

**Birkdale North School**  
Board of Trustees Meeting Minutes  
Thursday 4 November 2021, 6:00pm  
Held online via Zoom

Topic and Background	Discussion	Action / Decision At the Meeting
<b>Administration</b>		
Welcome, Karakia Introductions/whakawhanaungatanga - Chair	Meeting Opened: 6:00pm	
Attendees	Present: Greg R., Jan M., Lisa E., Mikael B., Anne-Marie W.  Apologies: Matt E.  Guests: Guillaume C., Andrew H., Olivier , Chelsea N., Gaston B., Mathieu M., Soazik S., Anabelle/David B.,, Maud C., Emilie C., Sachiko, Vivien O., Rebecca, Sophie G., Melisa C., Imogen P.  No-Show:	
Declaration of Conflict of Interest	None	
<b>Approval of Previous Minutes</b>	Minutes to be approved:	<b>Motion:</b> That the minutes from the meeting held on 12 August 2021 be passed as true and correct.  Moved: Greg    Carried: All

<p><b>Financial Report - 10 minutes</b></p> <p>Monthly review of the financial report, financial statements and creditors.</p>	<p>Jan spoke to areas where the Board expenses have gone over budget.</p> <ul style="list-style-type: none"> <li>● There were some areas that were over budget and these have been carefully looked at.</li> <li>● One area where PD budget was spent was on Te Reo NZ Histories PD on our Teacher Only Day early Term 3</li> <li>● Vis-tab - is over as we no longer have a sponsor for the vis-tab</li> <li>● Kapa Haka Uniforms cost more than money fundraised</li> <li>● Lawn mowing changes required</li> <li>● Board Gifts - this includes some costs from the end of 2020 that have been received in January.</li> </ul> <p>Greg went through the budget and everything is within the parameters of the delegations.</p>	<p><b>Motion:</b> That all lawful creditors be paid and that the financial reports for July, August, and September 2021 be approved.</p> <p>Moved: Greg Carried: All (4 BoT members present)</p>
<p><b>Principal</b></p>		
<p><b>Principal's Report - 10 minutes</b></p> <p>Monthly Principal's Report</p>	<p>Jan's report was available and she asked if there were any questions on the report.</p> <ul style="list-style-type: none"> <li>● Jan has been at Zoom Meetings with groups such as the Auckland Primary Principals Association related to children returning to school after Covid lockdowns. Dr D. O'Neill talked to the group.</li> <li>● Indicative date of 15th November is still being considered. Looking at options for return of primary students and there is a long way to go yet.</li> </ul>	<p><b>Motion:</b> That the Principal's report be adopted.</p> <p>Moved: Greg Second: Carried: All</p>

- Jan met with local principals and there will be a local survey sent out. In our local area we have some susceptible populations.
- The Ministry is really listening to principals.
- A board member suggested a survey with reflections on home schooling and the impacts of this could be useful.
- Jan explained the survey going out will be the same across all the local schools. This will gather data for the Ministry and information for schools in our area.
- After lockdowns - reflect on achievement levels and the effect of home learning.
- The Ministry of Education says they are not interested in assessment, but they want us to focus on wellbeing. (Jan)
- Evaluate what are the best resources for online learning. We could investigate options. (Board comment)
- Seesaw is a good platform in Junior classes.
- Some students with online learning are very much on their own and teachers need to reflect on their practice to meet individual student needs.
- could use some of the new strategies when back at school, such as little instructional videos.
- We might need to think of some Chromebooks in the Juniors to give students some experience with the necessary ICT skills.
- Teaching some ICT skills is important.

