

Birkdale North School
Board of Trustees Meeting Minutes
Thursday 05 December 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: 6:35pm	
Meeting overview and rules - Chair		
Attendees	Present: Jan, Matt, Mikael (Left at 8.11pm), Yvonne, Greg, Soazik, Anne-Marie, Tui (arrived 6:43pm) Apologies: Guillaume Guests: No-Show:	
Declaration of Conflict of Interest	None	
Presentations	Include any presentations here if applicable	
Approval of Previous Minutes	Minutes to be approved: Ideas about the charter need to be reworked for clarity.	Motion: That the minutes from the meeting held on 21 November 2019 be passed as true and correct. Moved: Greg Second: Carried: All

Financial Report - 10 minutes Monthly review of the financial report, financial statements and creditors.	Deferred to next meeting	Motion: That all lawful creditors be paid for November and December 2019 be approved. Moved:Greg Second: Carried: All
Item 1 Road frontage update	Matt and Soazik gave a presentation with photos of our school front entrance taken at different times of the day. The sign at the front gate of BNS is quite bland. Photos of various other local school signs were shared and commented on. Northcote Intermediate School has an impressive sign frontage. It's not just our own perspective, but what we want to project about our school to our community. Post-it notes 6 questions - answers were shared Think about partnerships with local businesses.	
Item 2 Whole school whānau engagement in education		
Item 3 Property update. 5YA and 10YPP	Brief discussion of 5YA and 10 year property plan	
Item 4 2020 timetable	Dates for Board Meetings for 2020 Is Wednesday a suitable night for meetings? Yes 6:30pm Wed. 12th February 2020 Week 2 of Term 1 6:30pm Wed. 25th March 2020 Week_ of Term 1 6:30pm Wed. 29th April 2020 Week 1, Term 2	

Item 5 Sun protection. Board expectations. Operational assurances		
Item 6 Delegation of signing authority for property procurements, occupancy etc		Motion: The Board delegates signing authority to the Principal and the Board Chair for property procurements. Moved: Greg Second: Yvonne Carried: All
Principal		
Principal's Report - 10 minutes Monthly Principal's Report		Motion: That the Principal's report be adopted. Moved: Greg Second: Carried: All Action:
Strategic Decisions/Policy		
Item		Motion: That the Board... Moved: Second: Carried:
Strategic Discussion	Exploration of special issue or project (e.g. budget, principal performance agreement/ appraisal, delegations)	
Item 6 Bilingual policy		
Item 7 Continuing discussion on strategic plan 2020		
Health and Safety		

Any issues to raise?	<ul style="list-style-type: none"> - Siblings under 5 using the school playground is an issue. Does the school need signage for our school playground? - Child twisted ankle on hill by hall. 	<p>Action: The Board will discuss the issue of playground safety and appropriate signage online</p> <p>Google playground signage school new zealand.</p>
Car park safety	Deferred to next meeting	
General		<p>Motion: That the Board...</p> <p>Moved: Second: Carried:</p>
Item		
Item		
Item		
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	Minutes to be approved:	Motion: That the minutes from the in-committee meeting held on xxxx be passed as true and correct. Moved: Second: Carried:
Item 8 Unreasonable complainant conduct	Moved In Committee at 7:38pm Moved out of In Committee at 9:05pm Discussed - Board's responsibility for the health and safety of our school's staff. What is considered reasonable conduct regarding communication and the boundaries regarding harassment. Necessary actions by the board to keep our staff working environment healthy and enjoyable.	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	Wednesday 6:30pm, 12th February, 2020	
Item 1		
Meeting Closure	Meeting closed: 9:10 pm	

