

BIRCHWOOD SCHOOL BOARD OF TRUSTEES MINUTES
Wednesday 27th June 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 Sarah Thomas 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 Sarah Thomas and Sue Langheim.

Moved: Jessica

Seconded: Chris

All agreed

3. Strategic Decisions

3.1 Presentation from Sarah Thomas - COL

Sarah presented the Board with an update on the COL. This was a re-presentation of the information given by Janice Gulbransen of Nayland Primary on the 18th June to the stoke cluster BOT's. Sarah explained where the COL ideas had started from, where it is now, and where it is going.

The Board thanks Sarah for her time and for explaining this presentation and information.

3.2 Community Engagement Plan

The Board spent 10 minutes brainstorming ideas around the way we currently inform/consult/involve/collaborate/empower our community. The following were identified:

Newsletter	Informal chats	Celebration of learning	Breakfast club	Occasional surveys
Facebook	Email	Blogs	Assemblies	Open days
Teacher info	Meet the teacher	Parent help	Sports coaches	Road patrol

Student reports	Student led conferences	Community events	External coaches	Signage
See saw	PTA	BOT	Board News	Community consultations
Inter school events	Birchwood got talent	Local IWI		

It was decided that a Sub Committee should be formed to work through these ideas, and using the model given at the training presentation to create a draft plan for Birchwood school. Rowena, Cara and Damian volunteered to form a sub committee.

Motion: That the Board of Trustees delegate responsibility to Rowena, Cara and Damian to form a sub committee to work collectively on the Community Engagement Plan and present a draft plan to the Board at the next meeting.
Moved:Jessica Seconded: All Agreed

4. Board Administration

4.1 Confirmation Previous Minutes

It was agreed to laminate the concerns and complaints flowchart and put on display in school office.

Motion: That the minutes of the Board meeting held on 30th May 2018 be adopted as a true and correct record.

Moved:Jessica Seconded: All agreed

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.
- Insurance renewal - Chris updated the BOT that the correspondence from JLT has been forward to MOE Property and forwarded on to the MOE insurance advisors in Wellington.
- Meeting with Chris to be arranged for Cara
- Damian to complete appendix 2 NZSTA registration
- Revised BOT work plan will remain work in progress until policies and school docs has been completed.
- BOT PLD Jessica to arrange visit to Hampden School

4.3 Board Correspondence

Items 8,12 have been discussed. Chris has proposed that the Executive Officer in consultation with the principal, manage the School Doc Policies.

Motion: That the board delegate the responsibility for the day to day administration of school DOC policy to the executive officer in consultation with the principal.

Moved:jessica Seconded:Rowena All agreed

Item 10 should be in committee

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.

The Bot briefly discussed the Meeting notes. No actions tabled.

5. Strategic Discussions

5.1 Flow chart for BOT complaints procedure

Chris recommended that the BOT create a separate flow chart showing the BOT Process. John and Alice and Jessica to form a sub committee to work on this document.

Motion: That the Board of trustees delegated responsibility to the Complaints Committee including Jessica, John and Alice to produce a process flow chart document showing the complaint process taken by board members.

Moved: Chris Seconded: Damian All Agreed

5.2 School Doc's Policy review

Chris recommend a separate meeting to review the School Doc's. It was agreed 8th August at 5.45pm

Action : Reminder to be sent

5.3 Board Committee's

It was agreed that the BOT will delegate the following responsibilities:

Finance - Rowena

Pta - Cara

Policy - John

Property - Stephen Batt - external

Personnel- John, Alice

Complaints- Jessica, John Alice

Curriculum - Rowena

The BOT Chairperson and Principal are Ex Officio on all committees.

Motion: That the board delegate the responsibility to trustees to advise on the above sub committees and make recommendations to the full board.

Moved: Jessica Seconded: All agreed

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

Rowena presented the Finance Report for May. Rowena acknowledge the work involved in the preparation of these accounts by Sue Langheim. She advised the board that a budget revision will take place in July. Chris explained that the Audited Accounts and letter from John Hooper had been received and discussed at the Finance Committee. Rowena and Chris explained the comments in The auditors letter.

Motion: that the Board write to the Ministry of Education requesting a funding review for our learning support with reference to the Auditor's letter and Key Financial Indicators for 2017. A copy of this request to be sent to Nick Smith's Office.

Moved: Rowena Seconded: Damian All agreed

Motion: That the Board accept the Finance Committee minutes of the 20th June 2018 and approve the proposals within the finance report.

Moved: Rowena Seconded: Alice 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

Discussed in principals report

6.5 Policy Review Committee

Covered under 5.2

6.6 PTA

Matariki celebration was fantastic and well attended..

BWGT is underway

7. Identify Agenda Items for Next Meeting

7.1 feedback from Community Engagement Plan - sub committee

7.2 Feedback NZSTA Conference

7.3 Feedback Complaints Committee- BOT Flow chart

7.5 feedback Policy group - School Docs

8. Meeting evaluation

Meeting has gone well for every body. Appreciated the update and presentation provided by Sarah.

9. Success Round

Chris - Matariki celebration was fantastic best for sometime.

Damian- positive meeting and getting things done. Progres on acoustic tiles.

Alice - enjoyed the presentation from Sarah.

Rowena - blog and website re Col.

Cara - appreciated Sarah breakdown of information.

Jessica- enjoyed the meeting having new trustees, good discussions.

10. Meeting Closure.

Karakia

Meeting closed at 9.15pm