

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: 6:04 pm	
Meeting overview and rules - Chair		
Attendees	Present: Greg Ratcliffe, Jan MacDonald, Anne-Marie Wrightson , Guillaume Corgnet, Matt Elliott, Mikael Boulic, Tui Tawhai (arrived at 7.10pm) Apologies: Soazik Shearer, TūT Tawhai (notice for late arrival) Guests: Yvonne Kirkword 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	
STRATEGIC DECISIONS		
Operational/Governance policy		
Discussion on ERO report and strategic plan - 30mins		Action:
Board Health and Safety obligations 5mins	Reminder by Greg that it is the responsibility of all Board members when it comes to Health and Safety.	
Governance vs operational 10mins	<p>Jan and Greg talked about the differentiation between Governance and Operational Matters for the Board to be aware of.</p> <p>Anything school related that is organised and run by the school comes under the umbrella of Operational. Would a clear definition of this help to inform parents?</p> <p>If parents have any questions or concerns on an operational level - it is good to direct them to Jan (Principal)</p> <p>Could have something in the newsletter to explain the differences between Operational and Governance Issues.</p>	
PD (Governance) for Board reminder 5mins	Jan will let Board know venue - 5th August at 6.00pm	
Co-opting discussion 10mins	Community voice so far plus pros and cons. Jan spoke from her perspective about Yvonne's expertise, experience in social work and her wealth of knowledge in her background. Yvonne also has	

	<p>connections with our Māori and Pacific peoples whānau. She has already helped Jan with some things in Jan's leadership role.</p> <p>Greg has had advice from the NZSTA</p> <p>Matt - we need to be connecting with Māori and Pacific peoples families. If Yvonne is someone who can help with that it would be very beneficial.</p> <p>Mikael talked about the idea of having a wharenui on site at BNS. If repainting the Hall, why not go for painting with a Māori and Pacific Peoples community style/ flavour?</p> <p>Jan - we could start with getting signage and art work up at our school. We need to listen to our community.</p> <p>Any questions for Yvonne?</p> <p>Thank you to Yvonne for coming in to talk at our meeting.</p>	
Meeting scribe plus systems upgrades 10mins	<p>Anne-Marie Wrightson could possibly scribe and we need to have a way of filing, typing letters etc, managing workflow for tasks (Marion H. or Taryn could maybe do this) We are currently set up in Google.</p>	<p>Motion: To appoint Anne-Marie Wrightson as Board secretary Moved: Greg Second: Carried: All</p> <p>Motion: The Board agrees to Marion Hampton having access to the Board files in Google Drive, to facilitate administration. Moved: Greg Second: Carried: All</p>
Navigation of Board docs 5mins	<p>Ensuring that everyone has access. Discussion and problem solving ideas.</p>	
Cohort entry. Jan to discuss principal's perspective 10mins	<p>From 1st Jan 2020 all students need to be 5 years old when starting school, even if there is cohort entry. Cohort entry is all or none within a school. Jan</p>	

	<p>doesn't feel there is any advantage to us at this point. If children are delayed entry (up to half a term), then parents may choose another school, due to the costs of intermediary childcare etc. We can't afford to lose enrolments.</p> <p>Discussion: -</p> <p>Tui explained - "We call it the Tuakana-Teina model -where the more experienced students support the newer students. New students are actively welcomed and cared for."</p> <p>Jan talked about seeing students as individuals as they transition to our school.</p> <p>Tui would like to see new parents/families welcomed into the school with a powhiri each term. Mikael mentioned that new students, and families could be welcomed in the Newsletter.</p>	
MONITORING		
<p>Principal's Report - 10 minutes</p> <p>Monthly Principal's Report</p>	<p>Questions for Jan - refer to Jan's Principal Report where these questions are answered.</p> <p>Any questions?</p> <p>How does "priority learners' translate on a day to day basis?</p> <p>Looking at progress over time; Monitoring data over time but also looking at well-being; Jan discussed some of the ideas discussed at the Kāhui Ako Meeting today - transitioning from one school to another.</p>	<p>Motion: That the Principal's report be adopted. Moved: Greg Second: Carried: All</p> <p>Action: Senior Leadership will think of the best options to document the impact of new Teacher Aide.</p>

	<p>What was the Wellbeing survey used?</p> <p>Me and My School - from the New Zealand Council of Educational Research</p> <p>Meg a new TA has started in Room 6 this week. Why not document this in a report to the BOT? (Ask teachers and students for their voice using a survey)</p>	
Item 1		<p>Motion: That the Board...</p> <p>Moved: Second: Carried:</p>
Item 2		<p>Motion: That the Board...</p> <p>Moved: Second: Carried:</p>
Item 3		<p>Motion: That the Board...</p> <p>Moved: Second: Carried:</p>
<p>Financial Report - 5 minutes</p> <p>Monthly review of the financial report, financial statements and creditors.</p>	<p>No queries.</p>	<p>Motion: That all lawful creditors be paid and that the financial report for June 2019 be approved. Moved: GR Second: Carried: All</p> <p>Motion: That all lawful creditors be paid and that the financial report for May 2019 be approved. Moved: GR Second: Carried: All</p>
STRATEGIC DISCUSSIONS		
<p>Exploration of special issue or project (e.g. budget, principal performance agreement/ appraisal, delegations)</p>		<p>Action:</p>
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:	<p>Motion: That the minutes from the meeting held on 27 June 2019 be passed as true and correct.</p> <p>Moved: GR Second: Carried: All</p> <p>Motion: That the minutes from the meeting held on 30 May 2019 be passed as true and correct.</p> <p>Moved: GR Second: Carried: All</p>
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	