<p><b>Item</b> HR self-audit update</p>	<p>Jan has started working on this audit. It looks at whether we have proper systems in place for Human Resources. Jan is currently going through all the policies and checklists to double check.</p>	
<b>Strategic Decisions/Policy</b>		
<p><b>Item</b> EDN cap - review considering latest information</p>	<ul style="list-style-type: none"> <li>● Greg shared his thoughts about the cap and opened up to the Board for discussion on the EDN cap before voting on the cap for 2022.</li> <li>● Jan explained that since arriving at BNS it has constantly been difficult to create the right balance for EDN classes, due to there being low numbers for 3 classes. Various solutions have been put in place in past years.</li> <li>● Update of the number of eligible students who are on the waiting list for EDN now that FRENZ has completed their testing of candidates.</li> <li>● 5 places have become available for EDN in 2022, additional to the 5 siblings who will now go into the programme.</li> <li>● Lisa shared her thoughts about the management proposal. The Board and Management focuses on the best outcomes for all students. We need to look at the whole school and the needs of all students.</li> <li>● Mikael - I've been at EDN with my family for 6 years already, over this time there have been 3 principals. I'd like everyone to come together for the sake of the children. We have reached a level where there is a lack of respect and animosity.</li> </ul>	<p><b>Motion:</b> After assessing all of the latest reports and information relating to the EDN special programme, the Board agrees to an ongoing cap of 58 students, for the EDN programme.</p> <p>The cap is to be reviewed annually</p> <p>Moved: Greg    Carried: all ( 4 BoT members present)</p>

	<ul style="list-style-type: none"> <li>Greg - I've read all proposals and reports and have no reason to change to a different cap after considering all the information. Proposed the motion for vote.</li> </ul>	
<p>Class structures 2022 - the board will consider the committee's report and EDN parent group feedback, then confirm plans for 2022.</p>	<p>We are aware that the EDN Parent Working Group was formed and they prepared a report for the Subcommittee of the Board. Then the Board Subcommittee responded to the EDN PWG report. The EDN PWG responded to the report from the Board Subcommittee and the Management.</p> <p>Greg spoke about his consideration of these reports and responses. The floor was opened for any comments.</p> <p>Jan shared her thoughts on this area:-</p> <ul style="list-style-type: none"> <li>Staffing is not a simplistic formula, some details of the components of staffing were explained</li> <li>This is an exciting opportunity for 2022. Extra support for EDN classes will benefit students and teachers in the bilingual classes.</li> <li>We work within the confines of a public school system.</li> </ul> <p>Lisa - Spoke about the leadership role in primary schools. The Special Educational Needs Coordinator (SENCo) role and ESOL Coordinator role are not often part of the DP Role.</p> <p>Greg: -</p> <ul style="list-style-type: none"> <li>acknowledges the huge amount of work that has been carried out on this topic,</li> </ul>	<p><b>Motion:</b> That the Board approves the latest staffing and class structure plan for 2022 proposed by the school management team, as presented in the sub-committee's report to the Board</p> <p>Moved: Greg      Carried: All (4 Board members present)</p>

	<ul style="list-style-type: none"> <li>● we've done our best to make the right decisions for all our learners</li> <li>● much extra time has been spent in this area and there are other areas that need to be focused on.</li> </ul>	
<b>Strategic Discussion</b>		
<b>Item</b> Strategic plan update	Jan has continued to work on the School Strategic Plan for 2022 to 2024. She has had regular meetings to work with her mentors from the Springboard Trust on this work. Each initiative from the Strategic Plan has been broken down further to set goals. Currently Jan is working on the Annual plan which comes from the Strategic Plan.  Consultation with and feedback from the teachers, the community and the board have been taken into account. The finished charter should be done by our next board meeting.	
<b>Item</b> Draft budget update	Jan has just started the draft budget update.	
<b>Health and Safety</b>		
Any issues to raise?	<ul style="list-style-type: none"> <li>● With online learning and the use of devices - Consider the mini breaks for stretching and taking breaks away from the screens.</li> <li>● Consider the correct heights for children working on computers or at tables</li> <li>● Teachers can only do so much, but they try to teach the whole curriculum online. Physical</li> </ul>	

