

Birkdale North School
Board of Trustees Meeting Minutes
Thursday 25 July 2019, 6pm
Birkdale North School Staff Room

Topic and Background	Discussion	Action / Decision At the Meeting
ADMINISTRATION		
Welcome, Karakia Introductions/whakawhānaungatanga - Chair 10mins?	Meeting Opened: X:XXpm	
Meeting overview and rules - Chair		
Attendees	Present: Apologies: Soazik Shearer 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		
Discussion on ERO report and strategic plan - 30mins		Action:
Board Health and Safety obligations 5mins		
Governance vs operational 10mins		
PD (Governance) for Board reminder 5mins		
Co-opting discussion 10mins	Community voice so far plus pros and cons	
Meeting scribe plus systems upgrades 10mins		
Navigation of Board docs 5mins		
Cohort entry. Jan to discuss principal's perspective 10mins		
MONITORING		
Principal's Report - 10 minutes Monthly Principal's Report		Motion: That the Principal's report be adopted. Moved: Second: Carried: Action:
Item 1		Motion: That the Board... Moved: Second: Carried:
Item 2		Motion: That the Board...

		Moved: Second: Carried:
Item 3		Motion: That the Board... Moved: Second: Carried:
Financial Report - 5 minutes Monthly review of the financial report, financial statements and creditors.		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)		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 x2	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	<p><i>Only address important correspondence relevant to the Board meeting. Secretary to identify items prior to meeting if possible.</i></p> <p><u>Correspondence in:</u></p> <p><u>Correspondence out:</u></p>	
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 22nd Aug, 2019	
Meeting Closure	Meeting closed: XX:XX pm	