

Birchwood School – Board of Trustees Meeting



Board of Trustees Meeting Minutes – 4 June 2020

(deferred from scheduled meeting 25 May 2020 because of COVID 19)

Business:	Actions
Welcome and Karakia at 5.10pm	
1. Administration Matters	
1.1 Present: Cara Gledhill, Julie Heath, Caitlin Westgate, Fiona Thomas, Alice Callander, Tony Draaijer and Susan Drew.	
1.2 Apologies: None	
1.3 Declaration of interests: None	
1.4 Confirmation of Minutes and matters arising – Minutes of 22 April 2020 (deferred from 23 March 2020) and recording of E resolutions Moved: “That the minutes of the BOT meeting held 22 April 2020 be taken as a true and correct record.” Cara/Alice – agreed. Record the E Resolution of 29 May 2020 regarding the adoption of the audited Annual Report.	Susan to upload this to the website
1.5 Correspondence and matters arising Moved: “That the inwards correspondence be received and the outwards ratified.” Cara/Cara – agreed. Matters arising: <ul style="list-style-type: none"> • STA Conference - Caitlin and Fiona registered their interest in attending this conference. However, a subsequent newsletter recorded that because of Covid the conference was cancelled. 	
2. Reports	
2.1 Principal’s Report Tony spoke to his written report which included the lockdown and pastoral care reports and verbally updated: <ul style="list-style-type: none"> • Roll – Staffing was based on roll of 264 but current roll is 237 with several in the pipeline. Operational funding is based on our 1 July roll. Numbers in Seaview are climbing and scenarios are being looked at for creating a third class but there are funding constraints. • Behaviour – There are still challenges in the Songer block but it is becoming more manageable as Camilla’s role is effecting positive change. • Finances – Staff are aware of the financial situation and “tightening of belts”. It is recognised that putting money into staffing rather than resources is more effective. • There is a happy atmosphere amongst the staff as they feel supported. Fiona questioned communication with parents. It was felt a low-key targeted approach was better than a general communication. Moved: “That the Principals report is adopted.” Tony/Julie – agreed.	
2.2 Finance Report Susan spoke to her written report as prepared for the May 2020 meeting: Laminator – there was no issue with the new laminator – Susan had misunderstood the situation regarding the purchase of pouches as she had never actually used it. It was questioned if it would be cheaper to print to card than laminating? There was discussion around the reimbursement of teacher registration fee now that it has been established that it is illegal for them to be reimbursed. No further fees are to be reimbursed. Julie advised that she would be repaying her reimbursement given this news. Moved: “That the Executive Officer’s report is adopted.” Susan/Tony – agreed.	Tony to advise staff of new policy
2.3 Policy or Curriculum report The Policy committee is to meet at 4.30pm on 8 June 2020.	

Ma te rongo ka mohio, Ma te mohio ka marama, Ma te marama ka matau, Ma to matau ka ora
*Through perception comes awareness, Through awareness come understanding,
 Through understanding comes knowledge, Through knowledge comes well being.*

2.4 Health and Safety For numerous reason the Committee had not met but the Committee does have to meet.	Julie to schedule a Health and Safety meeting
2.5 Staff Trustees Report Julie spoke to her written report. The school sanitizer is nonalcoholic. With the Keep Ourselves Safe programme a link will be supplied to all families re the school policy and all our other policies	Julie to advise parents of links to school docs.
3. Strategic Goals and Annual Plan	
4. Special Issues (see Principal's Report) and Projects	
4.1 Special topic – 10YPP and how it will look – see Principal's report. This needs consideration by the Property Sub Committee.	
4.2 Stand Downs and Physical Restraints (Details in Committee).	
5. Public Excluded	
5.1 Moved: "That we move into committee to discuss the In-Committee correspondence and other In-Committee matters at 6.22pm." Cara/Cara – agreed.	
6. General Business	
NIL	
7. Meeting closure	
7.1 Preparation for next meeting- Monday 29 June 2020 5pm	
7.3 Meeting closed at 7.35 pm	