

Birchwood School – Board of Trustees

Meeting Minutes



Board of Trustees Meeting (conducted over Zoom) Minutes – 22 April 2020 (deferred from scheduled meeting 23 March because of COVID19)

Business:	Actions
Welcome and Karakia at 10.00am	
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 20 February 2020. Moved: “That the minutes of the BOT meeting held 20 February 2020 be taken as a true and correct record.” Cara/Tony – agreed. Matters arising: <ul style="list-style-type: none"> • BOT picnic postponed until term 4. • Review of Enrolment Scheme was due to be completed by 26 March 2020. • BOT report of meeting for newsletter has not been completed yet. <p>In addition, Julie suggested, given the present situation, a brief message from the BOT would be appreciated in the next newsletter.</p> <ul style="list-style-type: none"> • The EOTC Policy committee had met. 	<p>Tony and Cara to meet to complete</p> <p>Alice and Cara to meet</p> <p>Fiona offered to write this</p>
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"> • EAP contract – Cara expressed that it could be a good way of providing professional supervision for teachers. She believed that previously this was a free service after the Kaikoura earthquake but now it costs \$142 for a general session or \$192 for referred session. There is also an annual fee based on \$9.30 per employee. Tony advised that he had access to services through his Principal’s network and Julie didn’t know what the uptake by teachers would be. Cara had met Buster from EAP and suggested he be invited to the next meeting. 	<p>Cara to invite Buster to the next meeting</p> <p>Fiona offered to review the contract</p>
2. Reports	
2.1 Principal’s Report Tony spoke to his written report as prepared for the March 2020 meeting and verbally updated: <ul style="list-style-type: none"> • Roll – there were some new entrants in the pipeline. Parents had been in contact but difficult to start school at this point. • Covid 19 - Tony commended Kim and Camilla on the sterling job they were doing. Kim was on site with Brian, facilitating the return to school and ensuring MOE guidelines were followed. Crest were to complete their term clean prior to school resuming. • Two resignations from support staff members had been received prior to the lockdown but both had asked if their resignations could be rescinded and this has been happily agreed to. • An unplanned school evacuation had occurred and went smoothly. It was found to be the result of a wiring malfunction. 	

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"> Interim funding - verbal support given by the MOE for \$2,000 for additional support for challenging students to be spent on teacher aides. <p>Moved: "That the principals report is adopted." Tony/Fiona – agreed.</p>	
<p>2.2 Finance Report</p> <p>Susan spoke to her written report as prepared for the March 2020 meeting:</p> <p>Finances – A provisional result for the year ending 31 December 2019 is a deficit of \$40,215 against a revised budget deficit of \$35,307. The audit is progressing remotely.</p> <p>Budget – The first draft reports a deficit of \$18,189. By reducing capital expenditure and library book purchases to a maximum of \$20,000 this will maintain our working funds at around the same level as at 31 December 2019. It is concerning that the draft Annual report states our working capital surplus as \$77,122.</p> <p>Julie questioned the class materials budget and this remains at around \$200 per class.</p> <p>Tony recommended a halt on any new expenditure. This message needs to be communicated to staff.</p> <p>Support Staff Increments and Back pay - have now been paid to all except one staff member who recently joined the union which is responsible for instructing Novopay.</p> <p>DMIC and Mash contracts signed by Tony</p> <p>Working remotely – Susan reported that she was able to do this fairly easily with Xero being in the cloud and having Kim and Tony set up as online authorisers for accounts and payroll.</p> <p>Moved: "That the Executive Officer's report is adopted." Susan/Caitlin – agreed.</p>	<p>Tony to alert staff to school's tight financial position</p>
<p>2.3 Policy or Curriculum report</p> <p>The committee had met and 3 policies had been reviewed in term 1.</p> <p>Julie thought the policies for review in term 2 would require more input from the BOT and staff.</p>	<p>Julie to schedule term2 policy meeting</p>
<p>2.4 Health and Safety</p> <p>This was largely covered off in the Principal's report but a meeting of the committee needs to be set.</p>	<p>Julie to schedule a Health and Safety meeting</p>
<p>2.5 Staff Trustees Report</p> <p>Julie reported that she had circulated staff for any issues but there was nothing to report. There was strong collegial support as teachers took to remote teaching and learning. Staff were doing a good job of balancing obligations to work and to their personal home situations. Staff were mindful of how our community was affected.</p> <p>Cara commented that it was not a level playing field for our community and all families would be affected but for some the impact was much greater. Also, more emotional support would be needed and assistance with the transition back to school.</p> <p>Discussion centred on how we can help.</p>	<p>Cara to include links for help in the newsletter</p>
<p>3. Strategic Goals and Annual Plan</p>	
<p>3.1 Brief overview of strategic goals - Refer to Principal's report.</p>	
<p>3.2 The Variance Report and Annual Plan - was tabled and this has now been approved and uploaded to the MOE.</p>	
<p>4. Special Issues (see Principal's Report) and Projects</p>	
<p>4.1 Special topic – 10YPP and how it will look. Tony reported on this under his Principal's report This is work in progress but a walk around and meeting had taken place with Kevin O'Neil (MJ Property Ltd) and James Hardy (MOE).</p>	<p>Tony to ask for update</p>
<p>4.2 Stand Downs and Physical Restraints (Details in Committee).</p>	
<p>5. Public Excluded</p>	
<p>5.1 Moved: "That we move into committee to discuss the In-Committee correspondence and other In-Committee matters at 10.47." Cara/Cara – agreed.</p>	
<p>6. General Business</p>	

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NIL	
7. Meeting closure	
7.1 Preparation for next meeting- Monday 18 May 2020 5pm	
7.2 Meeting Dates – no further meetings set.	Set meeting dates
7.3 Meeting closed at 11.07am	