris - The Annual Plan and the process undertaken with the leadership team in its creation and development.

John -The Annual Plan and the removal of national standards and focus on curriculum.  
Jessica -PTA attendance this term with keen new members, and the weekly meetings with Chris.

Rowena -The Annual Plan as a working document and clear links to the Charter. The Cohesion of the BOT.

Sue - Xero transition.

## **11.     Meeting Closure.**

Sue Left the meeting at 9.07pm.

Next Meeting 30.05.2018