

BIRCHWOOD SCHOOL BOARD OF TRUSTEES MINUTES
Wednesday 30th May 2018 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, Rowena McGregor, Cara Gledhill Alice Callander and Sue Langheim.

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 and working as a Teacher Aide.

2.4. Speaking Rights -

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

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

3. Strategic Decisions

3.1 New Trustees induction.

Jessica welcomed the new members to the Board and explained the general purpose and process of the meeting. Chris and Jessica shared the New Board of Trustees Policy with the Board and the new trustees.

3.2 NZSTA Conference (31.5.18)

It is confirmed that Chris Rowena and Cara will be attending this year's Annual General meeting and conference held in Rotorua. Sue confirmed that all reservations, flights and accommodation has been booked, and we are just awaiting confirmation for Cara's registration. Alice cannot attend unfortunately therefore Damian will take her place.

3.3 Chairperson Authority and delegations.

Jessica has requested clarification from the other board members on the authority and delegated responsibilities of the chairperson.

Motion: That the Board of Trustees authorise the Board Chairperson to sign on behalf of the Board within existing policies guidelines and with consultation with at least one other Trustee.

Moved: Alice **Seconded:** Rowena **All Agreed**

4. Board Administration

4.1 Confirmation Previous Minutes

A Visit to Hampden Street School to be organised for before next BOT meeting.

Motion: That the minutes of the Board meeting held on 28th March 2018 be adopted as a true and correct record.

Moved: Jessica

Seconded: John

All agreed

In Committee Minutes circulated but not read by all trustees ratification deferred to next Board meeting 27/6/2018.

4.2 Matters arising from Action Items

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

- New donation system to be reviewed by the Finance Committee.
- BOT election - Issue with postal nomination process Returning Officer to be advised.

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Motion: That the Board secretary contact CES to advise of the issue with the postal delivery of nomination papers.

Moved: Chris

Seconded: John

All agreed

- Chris and John to work together through the Insurance documentation.
- Well being at school survey is on hold. Stoke COL are sending and collating a well being survey which will replace our independent student survey. Hillary Gregory will be our school contact for this process.
- Revised BOT Work Plan 2018 still a work in progress.

4.3 Board Correspondence

Items no 3. COL Memorandum of Agreement. Chris explained the changes to the Memorandum Agreement recently signed by the Board Chair and its impact on our school.

Item no 10. To be discussed further at point 5.4

Item no 17. Letter from MOE review of enrolment scheme. Chris discussed with the BOT the benefits of removing the enrolment zone.

Item no 27. Letter of response from the Ministry of Education declining our request to remove our enrolment zone.

Item no 24. Email correspondence of drill practices.

Motion that the board acknowledge that the fire evacuation and earthquake drills have taken place in weeks 6 and 7 of Term 1 2018.

Moved: Chris

Seconded: Jessica

All agreed

Item no 9. NZEI advice of paid union meetings for Principals and Primary School teachers 22/6/18 2pm. Jessica suggests providing an entertainer for the afternoon. Several options were discussed and Chris will explore further.

Motion: That the Board subsidises an entertainer for the afternoon to cover the NZEI meeting of the 22/6/18 up to \$400.00.

Moved: Jessica

Seconded:

All Agreed

Item no 12. NZSTA advice regarding OIA request.

4.4 Board Work Plan

Discussed in review of action items. This document is still a work in progress.

4.5 Chairperson/Principal meeting notes.

Jessica and Chris feel that in the spirit of transparency and inclusion they should share the meeting notes from their weekly meetings. The google doc to be shared with all trustees.

5. Strategic Discussions

5.1 NZSTA Residential Chairpersons' Conference

Jessica appraised the Board of the highlights of the recent conference for Chairpersons she attended in Wellington.

5.2 Reading Recovery Report.

This document has been circulated previously to all Trustees for pre-reading. No questions raised.

5.3 Annual Plan 2018

This is discussed within the Principals report.

5.4 NZSTA Community Engagement Course.

Rowena, Chris and Jessica reported back to the board the information from the recent course they attended run by NZSTA

Items to mention:

1. "Concerns notice" to be put up in the foyer.
2. Confidentiality agreements.
3. Community Engagement Document - possibility for Birchwood School.
4. BOT to deal with complaints in a more timely manner.
5. Complaints Procedure to show the Board procedure.

6. Strategic Monitoring

6.1 Principal's Report

Chris presented his Principals Report to the BOT.

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

Moved: Chris Seconded: Jessica All Agreed.

6.2 Finance

Sue talked through the Finance Report and asked for questions - none tabled
Chris explained that the Audited Accounts had been received after the Finance Committee meeting and will be discussed at the next meeting. Sue advised that an analysis of the draft accounts had been given to the Board members within their pre reading packs.

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

Moved: Jessica Seconded: All agreed.

6.3 Health and Safety

Jessica asked if anyone had any health or safety concerns - none tabled.
Health and safety discussed under the Principals' Report.

6.4 Personnel- In committee

Nothing to discuss

6.5 Policy Review Committee

Chris confirmed that he has completed the transfer of school policies to School Docs and that the website is under construction with them.

6.6 PTA

Jessica updated the board on the latest PTA meeting. Sub committee structure has been set up and seems to be working well.

Items currently underway with the PTA are;

Birchwoods Got Talent, to be held in week 9 term 3.

Disco on 2/6/18 tickets to be sold on the door.

7. Identify Agenda Items for Next Meeting

7.1 Flow chart for BOT complaints procedures.

7.2 School Docs - policy review

8. Meeting evaluation

Meeting has gone well for every body.

9. Success Round

Jessica - Conference recently attended.

John- Open day was a real success, well done to all the staff

Chris - Open day went well, had a good vibe. Staff appreciated the positive feedback from John, as a parent, a Board member and a fellow teacher.

Rowena- grateful for chris's experience and support.

Cara- Grateful for help from Sue.

Alice- Really enjoyed her first meeting. Enjoys the "feel of the school". Thank you for being so welcoming.

Damian - Very pleased that the whole school is using Maori language throughout the school day.

10. Meeting Closure.

Meeting closed at 8.38pm