

BIRCHWOOD SCHOOL BOARD OF TRUSTEES MINUTES
Wednesday 28th March 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), Jessica Olander, Rowena McGregor, Cara Gledhill Alice Callander, Susan Langheim, Kelly Newlands and Julie Heath.

2.2. Apologies: Damian Hardman, John O'Regan (late 7.30pm) Cara Gledhill

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 Kelly Newlands and Julie Heath

Moved: Jessica

Seconded:

All agreed

3. Strategic Discussion

3.1 Kelly Newlands presentation Play based learning

Kelly presented to the Board the slide show shown to new entrant parents. She talked in detail about the program being used in seaview and how the teachers are working collaboratively to support all the children's learning, both instructional and play based (free and guided).

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

3.2 NZSTA Conference

The BOT discussed the upcoming conference and who would be attending. It was decided that Rowena and Alice (if re-elected) would like to attend Cara to confirm

Action: sue to book conference, flights and rooms as a "tba" as soon confirmation given.

3.3 Community Survey

Rowena spoke on behalf of the sub committee and suggested questions for the community survey. The Board discussed the importance of the community survey and the information they wished to collect, to represent community voice.

Action: Rowena and Sue to create survey on google forms and distribute via email to BOT for comment, before distributing to community.

3.4 Māori achievement hui update.

Deferred to next meeting. - Proposed that the list of Māori Students are split into 7 and that each BOT member to contact our Māori Whanau to ask how Birchwood can support them better.

Action: Cara to devise questions for Maori whanau consultation

3.5 School docs policy updates

Julie updated the BOT on the proposals from the recent policy review committee meeting.

Motion: that the BOT adopt the report, inclusive of recommendations, presented by the policy review committee.

Moved: Jessica Seconded: Agreed

Action : Sue to follow up with school Docs

3.6 Action plan for Hautu.

Covered under 3.4

3.6 BOT elections update

The Board discussed the upcoming election and possible candidates. CES has confirmed its position as Returning Officer and the timeline for actions has been sent. Alice intends to stand again, Julie indicated an interest in the position of BOT staff representative. Staff representative returning officer to be confirmed.

Action : Jessica to check process for staff representative election and appointment of Returning Officer.

4. Board Administration

4.1 Confirmation Previous Minutes

Motion: That the minutes of the Board meeting held on 28th February 2019 be adopted as a true and correct record.

Moved: Jessica Seconded: Rowena All agreed

Motion: That the In Committee minutes of the Board meeting 28th February 2019 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 or comment:

1. Hui - to be replaced by phone call - All BOT
2. Jessica to talk to interested parties
3. Board BIOs to be updated - Damian still not received - Sue
4. Board minutes prior meeting 2018 to be sent to Laura to be uploaded to website. - Sue
5. Community engagement plan discussed dates to be corrected and remove incorrect school name, agreed that format is good. To be reviewed annually by BOT from 2020 - Rowena, Cara, Damian
6. Health curriculum statement under construction - Julie and Chris
7. PUM now by electronic vote.

4.3 Board Correspondence

Items 4, Jessica John and Alice may be able to attend.

Julie notified the BOT re tomorrow schools submissions closing soon.

Motion: That all outward correspondence be ratified and all inward correspondence be received.

Moved: Jessica

Seconded: Rowena All agreed

Motion that the BOT move into committee to discuss in committee correspondence and personnel at 8:12pm

Moved: Jessica

Seconded:

All agreed

Motion: That the BOT move out of committee at 9:20pm

Moved : Jessica

Seconded:

All agreed

5. Strategic Discussions

5.1 Community Engagement Plan

Discussed previously at the action items

5.2 Board BBQ

The board discussed the postponed BBQ and decided that the new date to be reviewed and realigned with PTA BBQ at the end of the year.

5.3 Health Curriculum statement

Deferred to next meeting

5.4 Meeting Dates

The BOT discussed the remaining dates for future BOT meeting for 2019.

Term 2 week 5 30th May

Term 2 20th June (meeting dates, nzsta conference, elect chair and deputy chair, trustee induction packs, answer question, new trustee bio's for website)

Term 2 4th July

22/8, 26/9, 14/11, 12/12 TBC

6. Strategic Monitoring

John joined the meeting 7.30pm

6.1 Principal's Report

Chris presented his Principals Report to the BOT.

Action: Sue to contact resourcing re pp26 banked staffing and non receipt of reading recovery training.

Motion: That the Board adopt the Principal's report with its recommendations and the ratification of the employment of Laura Stafford and Tegan Bartlett.

Moved: Chris

Seconded: Jessica

All agreed

6.2 Appraisals - Principal and Deputy principals

Chris and Jessica updated the BOT on the reports on the Deputy Principal's appraisal from Paul Potaka, and the current position of the Principals appraisal with Mike Gillat. This was discussed under the principal's report.

6.3 Finance

Rowena presented the finance reports to the Board.

Motion: That the Finance Committee minutes of the 21/03/2019 be accepted and any proposals or recommendation within these Finance Reports be enacted.

Moved: Rowena

Seconded: Alice

All agreed.

6.4 Health and safety

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

6.5 Personnel- In committee

Discussed with in committee correspondence

6.6 PTA

No meeting held in last period.

7. Identify Agenda Items for Next Meeting

7.1 Māori achievement hui

7.2 COL voices

7.3 Community survey - report results

7.4 Community engagement plan

8. Meeting evaluation

A little too long.

Good to see Julie at the meeting .