

Birkdale North School
Board of Trustees Meeting Minutes
Thursday 21st November 2019, 6:30pm
Birkdale North School Staff Room

Topic and Background	Discussion	Action / Decision At the Meeting
Administration		
Welcome, Karakia Introductions/whakawhanaungatanga - Chair	Meeting Opened: 6.33pm	
Meeting overview and rules - Chair		
Attendees	Present: Greg, Matt, Mikael, Yvonne, Soazik, Guillaume, Anne-Marie, TŪT, Jan Apologies: NA Guests: No-Show:	
Declaration of Conflict of Interest	None declared	
Presentations	Include any presentations here if applicable	
Approval of Previous Minutes	Minutes to be approved: Reword the minutes - Procedure for in committee discussions would be to add the topic into the	Motion: That the minutes from the meeting held on 31st October 2019 be passed as true and correct. Moved: JM Second: GR Carried: All

	<p>Talked about that this relates to the Children’s Act 2014. School Docs will make sure that they are meeting any legislation</p> <p>From next year we will have a parent/ adult volunteer agreement that helpers must sign</p> <p>The police vetting process can put some adults off helping. Talked about an example of what the principal shares with helpers before class trips.</p> <p>Read out some parts of the helpers agreement, and discussion followed. It was highlighted that parents may not understand all of the wording or background policies.</p> <p>The takeaway is that we have our key terms and conditions that we uphold, eg no smoking, active supervision (not on cell phones)</p> <p>Parents to agree to the main conditions and could have access to the full wording if wanted.</p> <p>Under EOTC Planning and Review it only talks about Review procedure and doesn’t include planning</p> <p>Possibly, it means that you will plan for health and safety events, but you will also review the plan in light of the current conditions. Generally these are activity based, and you will have RASs but will review the plan subject to the conditions, or have a plan B or cancellation option.</p> <p>Discussion of agreement with external providers and the RASs form from those external providers</p> <p>Query the need to stipulate that the school will always gain permission for school trips. Discussion of</p>	<p>Guillaume will put the discussion notes here onto School Docs</p>
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	<p>the pros and cons of this requirement. There is a degree to which the parents trust the school.</p> <p>Health and Safety</p> <p>We have a very informative poster in our medical room from the Public Health Nurse. (Ministry of Health)</p> <p>Staff have high awareness of the students with specific health needs. Professional development has been given for staff by the epilepsy association, health nurse, and almost all teachers have a current first aid certificate.</p> <p>Board members receive notification by email of the policies that are due to be reviewed.</p> <p>NZSTA states that School Docs are not as Governance based and are more operational based.</p> <p>It was suggested that we continue to review the old governance policies and how they relate to School Docs.</p> <p>Discussion of what this would look like. Do we do this as a board or as individuals? Could we look at it first then discuss.</p> <p>Discussion of sun safety - does the school have sunscreen? Yes. We don't put it on the children, but they are prompted to be responsible and put it on themselves.</p>	
Strategic Discussion	Exploration of special issue or project (e.g. budget, principal performance agreement/ appraisal, delegations)	
Item 2	Look at our strategic direction for 2020	Motion: That the Board...

<p>Preliminary discussions looking at 2020</p>	<p>The first page of the Document Birkdale North Strategic Direction 2019 - 2021 is governance based.</p> <p>Discussion of when the data will be ready and what the BOT would like to see.</p> <p>Discussion of what the causal factors might be that contribute to lower achievement rates for certain priority learner groups.</p> <p>How can we continue to build powerful educational connections between the school and our families? We need to keep on building relationships with our community to support our learners.</p> <p>We are working on building up a supportive culture and this takes time.</p> <p>In Kapa Haka we work as a team. Students can all do the same thing at the same time. We work the Tuakana-Teina relationship within the Kapa Haka.</p> <p>Bringing past pupils back to school to share their experiences.</p> <p>Don't forget the students that are neither very exceptional nor struggling, they are in the 'middle' and can be overlooked.</p> <p>A survey monkey was a suggestion around the signage at the front of the school. What type of data for these ideas are we looking for? This could then be linked to the budget.</p> <p>Whānau Day is an idea to get a broad range of community consultation. As a board we need to be seen and a whānau day is a good way to do this. It</p>	<p>Moved: Second: Carried:</p>
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	could possibly align with the Meet the Teacher Evening - Link these	
Item 3 Data expectations for 2020 (Reporting, not targets)	Next meeting	
Health and Safety		
Item 4 Health and safety regarding school car park	<p>Issues in school car park. Apa is having some very rude comments directed at him as he tries to keep parents out of the car park.</p> <p>Investigated a security guard being employed to cover for a period each day.</p> <p>The car park in the church property next door is being used by our parents. However we need to be aware of how we respect this.</p> <p>We could have a discussion with the minister about how we can support them and what the actual issues are. The idea of using the car park for special events and the church getting income during this process.</p> <p>Invite the right person from the church to have afternoon tea and a discussion with us, or even better we could go to them.</p>	<p>Motion: That the Board reconnect relationships with the Samoan Church next-door in recognition of what the church is doing for the school by sharing their carpark.</p> <p>Moved: Soazik Second: Matt Carried: All</p> <p>Action: Anne-Marie and Yvonne will talk to a Samoan contact person to get some advice about what we need to do to go about this.</p> <p>Jan will talk to Mary Shelley to get ideas about the financial side.</p>
Any issues to raise?		
General		<p>Motion: That the Board...</p> <p>Moved: Second: Carried:</p>
Item 5	Next Meeting Matt will share some ideas	

Community consultation update		
Item 6 10yr property plan		
Item 7 What should our action tracker look like?		
Item		
Item Next year's calendar		
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>	
In-committee (When required)		
Approval of previous in-committee minutes	No in-committee last meeting.	<p>Motion: That the minutes from the in-committee meeting held on xxxx be passed as true and correct.</p> <p>Moved: Second: Carried:</p>

	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.
Action Tracking	Review of the Board Activity Tracker	
Agenda Items For Next Meeting		
Confirmation of next meeting	Thursday 05 December 2019	
Item 1		
Meeting Closure	Meeting closed: 9:05 pm	