

CONFIRMED
-----------

**BIRCHWOOD SCHOOL BOARD OF TRUSTEES  
MINUTES**

**Thursday 20th June 2019 AT 5.45PM**

**IN THE STAFFROOM, BIRCHWOOD SCHOOL, 15 DURHAM STREET, STOKE.**

**Trustees:** Chris Herrick(Principal), Julie Heath (Staff Trustee), Rowena McGregor, Cara Gledhill and Alice Callander.

**1. Karakia and Welcome**

**2. Attendance**

**2.1. Present:** Chris Herrick, Julie Heath, Rowena McGregor, Cara Gledhill  
Susan Langheim, Collette Meeske(visitor), Angela Pidgeon (parent)

**2.2. Apologies:** Alice Callander

**2.3. Declaration of Interests- (*Conflict & Pecuniary to agenda*) -**  
None declared

**2.4. Speaking Rights -**

**Motion:** That the Board grant speaking rights to Sue Langheim, Collette Meeske and Angela Pidgeon.

Moved:Rowena

Seconded:Cara

Agreed

**3. Strategic Discussion**

**3.1 Election of positions**

Rowena called for nominations for the position of Chairperson and offered to stand, Julie nominated Rowena for the position of chairperson, Chris called for any other nomination. No other nominations received.

**Motion:** That Rowena be elected as chairperson of the Board

Moved:Julie

Seconded:Cara

Agreed

**Action:** The election of Deputy chair is to be delayed to next meeting.

**3.2 CPAG report back to the Board -** post budget analysis. Rowena and Cara attended a meeting which discussed child poverty and its effect across the country. They shared the information with the Board.

**3.3 Presentation from the Chaplaincy service by Colletee Meekes**

Colletee explained the chaplain service being offered and answered the Boards questions and concerns.

**Action:** To be discussed with staff at General Briefing on Friday. With further discussion at the next BOT meeting.

Colette left at 6.15pm

#### **4. Board Administration**

##### **4.1 Confirmation Previous Minutes**

Amendments to minutes

3.6 change "Chris" to Jessica advised the board

3.1 change of wording from "on" to of

**Motion: That the minutes of the Board meeting held on 30th May 2019 with above amendments be adopted as a true and correct record.**

**Moved: Chris                      Seconded: Rowena                      Agreed**

**Motion: That a hard copy of unconfirmed minutes be held in the office and available for view by the public on request as soon as possible after each meeting.**

**Moved: Chris                      Seconded Rowena                      Agreed**

**Motion: That the In Committee minutes of the Board meeting 30th May 2019 be adopted as a true and correct record.**

**Moved: Rowena                      Seconded:                      Agreed**

##### **4.2 Principals Appraisal Report**

Rowena acknowledges all the hard work that has gone into the Principal's appraisal and apologised for not recognising this at the last meeting.

##### **4.3 Matters arising from Action Items**

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

- ask Laura where BOT bios are held asap
- Health curriculum results to be presented at the next meeting
- Community engagement plan deferred to next meeting
- PTA request \$150 for each class for art resources. - cara and chris to discuss move to august

##### **4.4 Board Correspondence**

The Correspondence process was discussed and in future the following process has been agreed.

**Motion: That items of correspondence which require an action before the next BOT meeting is to be copied and scanned to all BOT members for E resolution. All other correspondence to be read by all BOT members a minimum of 2 days prior to the meeting and sign and date.**

**Moved: Rowena                      Seconded: Chris                      Agreed**

The following items were discussed

1,2 Julie and Rowena are attending

4.

**Motion: That the Board Ratifies the E resolution of the application to Pub Charities for the year 5 and 6 camp.**

**Moved:Rowena                      Seconded Cara                      Agreed**

10. Chris explained the email correspondence.

## **5. Strategic Monitoring**

**Angela left the meeting 7-15pm**

**Motion that the BOT move into committee to discuss Finance, In Committee Correspondence and Personnel at 7:16pm**

**Moved: Rowena                      Seconded:                      Agreed**

### **5.1 Finance**

Rowena presented the finance reports to the Board.

**Motion: That the Finance Committee Minutes of the 19/06/2019 be accepted and any proposals or recommendations within these Finance Report be approved.**

**Moved: Rowena                      Seconded:                      Agreed**

**Motion: That the BOT move out of committee at 8 15pm**

**Moved : Rowena                      Seconded:                      Agreed**

## **6. Strategic Decisions**

### **6.1 BOT vacancies**

The Board discussed the options open to them to fill the remaining vacancies on the Board. It was decided that staff will be asked if they are aware of any parents or family members who may be interested in becoming BOT members. Cara is aware of one person who are interested, Sue is aware of one person and Chris is also aware of one person. Contact details are to be sent to Rowena and she will make contact with them and arrange to meet and discuss further.

### **6.2 Meeting agenda and process**

Chris and Rowena to work on new structure of agenda and share with Sue.

### **6.3 Meeting dates and times**

It was proposed that meetings in future be held on the 4th Thursday monthly from 4pm. Rowena to discuss with Alice.

### **6.4 DP vacancy process and timeline**

Discussed in Committee

## **7. Other Business**

**7.1 MLE request re Seaview and Manukau Hubs - discussed In Committee**

**7.2 Telephone system. - discussed In Committee**

Chris acknowledged Canon our photocopying company for sponsoring 30 x sports jackets. It was agreed that a thank you letter should be written once the jackets have been received.

Meeting closed 8.20pm