	activity is an important part of the curriculum.	
<b>General</b>		
<b>Item</b> Property upgrade update	<ul style="list-style-type: none"> <li>● Confirmation of the tender for Block 1. The tender process has been completed.</li> <li>● Building consent is with the council currently.</li> <li>● Toilets in block1 are included in the Admin block upgrade.</li> <li>● Plans for toilets have already been put in place.</li> </ul>	
<b>Item</b> Elections 2022 - update and returning officer	<p>The date for Board Elections 2022 has been moved to September 2022 to allow for online voting.</p> <p>The pricing plan has been shared.</p>	<p><b>Motion:</b> That the Board engages Bernadine Vester as returning officer for 2022. Costs as per her brochure on the My School Election website for the premium package.</p> <p>Moved: Greg Second: Carried: All (4)</p>
<b>Item</b> Teacher only days  School start date 2022	<p>Jan explained the Teacher Only Days that will be held in 2022.</p> <ul style="list-style-type: none"> <li>● 2 TODs have been used in 2021 in Term 3.</li> <li>● There are 8 TODs over the contract period. We have 6 days that we have to use before the end of May 2022.</li> <li>● Jan proposed that there are 2 TODs on 1st and 2nd of Feb 2022, 13th and 14th April 2022, then on 2nd and 3rd May 2022. Jan has put a link into her report for information about these days.</li> <li>● It was suggested On-line learning could be discussed during these days.</li> </ul>	<p><b>Motion:</b> That the Board approves the Teacher only days for 2022. They are 1st and 2nd February, the 13th and 14th April, and the 2nd and 3rd of May 2022.</p> <p>Moved: Greg Second: Carried: All (4 Board members present)</p> <p><b>Motion:</b> That the Board approves the starting date of the 1st of February for 2022</p> <p>Moved: Greg Second: Carried: All (4)</p>

<p><b>Item</b></p> <p>Perimeter fencing</p>	<p>Jan reported:-</p> <ul style="list-style-type: none"> <li>● We've had a quote for fencing for quite a while.</li> <li>● Fencing across the front and a gate to the side where the walkway is.</li> <li>● There is a quote in the folder from the North Harbour Fencing for specified fencing and gates, \$25, 274 (excl. GST) (1.5metres high)</li> <li>● To keep us safe in these lock down situations it would be good to be able to lock down the school.</li> <li>● Not urgent, but important especially in situations such as we have with Covid-19.</li> <li>● Having a fence around the school could change the look of the school. Certain materials may create a more welcoming look.</li> <li>● How about getting suggestions and input from the community?</li> <li>● Could put principles and values onto the fence, perhaps.</li> </ul>	
<p>Critical correspondence in / out</p>	<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>E-resolutions</p> <p><u>Correspondence out:</u></p>	<p><b>Motion:</b> The board approves the dates below relating to out of zone application and ballots for 2021, relating to 2022:</p> <p>Out of zone enrollment applications and ballot dates are set as follows:</p> <p>2022 Out of Zone enrolment application closing date 3pm Friday 15th October 2021</p> <p>2022 Out of zone ballot closing date 3pm Friday 15th October 2021</p>



		<p>Ballot to be held no later than Saturday 30th October 2021</p> <p>We have a maximum of 10 out of zone enrolment spaces available over the whole school for the 2022 year.</p> <p>Moved: Greg</p> <p>Unanimous decision reached 22 September 2021</p>
<b>In-committee (When required)</b>		
	Moved In Committee at 7:32pm Moved out of In Committee at 8:09pm	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 Workplace health and safety issue		
<b>Approval of previous in-committee minutes</b>	Minutes to be approved:	<p><b>Motion:</b> That the minutes from the in-committee meeting held on 12 August 2021 be passed as true and correct</p> <p>Moved: Greg Carried: All (4)</p> <p><b>Motion:</b> That the minutes from the in-committee meeting held on 23 August 2021 be passed as true and correct</p> <p>Moved: Greg Carried: All (4)</p>

		<p><b>Motion:</b> That the minutes from the in-committee meeting held on 1st November 2021 be passed as true and correct</p> <p>Moved: Greg Carried: All (4)</p> <p><b>Motion:</b> That the minutes from the in-committee meeting held on 4th November 2021 be passed as true and correct</p> <p>Moved: Greg Carried: All (4)</p>
In-committee meeting 23rd August 20:30 - 21:54	The board would like to inform the school community that it held an in-committee meeting to discuss urgent personnel matters	
In-committee meeting 1st November 18:00 - 19:15	The board would like to inform the school community that it held an in-committee meeting to discuss urgent workplace health and safety matters	
<b>Agenda Items For Next Meeting</b>		
Confirmation of next meeting	Thursday 9th December, 2021	
Item 1	Perimeter fencing	
Item 2	HR self-audit	
Item 3	Draft budget	

Item 4	Charter	
Meeting Closure	Meeting closed: 8:11pm	