

**Birkdale North School**  
Board of Trustees Meeting Minutes  
Thursday 27 June 2019, 6pm  
Birkdale North School Staff Room

Topic and Background	Discussion	Action / Decision At the Meeting
<b>ADMINISTRATION</b>		
Welcome, Karakia Introductions/whakawhānaungatanga - Chair - <b>Sarah</b>	Meeting Opened: 18:10 <b>pm</b>	
Meeting overview and rules - Chair <b>Sarah</b>		
Attendees ( <b>Sarah</b> )	Present: Jan McDonald, Greg Ratcliffe, Matt Elliott, Mikael Boulic, Soazik Shearer, Guillaume Corgnet, TŪT Tawhai  Apologies:  Guests: Anne-Marie Wrightson, Sarah Hartley  No-Show:	
Declaration of Conflict of Interest ( <b>Sarah</b> )		
Confirmation of the Agenda and Time Allocations	Modifications to the agenda (last minute, arising from minutes, arising from correspondence):	

Presentations - Introduction and sharing of all board members - <b>Greg</b>	<ul style="list-style-type: none"> <li>• Intro of new board</li> <li>• Nominations to be taken for role of Board chair.</li> <li>• The <b>new Board chair will proceed</b> with the meeting once elected.</li> </ul>	
Board Chair nomination	Nominated: Greg Ratcliffe. Greg Ratcliffe has been declared as the new Board Chair. This was unopposed.	
<b>STRATEGIC DECISIONS</b>		
<b>Operational/Governance policy</b>		
		<b>Action:</b>
<b>MONITORING</b>		
<b>Principal's Report - 10 minutes</b> Monthly Principal's Report	Matariki festival all go TŪT has had a large input into organising the event. 40 Tamariki ready to perform.  Lions foundation grant ready for the board to sign for new chrome books and iPads, STEAM resources.  New VisTab sign-in system thanks to Barfoot and Thompson. Also covered are ongoing subscription costs.	<b>Motion:</b> That the Principal's report be adopted. Moved: Second: Carried:  <b>Action:</b>

	This month's report is delayed until next month due to the demands of the Matariki festival organisation.	
<b>Item 1: advertisement of a secretary.</b>	A digital channel may be the best option.  SS offers to help with advertising	<b>Motion:</b> That the Board pre-approves up to \$500 for advertising to try and obtain a Board secretary  Moved:GR Second: Carried: All
<b>Item 2: best day for board meetings</b>	Suggestion to move the monthly Board meetings to every second Thursday of the month	<b>Motion:</b>  Moved: Second: Carried:
<b>Item 3: Trustee code of conduct, confidentiality agreement and etiquette Recent motions minuted (2019) and action sheet (2019)</b>	All board members sign the confidentiality and trustee code of conduct agreement.	<b>Motion:</b> That the Board...  Moved: Second: Carried:
	Aug 5th 18:00 PD for all board members through The Education Group	<b>Motion:</b> That the Board...  Moved: Second: Carried:
<b>Item 5: Resolution of an application for a grant from Lion Foundation.</b>		
<b>Financial Report - 10 minutes</b>  Monthly review of the financial report, financial statements and creditors.	Adoption of financial report is postponed until next month	<b>Motion:</b> That all lawful creditors be paid  Moved:GR Second: Carried: All
<b>STRATEGIC DISCUSSIONS</b>		

Exploration of special issue or project (e.g. budget, principal performance agreement/ appraisal, delegations)		<b>Action:</b>
<b>AGENDA ITEMS FOR NEXT MEETING</b>		
<b>IN-COMMITTEE (When required)</b>		
3 items to discuss	Moved In Committee at 19:11 Moved out of In Committee at 19:43	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>Item 6:</b>		
<b>ADMINISTRATION</b>		
Approval of Previous Minutes	Minutes to be approved:	<b>Motion:</b> That GR circulates last months minutes among the previous board members for online ratification.  Moved: GR Carried:All
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>  <u>Correspondence out:</u>	

<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	ERO discussion for new members Charter also	
Confirmation of next meeting	Thursday XX XXXXXX, 2019	
Meeting Closure	Meeting closed: 19:56 pm	