

Birkdale North School
Board of Trustees Meeting Minutes
Thursday 30 May 2019, 6pm
Birkdale North School Staff Room

Topic and Background	Discussion	Action / Decision At the Meeting
ADMINISTRATION		
Welcome, Karakia Introductions/whakawhānaungatanga - Chair	Meeting Opened: X:XXpm	
Meeting overview and rules - Chair		
Attendees	Present: Apologies: Guests: No-Show:	
Declaration of Conflict of Interest		
Confirmation of the Agenda and Time Allocations	Modifications to the agenda (last minute, arising from minutes, arising from correspondence):	
Presentations	Include any presentations here if applicable	
STRATEGIC DECISIONS		

Operational/Governance policy		
		Action:
MONITORING		
Principal's Report - 10 minutes Monthly Principal's Report H & S item		Motion: That the Principal's report be adopted. Moved: Second: Carried: Action:
Item 1 Proposal for TA general support in classes		Motion: That the Board... Moved: Second: Carried:
Item 2 Governance items related to correspondence		Motion: That the Board... Moved: Second: Carried:
Item 3 Birkdale Music School (from previous minutes)		Motion: That the Board... Moved: Second: Carried:
Financial Report - 10 minutes Monthly review of the financial report, financial statements and creditors. ? Subscription and donations clarification (from previous minutes) Proposal for new ride on lawnmower		Motion: That all lawful creditors be paid and that the financial report for XXXXXXXX 2019 be approved. Moved: SH Second: GR Carried: All

STRATEGIC DISCUSSIONS Exploration of special issue or project (e.g. budget, principal performance agreement/ appraisal, delegations)		
Administrative systems		Action:
AGENDA ITEMS FOR NEXT MEETING		
IN-COMMITTEE (When required)		
	Moved In Committee at XX:XX Moved out of In Committee at XX:XX	The Board resolved to move “In Committee” under Section 48 of the Local Government Official Information and Meetings Act 1987 to discuss items that may have a privacy issue.
ADMINISTRATION		
Approval of Previous Minutes	Minutes to be approved:	Motion: That the minutes from the meeting held on XX XXXXXXXX 2019 be passed as true and correct. Moved: Second: Carried:
Critical correspondence in / out	<i>Only address important correspondence relevant to the Board meeting. Secretary to identify items prior to meeting if possible.</i> <u>Correspondence in:</u> BDO audit report	

	<u>Correspondence out:</u> BDO audit report (signed)	
ACTION TRACKING – 5 minutes		
Review of the Board Activity Tracker		
MEETING WRAP-UP - 5 minutes		
Confirmation of items not completed and/or need to be included on next agenda		
Confirmation of next meeting	Thursday XX XXXXXX, 2019	
Meeting Closure	Meeting closed: XX:XX pm	