

Birkdale North School
Board of Trustees Meeting Minutes
Thursday 12 August 2021, 6:00pm
Birkdale North School Staff Room

Topic and Background	Discussion	Action / Decision At the Meeting
Administration		
Welcome, Karakia Introductions/whakawhanaungatanga - Chair	Meeting Opened: 6.05pm	
Meeting overview and rules - Chair		
Attendees	Present: Greg, Jan, Mikael, Matt, Anne-Marie Apologies: Lisa Guests: Aroha, Guillaume No-Show:	
Declaration of Conflict of Interest	None	
Presentations: Video presentation from Andrew Higgins for grant application	Parents from our school, Andrew Higgins, Ben Cutore, and Melissa Cohen have helped us with the video presentation and the grant application for a new playground for Birkdale North School.	Motion: That the Board gives permission for the grant application as proposed by Jan for the playground next to the hall to be submitted. Moved: Jan Second: Matt Carried: All

		Action: Jan will thank the parents who have worked on the application and the video presentation.
Approval of Previous Minutes	Minutes to be approved:	Motion: That the minutes from the meeting held on 1 July 2021 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.		Motion: That all lawful creditors be paid and that the financial report for June 2021 be approved. Moved: Greg Second: Carried: All
Principal		
Principal's Report - 10 minutes Monthly Principal's Report	Draft Strategic Plan for 2022 -2024 - This is a work in progress. Opportunities to speak with our school community and Jan's mentor from Springboard Trust have been very helpful in this process. Feedback has been encouraging and many thoughtful conversations were held. The essence of the plan is on the first page.	Motion: That the Principal's report be adopted. Moved: Matt Second: Mikael Carried: All
Strategic Decisions/Policy		
Item Policy reviews:		

Behaviour management; Concerns and complaints		Action: Board members will read the Policy reviews for the next meeting.
Item Property committee terms of reference	Mikael would like to be on the property committee. He may join in by Zoom for some meetings.	Motion: That the Board approves the property committee terms of reference. Moved: Greg Second: Carried: All
Item Schedule of delegations		Motion: That the Board approves the schedule of delegations to the principal. Moved: Greg Second: Carried: All
Strategic Discussion	Exploration of special issue or project (e.g. budget, principal performance agreement/ appraisal, delegations)	
Item Mid-year data report	Presentation of Mid year data	Motion: That the Board adopts the mid year data report 2021. Moved: Greg Second: Carried: All
Health and Safety		
Any issues to raise?	Slippery surface behind Apa's shed Noise protection for the student who is ringing the bell. The 2 minute park at the front of the school doesn't have lines at the back and people are parking too far back, which is preventing cars from safely exiting the school carpark.	Action: Matt will draft a letter to AT about the situation with parking outside the school entrance.
General		
Item Property committee update	Property maintenance - there are areas that need to be addressed	Motion: The board agrees to spend up to 50% of the 2020 retained earnings (50% equates to \$31,000). These funds are specifically for required/recommended property maintenance that is highlighted in the 2021 property assessment

		reports. Items to be maintained need to be approved by the property committee. Moved: Greg Second: Carried: All
Item Board self review		Action: This will be done online
Item 2022 start date and enrolment/ballot dates	School start dates	Action: Online resolution to set the start date for 2022 and the enrolment/ballot dates. Jan will organise this within a week before an online resolution is carried out.
Item By-election promotion by the board	The Board can provide reminders to the community about the By-election. Use various means to promote this such as notice boards and a notice by the QR Code sign-in.	
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> Items E-resolutions <u>Correspondence out:</u>	Motion: The board chooses the 30th of September 2021 as the election date for the requested by-election to fill the 2 parent board vacancies. Moved: Greg Unanimous decision reached 26 July 2021 Motion: The board approves Saskia Vosper to be the returning officer for the 2021 board by-election. Moved: Greg

		<p>Unanimous decision reached 26 July 2021</p> <p>Motion: The board agrees to pay the returning officer for the 2021 parent by-election, the fee of \$771.81, as per the returning officer formula on the MoE election website.</p> <p>Moved: Greg</p> <p>Unanimous decision reached 2 August 2021</p> <p>Motion: That the Board approves the Communications Committee terms of reference.</p> <p>Moved: Greg</p> <p>Unanimous decision reached 12 August 2021</p>
In-committee (When required)		
	Moved In Committee at 7.49pm Moved out of In Committee at 8:41pm	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.
Item 1 Communication committee update to the board		
Approval of previous in-committee minutes	Minutes to be approved: 20th May 2021 21st June 2021 1st July 2021	<p>Motion: That the minutes from the in-committee meetings held on the 20th May 2021 and 21st June 2021 and 1st July 2021 be passed as true and correct.</p> <p>Moved: Greg Second: Carried: All</p>

Agenda Items For Next Meeting		
Confirmation of next meeting	Thursday 23rd September 2021	
Meeting Closure	Meeting closed: 8:43pm	