

Birchwood School – Board of Trustees Meeting



Minutes – 29 June 2020

Business:	Actions
Welcome and Karakia at 5.06pm	
1. Administration Matters	
1.1 Present: Alice Callander (Acting Chair), Julie Heath, Caitlin Westgate, Fiona Thomas, Tony Draaijer and Susan Drew	
Apologies: Cara Gledhill	
1.2 Declaration of interests: None	
1.4 Confirmation of Minutes and matters arising – Minutes of 04 June 2020 (deferred from 25 May 2020 because of Covid). Moved: “That the minutes of the BOT meeting held 04 June 2020 be taken as a true and correct record.” Caitlin/Tony – agreed.	
1.5 Correspondence and matters arising Moved: “That the inwards correspondence be received and the outwards ratified.” Alice/Alice – agreed. Matters arising: <ul style="list-style-type: none"> • Enrolment Scheme Response – The school had indicated to the MOE that it no longer needed the scheme given its lower roll however MOE have advised the school to remain in the scheme as it is very difficult to put one back in place once it has been disbanded. Therefore, it will remain in place. • December 2019 election – With Cara absent this will be deferred to the next meeting • Hautu Training for members – all encouraged to attend on 11 August 2020 7pm. 	
2. Reports	
2.1 Principal's Report Tony spoke to his written report which had been circulated: <ul style="list-style-type: none"> • Staff – Caretaker on bereavement leave for 4 days and Crest is to take over his duties. • ERO – Phone conversation had taken place and focus was on the school's response to Covid. Staff feedback received. Highlighted was management's concern for staff health and wellness on their return to school. Management are still gathering feedback from the community on home-based learning. No formal notification of official visit by ERO. It is scheduled for this year. • Teacher Aide Pay Equity - This had been ratified. While this was a success for teacher aides it will cause inequality across the pay spectrum. • Keep Ourselves Safe – This was well received and the police officers presenting very professional and approachable. Further, they are to assist with the review of the potential lockdown situation. • Reports are going home in the last week of term, The focus is not on curriculum but on how students are adapting being back to school after covid. Parent Conferences to be held 30 July. • Ten Year Property Plan - This needs to be approved so plans can be drawn up and tenders sought. As the work affects Songer then it is not desirable to set up a third class there and instead children shall be retained in Seaview. A teacher is on hold to teach four mornings a week with additional teacher aide hours in the afternoon. It is hoped that the teacher can be funded from banked staffing but Board funds will be needed for the teacher aide unless more funding comes from the MOE. Moved: “Accept the 10-year Property Plan.” Alice/Tony – agreed Moved: “Approve the additional funds required to top up the third teacher /teacher aide for Seaview.” Tony/Fiona – agreed. Moved: “That the Principals report is adopted.” Tony/Caitlin – agreed.	

Ma te rongō 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.*

2.2 Finance Report Susan spoke to her written report of the Finance Meeting held 25 June 2020 Moved: "That the school opt into the MOE donation scheme for 2021." Susan/Tony – agreed. There was discussion around the estimate of \$35,847 being the boards contribution towards the remedial work on the Hall. As this will significantly deplete the school's working funds then more needs to be found out about applying for financial hardship. Moved: "That the Executive Officer's report is adopted." Susan/Tony – agreed.	Tony to discuss with Simon
2.3 Policy report The Policy Committee had met and the policies for the term had been reviewed.	
2.4 Health and Safety Tony wants to look at the structure of the Health and Safety Committee and a meeting will be called.	Tony to action
2.5 Staff Trustees Report Julie spoke to her written report. The PTA are organising a Matariki evening for Friday 24 July. They had asked if the Board could fund the sausage sizzle. Moved: "That the Board fund the sausage sizzle." Caitlin/Alice – agreed	
3. Strategic Goals and Annual Plan	
4. Special Issues (see Principal's Report) and Projects	
4.1 Stand Downs and Physical Restraints (Details in Committee).	
5. Public Excluded	
5.1 Moved: "That we move into committee at 5.50 pm to discuss the In-Committee personnel issues." Alice/Caitlin – agreed. 5.1 Moved: "That we move into committee at 7.10 pm to discuss the In-Committee physical restraints." Alice/Caitlin – agreed.	
6. General Business	
Fiona commented on her appreciation for Tony's write up in the newsletter about the Board members contribution. It was fitting as it had been volunteer week.	
7. Meeting closure	
7.1 Preparation for next meeting- full meeting Monday 24 August 2020 5pm (but keep 27 July free if needed). Possible presenters could be Sarah Thomas on North East school or Camilla on Senco role	Tony to engage presenter
7.3 Meeting closed at 7.25 pm	