

Birchwood School – Board of Trustees

Meeting Minutes



Board of Trustees Meeting Minutes – 20 February 2020

Business:	Actions
1. Administration	
Welcome and Karakia at 5.00pm	
1.1 Present: Cara Gedhill, Julie Heath, Caitlin Westgate, Fiona Thomas, Tony Draaijer and Susan Drew. Alice Callander arrived 5.10. Camilla Brotherton was welcomed and given speaking rights Julie/Cara - agreed	
1.2 Apologies: None	
1.3 Declaration of interests: None	
1.4 Confirmation of Minutes and matters arising – Minutes of 9 December 2019 Moved: “That the minutes of the BOT meeting held 9 December 2019 be taken as a true and correct record.” Julie/Cara – agreed. Matters arising: <ul style="list-style-type: none"> • Fire evacuation scheme approved at last. • Alice had missed reporting on the last meeting but will write a brief report for the next newsletter. • EOTC Policy review meeting set for 27th February 2020 3.30pm. Tony agreed to attend in Chris’s place along with Cara and Julie. The policies for review this term are recognition of cultural diversity, staff leave and separated parent, day to day care and guardianship. Tony reported that he was working on an orientation handbook for new staff. 	Alice to write up report for newsletter Tony, Cara and Julie to meet
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"> • Pam Shaw – Letter of appreciation for use of hall for family reunion “there were lots of comments about what a lovely school and environment Birchwood has and how helpful Brian and Paul were during the holidays.” • Review of Enrolment Scheme – To be completed by 26 March 2020. Moved: “That we move into committee to discuss the In-Committee correspondence and other in committee matters at 5.33pm.” Cara/Cara – agreed. Moved: “That we move out of committee at 6.30pm: Cara/Cara – agreed. Alice gave her apologies and left the meeting.	Tony and Cara to meet
1.7 Confirmation of eResolutions – none	
2. Monitoring	
2.1 Presentation - None this meeting	
2.2 Principal’s Report Tony spoke to his report: <ul style="list-style-type: none"> • Property Site Meeting Monday 24th February – Julie offered to attend this. • Crest Cleaning – Unfortunately the letter advising of the 14% increase in the contract sent last September 2019 was never received so we were unaware of the price increase from 1 January. Payment of the last invoice has been withheld until our cleaning concerns are rectified and the overall standard increases. The contract expires on the 1 April. Cara questioned whether we should go to tender. Tony said he was hopeful, following the meeting with Crest, things would improve and this may not be necessary. • Electrical Testing – Presently Brian has had training to do the electrical testing but he does not have the correct equipment and it would cost around \$900 to buy this. There was discussion around whether this could be an item shared between schools. 	Tony to investigate

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"> Heat pumps – Julie asked about whether there was a schedule for the replacement of assets. <p>Moved: “That the principals report is adopted.” Tony/Cara – agreed.</p>	
<p>2.3 Finance Report</p> <p>Susan gave a verbal report</p> <p>Finances – A provisional result for the year ending 31 December 2019 is a deficit of \$44,979 against a revised budget deficit of \$35,307. This will change as Solutions and Services need to do all the end of year journals such as accruals, reversing out budgeted depreciation and replacing with actual etc.</p> <p>Budget – Susan is working on the first draft of this but it is difficult with the absence of Chris. We will have a better indication of our operational grant funding next week as it is based on our 1 March 2020 roll. A budget will be presented at the next BOT meeting.</p> <p>Banking – Approval was sought for a credit card with a facility of \$5,000 for Deputy Principal Kim Donnelly Greep and this be added into our online accounts Caitlin/Cara - agreed</p> <p>Approval was sort for Deputy Principal Camilla Brotherton be added as a cheque signatory Caitlin/Cara - agreed</p> <p>Support Staff Increments / DMIC contract to be reviewed at Finance meeting 25 February 2020.</p> <p>Payroll – Tony and Kim are being added as authorised Novopay users and Laura will be eventually removed.</p> <p>Moved: “That the Executive Officer’s report is adopted.” Susan/Cara – agreed.</p>	
<p>2.4 Staff Trustees Report</p> <p>Julie reported that in the lead up to Paul’s retirement staff had become more unified. This had carried over to the new year with a strong team forming. The staff were grateful for the leadership from the senior team and with Camilla’s Senco roll were feeling more supported. They were now busy setting up new routines.</p>	
<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 discussions and decisions	
3.1 Nil	
4. General Business	
4.1 BOT family BBQ set for Friday 20 March 2020	
5. Identify agenda items for next meeting	
5.1 Deferred from this meeting Kim will be reporting on assessment.	
6. Meeting closure	
6.1 Preparation for next meeting- Monday 23 March 2020	
6.2 Meeting closed at 8.40pm	