

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

Topic and Background	Discussion	Action / Decision At the Meeting
ADMINISTRATION		
Welcome, Karakia Introductions/whakawhānaungatanga - Chair	Meeting Opened: 6.11pm	
Meeting overview and rules - Chair		
Attendees	Present: G. Ratcliffe, C. Leigh, A. Eddington, J. McDonald, S. Hartley, A-M. Wrightson Apologies: Soazik Shearer, Mikael Boulic, Rooks Singh, Brooke Matthews, Bethan Meikle Guests: Y. Kirkwood, M. Elliot, Guillaume Corgnet, D Widdowson No-Show:	
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	Sarah discussed trustee and board role, meeting procedure, with public (candidate) attendees. Jan updated board and visitors latest on Kahui Ako.
STRATEGIC DECISIONS		
Operational/Governance policy		
MONITORING		
Principal's Report - 10 minutes Monthly Principal's Report H & S item		Motion: That the Principal's report be adopted with changes. Moved: SH Second: AM Carried: All Action: JM to contact MoE re improvements to paving and tree surrounds, & get quotes to start process (landscaper) (and cc R Gunter in process)
Item 1 Proposal for TA general support in classes		Motion: That the Board approves \$12,000 for general Teacher Aide salaries to the end of 2019 Moved: SH Second: GR Carried: All
Item 2 Governance items related to correspondence: Trustee vacancy since resignation of Ronie Richeux November 2018		Motion: That the Board apologies for not informing the school community that we did not intend to fill the vacant position Moved: SH Second: JM Carried: All

<p>It was the intention of the Board to inform the community that it would not be filling the 5th parent elected trustee position after Ronie Richeux's resignation. This decision was made due to the timing of the upcoming election</p> <p>Playground: Seek assurance from Principal that appropriate checks and maintenance are being carried out. Principal to seek Board assistance as appropriate/necessary.</p> <p>ERO: ERO report is now available on the school website https://www.birkdalenorth.school.nz/ero/</p>		<p>Action: JM to contact Mary to see if we can capitalise the recent playground work including donations of labour and materials. Ref account code 15110.</p>
<p>Item 3 Birkdale Music School (from previous minutes)</p>		<p>Motion: That the Board...</p> <p>Moved: Second: Carried:</p> <p>Action: Still with JM to complete discovery around governance.</p>
<p>Financial Report - 10 minutes 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 April 2019 be approved.</p> <p>Moved: SH Second: AE Carried: All</p> <p>Action:</p>

<p>? Subscription and donations clarification (from previous minutes)</p> <p>Proposal for new ride on lawnmower</p>		<p>JM to follow up with Mary on the question of subscriptions. Request Mary advise changes and reasons in comments each month.</p> <p>Motion: That the Board approves up to \$7000 for a new ride on lawn mower, appropriate for use, with appropriate warranties</p> <p>Moved: SH Second: AE Carried: All</p>
<p>Meet the candidate evening</p>	<p>Insufficient time for a meet the candidate evening between now and close of election.</p>	<p>Action:</p> <p>Email candidates to encourage them to be available before and after school to meet the school community. SH</p> <p>Special notice to school community regarding election and opportunity to meet candidates at school. JM</p> <p>Make notes to incoming board to review policy/process around elections and consider a pre-planned 'meet the candidates' evening (which could then be cancelled if no election to be held). SH</p>
<p>STRATEGIC DISCUSSIONS Exploration of special issue or project (e.g. budget, principal performance agreement/ appraisal, delegations)</p>		
<p>Administrative systems</p>	<p>SchoolDocs, Musac EDGE, website (in Principal's report);</p>	<p>Action:</p>
<p>Correction of previous minutes</p>	<p>Motions contained in the minutes of a meeting held 1 November 2017, in committee, should have been</p>	<p>Motion: That motions 4, 5, 6 be reproduced from the minutes of the in-committee meeting on 1 Nov 2017.</p>

	publicly minuted due to the matters pertaining to the conduct of a person holding a public office.	<p>Moved: CL Second: AE Carried: All</p> <p>Motion 4 The BOT moves that the board acknowledges that Andrew Higgins' conduct goes against guideline 7, in the trustees code of behaviour policy. Moved: Chris 2nd: Daniella Vote Yes: Unanimous 6</p> <p>Motion 5 A vote of no confidence in Andrew Higgins to continue as the chairperson of Birkdale North School Board of Trustees. Moved: Ronie 2nd: Chris Vote Yes: Unanimous 6</p> <p>Motion 6 That Andrew Higgins is to be excluded from all future BOT in-committee meetings. Moved: Ronie 2nd: Chris Vote Yes: Unanimous 6</p>
IN-COMMITTEE (When required)		
Student/Parent complaint Requests for information	<p>Moved In Committee at 7:45pm, Moved out of In Committee at 8.50pm Moved In Committee at 9:14pm, Moved out of In Committee at 10:20pm</p> <p>Mike O'Brien (NZSTA advisor) was</p>	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 2nd May 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>BDO audit report</p> <p>Parent correspondence 28/5/19 (in-committee)</p> <p>Parent correspondence 30/5/19 (in-committee)</p> <p><u>Correspondence out:</u></p> <p>BDO audit report (signed)</p> <p>Acknowledgements to parent correspondence</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	Birkdale North Music School Financial items to be followed up	
Confirmation of next meeting	TBC following election (currently set for 27 June 2019, 6pm)	
Meeting Closure	Meeting closed: 10:20 pm	