

**Birkdale North School**  
Board of Trustees Meeting Minutes  
Thursday 02 May 2019, 6pm  
Birkdale North School Staff Room

Topic and Background	Discussion	Action / Decision At the Meeting
<b>ADMINISTRATION</b>		
Welcome, Karakia Introductions/whakawhānaungatanga - Chair	Meeting Opened: 6:10pm	
Meeting overview and rules - Chair		
Attendees	Present: S Hartley, A. Eddington, G. Ratcliffe, AM. Wrightson, C. Leigh, J. McDonald  Apologies:  Guests: R. Richeux (6:45pm-  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):  <b>Employment of increased TA hours for general support in classes</b>	<b>Action:</b> Jan to follow up moving of 365 office board documents to google board drive

Presentations	Include any presentations here if applicable	
<b>STRATEGIC DECISIONS</b>		
<b>Operational/Governance policy</b>		
<b>Birkdale Music School</b> Governance and oversight Please read appropriate documents in the shared drive	Look to develop a music school policy with delegations, and oversight of financial accounts.  Board notes employer responsibility and seeks assurance from Jan that appropriate policy is being followed.	<b>Action:</b> Jan to : <ol style="list-style-type: none"> <li>1) meet with music school coordinator to discuss responsibilities, expectations and processes</li> <li>2) Consult with accountant to clarify appropriate structure and feedback to the Board.</li> </ol>
<b>MONITORING</b>		
<b>Principal's Report - 10 minutes</b> Monthly Principal's Report	Changes to structure of rooms 8, 9, 10, 12:  Concerns about the erosion of the learning environment in relation to bilingual immersion and learning.  That the Board acknowledges the absence of a model/policy/founding document in relation to EDN.	<b>Motion:</b> That the Principal's report be adopted. Moved: SH Second: Carried: All  <b>Motion:</b> The Board will develop a model/policy document for EDN in consultation with the community, MoE, NZSTA, & FRENZ with a commitment to having a final document by the end of 2019.  Moved: SH Second: AE Carried: All  <b>Action:</b> JM, SH, AE & AMW to attend community meeting Tuesday 7th May 6:30pm and feedback to Board for next meeting

		<p><b><u>Action:</u></b> JM to check if strategic plan and ERO link working on website</p>
<p><b>EOTC letter</b> Trip to Noumea for year 5 &amp; 6 EDN students, 6-13 November 2019</p>		<p><b><u>Motion:</u></b> That the Board approves the trip for Year 5 &amp; 6 EDN students to Noumea taking place in November 2019 in principle, subject to appropriate documentation being received prior to the Board meeting September 19th</p> <p>Moved: SH Second: Carried: All</p>
<p><b>Succession planning for BOT</b> Election progress, nominations, Birkdale Music and the electoral roll</p>		<p><b><u>Action:</u></b> SH to clarify if both staff &amp; parents of music school need to be on electoral roll</p>
<p>Employment of increased TA hours for general support in classes</p>		<p><b><u>Motion:</u></b> That the Board...</p> <p>Moved: Second: Carried:</p> <p><b><u>Action:</u></b> JM to bring a proposal to the next meeting for discussion</p>
<p><b>Financial Report - 10 minutes</b> Monthly review of the financial report, financial statements and creditors.</p>		<p><b><u>Motion:</u></b> That all lawful creditors be paid and that the financial report for March 2019 be approved.</p> <p>Moved: SH Second: AE Carried: All</p> <p><b><u>Action:</u></b> JM to clarify subscriptions and school donations with Mary and feedback to the Board</p>

<b>STRATEGIC DISCUSSIONS</b> Exploration of special issue or project (e.g. budget, principal performance agreement/ appraisal, delegations)		
Community voice What measures are being put in place? (evidence and data) See Principal's Report		<b>Action:</b>
<b>AGENDA ITEMS FOR NEXT MEETING</b>		
<b>IN-COMMITTEE (When required)</b>		
Completion of complaint	Moved In Committee at 8:50pm Moved out of In Committee at 9pm  <b>Motion:</b> That the minutes from the meeting held on 21 March 2019 be passed as true and correct.  Moved: SH Second: Carried: All	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.
<b>ADMINISTRATION</b>		
Approval of Previous Minutes	Minutes to be approved:	<b>Motion:</b> That the minutes from the meeting held on 21 February 2019 be passed as true and correct.  Moved: CL Second: SH Carried: All  <b>Motion:</b> That the minutes from the meeting held on 21 March 2019 be passed as true and correct.

		Moved: SH Second: Carried: All
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>	
<b>ACTION TRACKING – 5 minutes</b>		
Review of the Board Activity Tracker		
<b>MEETING WRAP-UP - 5 minutes</b>		
Confirmation of items not completed and/or need to be included on next agenda		
Confirmation of next meeting	Thursday 30 May, 2019	
Meeting Closure	Meeting closed: 9:02 pm	