

**Birkdale North School**  
Board of Trustees Meeting Minutes  
Thursday 30th July 2020, 6:00pm  
Birkdale North School Staff Room

Topic and Background	Discussion	Action / Decision At the Meeting
<b>Administration</b>		
Welcome, Karakia Introductions/whakawhanaungatanga - Chair	Meeting Opened: 6:05pm	
Attendees	Present: Greg, Guillame, Anne-Marie, Yvonne, Matt, Tui, Mikael, Jan Apologies: Soazik Guests: Olivia, Nicky No-Show:	
Declaration of Conflict of Interest	Yvonne has a conflict of interest regarding the YMCA camp venue, due to her work.	
<b>Presentations</b>		
Welcome to our guest from the community	Welcome Olivia to our meeting.	
Principal's appraisal by NK	Nicky shared Jan's appraisal 'In Committee'	

	until 7:05pm and the Board of Trustees congratulated Jan on her very positive appraisal as a first time principal.	
Discussion by Matt Elliot regarding school karakia	Jan shared the school karakia that we use throughout the school at all our assemblies (after consultation with Whaea Tui.) We could use this karakia as a Board.  Kia hora te marino ...  We could think about having a new school karakia written with suitable consultation. We could also consider ideas from the Pacific communities.	
Approval of Previous Minutes	Minutes to be approved:  No discussion	<b>Motion:</b> That the minutes from the meeting held on 25th June 2020 be passed as true and correct.  Moved: Greg Second: Carried: All
<b>Financial Report - 10 minutes</b> Monthly review of the financial report, financial statements and creditors.	Brief discussion of one item within the budget	<b>Motion:</b> That all lawful creditors be paid and that the financial report for June 2020 be approved.  Moved: Greg Second: Carried: All
<b>Principal</b>		
<b>Principal's Report - 10 minutes</b> Monthly Principal's Report	Matariki Disco - a great success  School Camp - Safety Action Plan will be with the Board ready for the September board meeting.  School roll is now 198 students -this is bigger than usual for this time of year.	<b>Motion:</b> That the Principal's report be adopted. Moved: Greg Second: Carried: All  <b>Action:</b>

	The Auckland Museum trip for August 10th has unfortunately had to be cancelled, due to the museum cancelling their subsidy.	
<b>Strategic Decisions/Policy</b>		
<b>Item</b> Strategic plan review and draft annual plan to be approved	The Board members have had the opportunity to view and comment on the Strategic Plan and Annual plan for 2020. Comments have been shared alongside the Strategic Plan.	<b>Motion:</b> That the Board approves the strategic plan and annual plan for 2020 and approves minor edits with final sign-off from ME and JM.  Moved: Greg Second: Carried: All
<b>Health and Safety</b>		
Any issues to raise?	How are the quotes for the pool going? - Fencing, etc. Currently being investigated	
<b>General</b>		
<b>Item</b> Donations scheme next year	It seems to have worked well so far this year. With camp we are asking for a donation otherwise we could not afford to do this. The form needs to be submitted online.	<b>Motion:</b> That the Board agrees for Birkdale North School to opt into the donations scheme for 2021.  Moved: Yvonne Second: Matt Carried: All
<b>Item</b> Changes made to the 28th May meeting minutes	Explanation of the changes that were made to the 28th May minutes. These changes were:  One declaration of a conflict of interest, name was added.  Added action point was that Greg will organise board professional development.	<b>Motion:</b> That the changes to the minutes from the meeting held on 28th May 2020 be adopted.  Moved: Greg Second: Carried: All

<p><b>Item</b> Principal's appraisal this year</p>	<p>Discussed having Dr Nicky Knight to be asked to be Jan's appraiser for the following year moving forward.</p> <p>Noted was that the subsequent year should be an alternative appraiser, as best practice.</p>	<p><b>Motion:</b> That Dr Nicky Knight be contracted to be Jan's appraiser for the year moving ahead.</p> <p>Moved: Greg Second: Carried: All</p>
<p><b>Item</b> Presentations by playground Companies</p>	<p>Two playground companies have been into school and have made presentations to our students as part of the consultation for the playground.</p> <p>Jan is working with a parent to make a funding application to The Lion Foundation for the playgrounds.</p>	
<p><b>In-committee (When required)</b></p>		
<p><b>Approval of previous in-committee minutes</b></p>	<p>Minutes to be approved: Deferred to next meeting</p>	
<p>Principal's appraisal</p>	<p>Moved In Committee at 6:05 pm Moved out of In Committee at 7:05 pm</p>	<p>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.</p>
<p><b>Agenda Items For Next Meeting</b></p>		
<p>Confirmation of next meeting</p>	<p>Thursday 27th August, 2020 6:00 pm - 8:00 pm</p>	
<p>Meeting Closure</p>	<p>Meeting closed: 8:08 pm</p>	