

Birkdale North School
Board of Trustees Meeting Minutes
Thursday, 6:00pm
Birkdale North School Staff Room

Topic and Background	Discussion	Action / Decision At the Meeting
Administration		
Welcome, Karakia Introductions/whakawhanaungatanga - Chair	Meeting Opened: 6:03pm Welcome to new board members Maud and Brooke	
Attendees	Present: Greg Ratcliffe (chair), Alan Curtis, Jan McDonald (principal), Mikael Boulic, Maud Chatras, Brooke Matthews, Lisa Ellsworth (teacher representative; arrived 6.22pm) In attendance: Anne-Marie (board secretary) Apologies: Matt Elliott, Lisa Ellsworth sent an apology that she would be late. Guests: 5 members of the public were in attendance	
Declaration of Conflict of Interest	No conflicts of interest declared	
Approval of Previous Minutes	Minutes to be approved:	Motion: That the minutes from the meeting held on 9 December 2021 be passed as true and correct.

		<p>Moved: Greg Carried: 4</p> <p>Motion: That the minutes from the special meeting held on 15 November, 2021 be passed as true and correct.</p> <p>Moved: Greg Carried: 4</p>
<p>Financial Report</p> <p>Monthly review of the financial report, financial statements and creditors.</p>	<p>Line items above budget were discussed. One example was two years covered in one year for board gifts for teachers.</p> <p>The school's financial position is strong which is a credit to those working on it.</p>	<p>Motion: That all lawful creditors be paid and that the financial reports for November and December 2021 be approved.</p> <p>Moved: Greg Carried: 4</p>
<p>Draft budget 2022</p>	<p>First Question - Discussion of ESOL funding and resourcing in the school.</p> <p>The board chair has discussed the draft budget with the accountant and Jan. The accountant has no problems with our budget. Although there is a deficit budget the board chair, principal and accountant feel it is reasonable for this year.</p> <p>The fact that we are a smaller school impacts the income we receive. However we still have the same fixed costs of a bigger school.</p> <p>Professional development for teachers is included in this budget.</p>	<p>Motion: The board adopts the draft budget for 2022</p> <p>Moved: Greg Carried: 5</p>
<p>Principal</p>		

<p>Principal's Report</p>	<p>Health and safety - Jan is feeling confident with the builders and site manager onsite for the current rebuild.</p> <p>Covid Protection Framework is well set out at the Red level. Jan would like to thank the parents and whānau for their support, particularly with congestion at the gate with pick ups.</p> <p>Do you expect something different in 2022 compared to 2021 in terms of management? Are we prepared for access to online learning if we need to switch to distance learning quickly, due to Covid. Jan - we are moving forward, even if we can't do everything in the plan. There has been some great support for Māori families from the Māori wardens in our area. (Chromebooks)</p> <p>Parent involvement is so much more important now. It would be good to have more support for parents with this. Lisa believes that the mindset of a lot of parents needs to change. It is a three-way partnership. The teachers in the Junior team will be working more alongside parents to help them understand how they can help at home.</p> <p>Communication can be via newsletters or video. Zoom meetings will be held for meet the teacher information.</p>	<p>Motion: That the Principal's report be adopted.</p> <p>Moved: Greg Carried: 5</p>
<p>Principal performance agreement process</p>	<p>Jan has met with her appraiser and mentor and the appraisal process is on track</p>	
<p>Strategic Decisions/Policy</p>		

<p>Item Charter/Strategic Direction/Annual Plan 2022</p>	<p>Alan acknowledged that this Charter is a great piece of work and I would support it going forward to the Ministry. Jan has worked with Springboard Trust throughout 2021 on this document, as well as consultation with our community.</p>	<p>Motion: The board approves the charter / strategic plan / annual plan for 2022 Moved: Greg Carried: 5</p>
<p>Strategic Discussion</p>		
<p>Item Analysis of Variance end of 2021</p>	<p>Considering the disruptions of 2021, due to Covid lockdowns, the data has been relatively positive. How can the board help to support the achievement in 2022? Discussed</p>	
<p>Health and Safety</p>		
<p>Any issues to raise?</p>		
<p>*Dangerous driving - drop off and pick up</p>	<p>Drivers at the school gate have been seen to execute some risky maneuvers. We will continue to monitor this vigilantly. It is not possible to have parents enter our staff carpark, as this turning area is designated for Wairau Valley Special School.</p>	<p>Action: Jan will send out a reminder e-mail to parents about Health and Safety connected to driving and parking near the school gate.</p>
<p>General</p>		
<p>Item Property update</p>	<p>Brief update as per report supplied</p>	
<p>Item Communication Committee update</p>	<p>Thank you to Matt and Alan for their work on the Committee. This Committee closed at the end of 2021.</p>	

Item Board PD	Board PD is recommended to all board members and especially to our 2 new board members.	
Critical correspondence in / out	<u>Correspondence in:</u> E-resolutions	<p>Motion: That the board approves the engagement of Edwards & Hardy to undertake the work in their proposal dated 16th December in the amount of \$12,685 plus GST.</p> <p>Moved: Greg Unanimous decision reached 20 December 2021</p> <p>Motion: That the board approves the grant application of \$93,000 to the Lotteries Commission to fund the upgrade of our school playground.</p> <p>Moved: Greg Unanimous decision reached 24 January 2022</p>
In-committee (When required)		
No in-committee items		
Agenda Items For Next Meeting		
Confirmation of next meeting	Thursday 24 March 2022	

Meeting Closure	Meeting closed: 7:25pm	
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