

Birchwood School – Board of Trustees

Meeting Minutes



Board of Trustees Meeting Minutes – 9 December 2019

Business:	Actions
1. Administration	
Welcome and Karakia at 5.10pm	
1.1 Present: Cara Gedhill, Julie Heath, Caitlin Westgate, Fiona Thomas, Alice Callander, Paul Butterworth and Susan Drew.	
1.2 Apologies: None	
1.3 Declaration of interests: None	
1.4 Confirmation of Minutes and matters arising – Minutes of 11 November 2019 Moved: “That the minutes of the BOT meeting held 11 November 2019 be taken as a true and correct record.” Cara/Cara – agreed. Matters arising: <ul style="list-style-type: none"> No progress of fundraiser or fire evacuation scheme. Cara had written a brief report on the previous meeting for the newsletter. EOTC Policy review ongoing. 	Chris to follow up in new year. Paul will look into the Evacuation Plan. Alice to write up report for newsletter 16 December 2019
1.6 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"> School Hall – The Ministry has not accepted our gift of the school hall. This is disappointing as if the weathertightness report identifies work required on the hall then the 63% overcode will be at the school’s cost. Has the PTA thank you been sent? Noted that Ministry had accepted the school’s opting into the donation scheme. Co-option of Fiona Thomas not previously ratified. Moved: “That the Board approve the co-option of Fiona Thomas retrospectively from 28 August 2019 for a period of 18 months due to her special skills in the Human Resources area.” Cara/Cara – agreed.	Paul to follow up
1.7 Confirmation of eResolutions – none	
2. Monitoring	
2.1 Presentation - None this meeting	
2.2 Principal’s Report Paul spoke to his report and made additions as follows: <ul style="list-style-type: none"> Teacher Appointments – Greg Wilson and Amy Johnson have been appointed. Priority Learners – These are identified as students that are under achieving or come from poor social, economic or minority groups. Kim has finished her assessment data for these targeted students and this will be tabled next year. Annual Plan – this is updated six months and end of year. Section 3.3.1 relates to Board activity and this was updated with activities carried out. Start on the 2020 plan will begin once the 2019 plan has been updated. ERO is due next year. Board profiles – These need to be added on the website for the new board members. NZEI – Contract proposes lifting all staff to the living wage and this will be topped up by the Ministry. 	

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.

<ul style="list-style-type: none"> Reading Recovery – MOE have confirmed funding of .3 but the Board has the obligation to match it. This year the funding was .2 This is for the work Pamela Shaw does one on one with students. The Board contribution will be \$15 per staff member for the end of year lunch. In addition, staff will choose between a bottle of wine or chocolates. <p>Moved: “That the principals report is adopted.” Paul/Cara – agreed.</p>	
2.3 Ongoing summary of progress to date in relation to the Annual Plan – Paul advised that this is 99% complete.	
2.4 Student Achievement Data analysis – Kim has this in hand.	
<p>2.5 Finance Report</p> <p>Susan spoke to her report. Susan reported that the figures in her spreadsheet for Teacher Aides had changed as the hours for one staff member were incorrect and ICS funding was also going to be received. This meant that the 2020 shortfall per term was now estimated to be \$132. (Term 3 and 4 funding unconfirmed)</p> <p>Moved: “That Susan Drew and Kim Donnelly-Greep become cheque signatories.” Julie/ Fiona – agreed.</p> <p>Moved: “That Teacher Aide hours for 2020 be retained at their same level as 2019 except hours for one student will no longer be available as he is moving school.” Julie/ Fiona – agreed.</p> <p>Alice left the meeting at 5.30.</p> <p>Moved: “That the Executive Officer’s report be adopted.” Susan/ Cara - agreed</p>	
<p>2.6 Health and Safety</p> <p>This committee will meet in the new year. Some issues were included in the principal’s report. As the fixing of the tyre walking obstacle was beyond the scope of the caretaker a contractor will be engaged.</p>	Paul to engage contractor.
<p>2.7 Policy Review</p> <p>The Committee had not met. Policies are on the website. As all parents have access to School Docs then just the link should be on the website not the policies.</p>	Susan to liaise with Laura.
<p>2.8 Personnel and other matters– in committee</p> <p>Moved: “That we move into committee to discuss the Principal’s Personnel report and other in committee matters at 6.42pm.” Paul/Cara – agreed.</p> <p>Moved: “That we move out of committee at 7.32pm: Cara/Cara – agreed.</p>	
3. Strategic decisions	
3.1 Nil	
4. Strategic discussions	
4.1 Nil	
5. Identify agenda items for next meeting	
5.1 Kim will be reporting on assessment.	
6. Meeting closure	
6.1 Preparation for next meeting- Thursday 20 February (Week3) (please note this change of day). Other set meeting dates: Monday 23 March, 18 May and 22 June.	
6.2 Meeting closure at 7.57pm	