

Birchwood School – Board of Trustees

Meeting Minutes - **Confirmed**



Board of Trustees meeting Minutes – 23rd September 2019

Business:	Actions
1. Administration	
Welcome and Karakia	
1.1 Present: Rowena, Cara, Alice, Julie, Caitlin, Fiona and Chris	
1.2 Apologies: Sue (Chris to record the minutes)	
1.3 Declaration of interests: Nil	
<p>1.4 Confirmation of Minutes and matters arising – Minutes of 26th August 2019</p> <p>Moved: “That the minutes of the BOT meeting held 26th August 2019 be taken as a true and correct record.” Rowena/Rowena</p> <p>Matters arising: Action points discussed with the following still to be achieved:</p> <ul style="list-style-type: none"> • Follow-up introduction of Kindo (payments on line) in Term 4. • BOT to work with other COL schools to explore the Hautu tool. • Policy Review meeting to be held at 3pm on 24th October. • Work with property consultant is ongoing, still to discuss painting. • Doors in Manukau will become part of MOE AMS funding in 2020. • Still to contact insurance re the lost master key. • BOT to discuss further the forming of a Health and Safety Committee. • Health Survey and Community Survey to be shared with staff for feedback. • Julie to meet with Chris re feedback from NZSTA Conference. 	Refer Matters arising.
<p>1.5 Confirmation of In-Committee Minutes</p> <p>Moved: “That we move into committee to discuss the In-Committee Minutes at 5.15pm.” Rowena/Rowena</p> <p>Moved: “That we move out of Committee at 5.25pm” Rowena/Rowena</p> <p>Moved: “That the In-Committee Minutes of the meeting held 26th August be taken as a true and correct record.” Rowena/Cara</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • The Board of Trustees expressed their thanks and appreciation to Rowena for her time on the Board of Trustees and in particular as Chairperson, and wished her all the very best for her upcoming wedding. Rowena replied saying that she had enjoyed the experience, had learnt a lot and would continue to be supportive of our school. 	
<p>1.5 Correspondence and matters arising</p> <p>Moved: “That the inwards correspondence be received and the outwards ratified.” Julie/Fiona</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • School donation 2020 – discussed the special bulletin and implications of events such as Year 5 adventure day – refer to Finance Committee – locate more information. • Professional fundraiser – Board agreed that Chris will follow up and get more information. • Bark - agreed that we would ‘top up’ the junior playground with 6 cu M in the school holidays. <p>Moved: “That we move into committee for In Committee Correspondence at 5.32pm. Rowena/Rowena</p>	<p>Finance Committee to discuss school donation for 2020</p> <p>Chris to follow up fundraiser.</p> <p>Chris to order bark for sch. hols.</p>
<p><i>Ma te rongo ka mohio, Ma te mohio ka marama, Ma te marama ka matau, Ma to matau ka ora</i> <i>Through perception comes awareness, Through awareness come understanding,</i> <i>Through understanding comes knowledge, Through knowledge comes well being.</i></p>	

<p>Moved: “That we move out of committee at 5.40pm. Rowena/Rowena</p> <p>Moved: That the in-committee inwards correspondence be received. Cara/Alice</p>	
1.6 Confirmation of eResolutions - nil	
2. Monitoring	
2.1 Presentation - Nil this meeting	
<p>2.2 Principal’s Report</p> <p>Moved: “That the principals report is received.” Chris/Rowena</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • Agreement on term dates for 2020 as stated in the principal's report. • Thanks to the staff for their Annual Plan reports included in the principal's report. 	
<p>2.3 Finance Report</p> <p>Moved: “That the Finance Report dated 4th September (for July) be received and that the Finance Report dated 21st September (for August) be tabled.” Chris/Rowena</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • Refer action points contained within the Finance Report. • The Finance Report included a review of the Budget and a number of action points. 	
<p>2.4 Health and Safety</p> <p>Chris reported on Brian’s minor accident, two weeks ago. Brian was given 5 days leave by his doctor. Is now back at work and no hazard was identified related to the accident. Work Safe forms were completed by Brian and by Chris.</p> <p>Brian had approached Julie with regard to an independent liaison person for health and safety. Chris reported that the Caretaker is seen as the Health and Safety Officer and a Hazard Register is used to record any hazards identified. The Board of Trustees discussed the possibility of a Health and Safety Committee</p>	<p>Check school liability related to ACC</p> <p>Julie to seek clarification from Brian as to what he needs.</p>
<p>2.5 Policy Review – nothing to report</p>	<p>Policy Review Committee to meet in week 2 next term.</p>
<p>2.6 Personnel</p> <p>Moved: “That the BOT move into Committee to discuss confidential matters related to Personnel at 6.30pm.” Rowena/Rowena (Refer ‘In –Committee’ minutes)</p> <p>The Board of Trustees came out of committee at 7.00pm</p> <p>Matters arising:</p> <ul style="list-style-type: none"> • The Board of Trustees ratify the appointment of Susan Drew as Acting Executive Officer in a ‘Temp’ capacity for Term 4 and that the position be re advertised during Term 4. • The Board of Trustees give the Appointment Committee the power to appoint a Deputy Principal at the conclusion of the process. • The Board of Trustees expressed their thanks to Sue Langheim for her outstanding work during her time as Executive Officer and wish her all the very best for the future. 	
<p>2.7 Staff Trustee feedback</p> <p>Julie covered the following areas in her report: Celebrations of Learning, Hangi, Fleur and Hillary – Rock da House, EPRO 8 Challenge and Science Fair, Sports coaches – football and cricket.</p> <p>Brian – asked for a Health and Safety independent liaison person – the Board of Trustees suggested that we clarify his concern. Refer to other matters discussed under Health and Safety.</p>	
<p>2.8 PTA feedback – nature play area work taking place during the holiday break (refer Newsletter) and Quiz night in November. The PTA is meeting tomorrow.</p>	

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3. Strategic decisions	
3.1 Health Survey results	Staff to be consulted.
3.2 Community engagement survey results	Staff to be consulted.
4. Strategic discussions	
4.1 Strategic Plan / Annual Plan progress reports for mid year were covered within the Principal's report.	
5. Identify agenda items for next meeting	
<ul style="list-style-type: none"> • Next meeting 11/11 • Policy Review mtgs report back • Survey feedback from staff • Health and Safety Committee • BOT delegations 	
6. Meeting closure	
6.1 Comments on meeting procedures and outcomes	
6.2 Preparation for next meeting	
6.3 Meeting closure at 7.25pm	

Notes:

- Correspondence is listed separately and included within your pre reading pack.
- List of current delegations is attached to the agenda.

BOT current delegations

Chairperson

Rowena McGregor

Deputy Chairperson

Cara Gledhill

Finance Committee

Rowena McGregor, Chris Herrick, Sue Langheim

Personnel Committee

Chris Herrick, Alice Callander

Policy review Committee

Chris Herrick, Julie Heath and Cara Gedhill

The appointment committee - to appoint the new Deputy Principal.

Alice, Rowena, Chris and Ros Allen-Hall