

BIRCHWOOD SCHOOL BOARD OF TRUSTEES MINUTES
Thursday 30th May 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, John O'Regan, Rowena McGregor, Cara Gledhill Alice Callander, Susan Langheim, Julie Heath Levi Stephens.

2.2. Apologies: Damian Hardman

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 Levi Stephens and Julie Heath

Moved: Jessica

Seconded:

All agreed

3. Strategic Discussion

3.1 Levi Stephens - Presentation of the nature play area on behalf of the PTA

Levi presented to the Board the plan for the nature play area outside the new entrant classroom. The PTA have requested Board approval for the new plan and the erection of a small playhouse.

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

Motion: That the board approve the new plan for the nature play area and the construction of a small playhouse.

Moved: Jessica

Seconded: Rowena

agreed

Levi Stephens left the room 6.15pm

3.2 COL Voices

Chris gave feedback to the BOT in respect of the COL BOT meeting held at Nayland Primary.

Action: To arrange for Sarah Thomas to present the voices workshop to the BOT and discuss the SGC(School Guided Coalition).

3.3 Community Survey

Rowena spoke on behalf of the sub committee and requested feedback and ratification for the survey to be distributed within the community. John suggested a hyperlink to the the religious instruction policy last question.

Motion: That the BOT approve the community survey with suggested amendments and that it be circulated within the school community.

Moved: Rowena Seconded: Jessica Agreed

3.4 Māori achievement hui update.

Cara updated the board on the outcome of her meeting with school Māori team and her meeting with Nicky Mason. It is proposed that we use the template Nayland have used and the success they have had. The starting point to be the collection of Māori student voices, triangulated with Whanau and teachers. This builds a strong foundation. Cara shared the questions for voices. John suggests that we use the relationship based learning model and align to the work we are undertaking as a COL.

Action: To arrange for Cara to meet with Sarah Thomas and Māori COL Team for further support.

3.5 School docs policy updates

John and Julie updated the BOT on the proposals from the recent policy review committee meeting. Follow up email to be sent to families when community reviews are due. Julie to contact the airport

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

Moved: John Seconded: Chris Agreed

Action : Sue to follow up with school Docs

3.6 BOT Elections

The Board offer congratulations to Alice on her re election and Julie on her election as Staff Trustee. The BOT discussed the options available to fill the remaining two vacancies. Jessica advised the Board that they can either select, co-opt or elect. The BOT have decided that they will discuss all options further at the next meeting on the 20th June.

4. Board Administration

4.1 Confirmation Previous Minutes

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

Moved: Jessica Seconded: All agreed

Motion: That the In Committee minutes of the Board meeting 28th March 2019 be adopted as a true and correct record.

Moved: Jessica Seconded: Alice 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:

Items 1-3 Māori hui see 3.4

Items 9,10 new BOT members Bio to be given to Sue for loading onto the school website. Julie website bio and Jessica and John to be removed
 Items 11-13 Community Survey see 3.3
 Item 15 deferred to 30th June
 Employment advice to be discussed in Committee personnel.

4.3 Motion: That the BOT ratify the E resolution of the 20th May for the teachers strike on 29th May.

Moved: Jessica Seconded: Rowena Majority agree 3 abstained.

4.4 Board Correspondence

Items 2 Review of enrolment scheme
 Item,22 Chaplain services - Action Chris to send invitation to speak to the Board on 20th June.

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

Moved: Jessica Seconded:Cara All agreed

Motion that the BOT move into committee to discuss in committee correspondence and personnel at 7.25 pm

Moved: Jessica Seconded: All agreed

Motion: That the BOT move out of committee at 7.47pm

Moved : Jessica Seconded: All agreed

5. Strategic Discussions

5.1 NZSTA Conference

It was agreed that Rowena, Alice and Cara and Julie will attend the conference. Brochures were handed out and Sue has requested notification of workshops so that she can book them before the early bird discount expires.
 Action: Sue to book flights and conference as soon as workshops advised.

5.2 Health Curriculum statement

Chris passes on his thanks to Julie for all her hard work in the development of the health curriculum statement. Julie presented to the board the document included in the pre-reading and it was approved in concept.

Motion: That the BOT approve the health Curriculum statement and authorise Chris and Julie to continue the consultation process.

Moved: Chris Seconded:Rowena All agreed

Action: Julie and Chris to circulate the survey

5.3 Future meeting dates

The following dates to be confirmed at the next meeting.

Term 2 20th June
 Term 2 4th July
 22/8, 26/9, 14/11, 12/12 TBC

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 and the ratification of the employment of Ludmila Dvorakova, Markelle Ward and Jaimee Perrett.

Moved: Chris

Seconded: Jessica

All agreed

6.2 Appraisals - Principal and Deputy principals

This information was within the correspondence and no further discussion took place.

6.3 Finance

Rowena presented the finance reports to the Board.

Action: Cara to ask PTA. to make a donation to classes for teaching resources for visual arts of \$150.00 per class.

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 Cara

All agreed

Motion: That the Board accept the proposed deficit budget of \$17098 for this year 2019.

Moved: Rowena

Seconded: Cara

All agreed.

6.4 Health and Safety

Jessica called for any Health and Safety concerns from the BOT - Chris notified the BOT that he has been told that the new cleaners are not displaying wet floor signs when mopping floors.

Action: Chris to contact CREST to discuss

6.5 Personnel- In committee

Discussed with in committee correspondence

6.6 PTA

Cara and Chris appraised the board of the discussions and outcomes from the previous PTA meeting they attended. Minutes of the AGM and General meeting included in correspondence.

7. Identify Agenda Items for Next Meeting

- 7.1 Election of Chair and Deputy chair, Committees
- 7.2 BOT vacancies - SWOT analysis
- 7.3 Survey results
- 7.4 NZSTA conference
- 7.5 Future meeting days/dates
- 7.6 Strategic approaches to meeting format and agenda
- 7.7 Staff trustee - agenda item to speak
- 7.8 items for 4/7/19 to include presentation by SGC, and update on the annual plan and student data results.

8. Staff trustee correspondence

Damian tabled a request by email from staff for a contribution of 50% of teacher registration fees.

Motion: That the BOT agree to pay the full cost of teachers registration fees for all teachers fixed term or permanent 0.8 FTTE or above.

Moved:Chris Seconded: deferred to finance committee for further discussion and to be re-tabled at BOT next meeting.

Action: Finance committee to investigate feasibility of budgeting for this expenditure, and discuss coverage from the end of the collective agreement.

8. Meeting evaluation

Rowena thanked Jessica and John for their contribution to the Board and the school.

9. Succession round

John - Book night huge success and congratulations to the team who organised.

Jessica - Very pleased to see the pta picking up.

Julie- Thank you for the goodies tonight

Rowena - Good leadership

Chris- Thank you to Jessica and john for hard work as members of the BOT.

Cara - Booknight power point demonstration in Songer and Seaview very enjoyable

Alice -Thank you to Jessica for her leadership - Enjoyed seeing the big idea for play area presented by Levi tonight

Meeting closed 9.16pm

