

Birkdale North School
Board of Trustees Meeting Minutes
Thursday 21 March 2019, 6pm
Birkdale North School Staff Room

Topic and Background	Discussion	Action / Decision At the Meeting
ADMINISTRATION		
Welcome, Karakia Introductions/whakawhānaungatanga - Chair	Meeting Opened: 6:23pm	
Meeting overview and rules - Chair		
Attendees	Present: Sarah, Greg, Anne-Marie, Jan Apologies: Chris, Alex Guests: None No-Show: None	
Declaration of Conflict of Interest	None	
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		
Role of the Chair Code of Conduct Reporting to the Board		Motion: That the following 3 updated policies are approved: - Role of the Chair, Code of Conduct, and Reporting to the Board Moved: Sarah Second: Carried: All
MONITORING		
Principal's Report - 10 minutes Monthly Principal's Report Tail end data (Priority students) - In-Committee as needed Asset Management Plan ICT proposal Charter Communication Survey (at meet the teacher evening)	Discussion about the tail end data was held. The Principal explained the strategies that the leadership teams are implementing to support priority learners. Charter - work continues (link in principal's report). Due to the MoE by the end of March Results from survey collated, JM is acting on feedback at the moment to improve communication	Motion: That the Principal's report be adopted. Moved: SH Second: Carried: All Action: JM to consult with Whaea Tui on final charter to ensure all Maori language is accurate
Succession Planning BOT	Eduplus who is acting as returning officer has initiated the process for the election. Succession planning tabled until next meeting	

<p>Documentation</p> <p>What's our plan - online, hard copies</p>		<p>Motion: That the Board approves the transition of all board related documentation in 365 office to the current BOT folder on the school's google drive</p> <p>Moved: SH Second: Carried: All</p> <p>Action: JM to contact ICT company to organise this</p>
<p>SchoolDocs</p>	<p>That policies identified by ERO as priority policies will be addressed first off once SchoolDocs is up and running</p>	<p>Action: JM & A-MW to take 2 days off site by Week 4 in Term 2 to upload all information to SchoolDocs</p>
<p>Financial Report - 10 minutes</p> <p>Monthly review of the financial report, financial statements and creditors.</p>		<p>Motion: That all lawful creditors be paid and that the financial report for February 2019 be approved.</p> <p>Moved: SH Second: GR Carried: All</p>
<p>Tomorrow's Schools:</p> <p>https://conversation.education.govt.nz/conversations/tomorrows-schools-review/</p> <p>Review</p>	<p>Submissions close end of March 31st. Go to survey https://consultation.education.govt.nz/tsr/survey2019/</p>	<p>Action: Board members can complete the survey. Open to the community.</p>
<p>STRATEGIC DISCUSSIONS</p> <p>Exploration of special issue or project (e.g. budget, principal performance agreement/ appraisal, delegations)</p>		
<p>Principles of curriculum Design What is the direction?</p>	<p>The following guides from the MoE will be used as basis for our school's curriculum review</p>	<p>Action: JM and AMW to continue working on the curriculum review</p>

	https://www.tki.org.nz/tki-content/search?SearchText=Local+Curriculum&SubTreeArray%5B%5D=2&SearchDate%5B%5D=-1&TKIGlobalSearch=1&SearchButton.x=12&SearchButton.y=4 Maths PD and digital PD initiated	
AGENDA ITEMS FOR NEXT MEETING		
Birkdale North Music School Governance	We need to address the issue of governance for the music school	Action: Board members to review documents in the shared drive prior to the next meeting, 2 May 2019
IN-COMMITTEE (When required)		
Staff leave request Complaint follow up Personnel item In-committee online folder for Chair & Secretary access	Moved In Committee at 8:30pm Moved out of In Committee at 9pm	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. Action: JM to organise with ICT company
ADMINISTRATION		
Approval of Previous Minutes	Minutes to be approved:	Motion: That the minutes from the meeting held on 21 February 2019 be passed as true and correct. Moved: Second: Carried:

		Passed over until next meeting
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 2 May, 2019	
Meeting Closure	Meeting closed: 9 pm	