

**Birkdale North School Board**  
**Meeting Minutes**  
 Thursday 5th May 2022, 6:00pm  
 Birkdale North School Staff Room

Topic and Background	Discussion	Action / Decision At the Meeting
<b>Administration</b>		
Welcome, Karakia <a href="#">Karakia Tīmatanga</a> Introductions/whakawhanaungatanga - Chair	<p style="background-color: yellow;">Meeting Opened:</p> <p style="text-align: center;"><b>Karakia Tīmatanga</b></p> <p style="text-align: center;">Tuia ki runga          Tuia ki raro          Tuia ki waho          Tuia ki roto          Tuia te here tāngata          Ka rongo te pō          Ka rongo te ao          Haumi e, hui e, tāiki e</p>	<p><b>Opening Prayer</b></p> <p>Unite from above          Unite from below          Unite from the inside          Unite from the outside          All people united together          The night listens          The day listens          We gather together in agreement.</p>
Meeting overview and rules - Chair		
Attendees	<p>Present: Greg Ratcliffe (chair), Jan McDonald (Principal), Matt Elliott, Brooke Matthews, Alan Curtis, Lisa Ellsworth, Maud Chatras (18:24), Mikael Boulic (18:36</p> <p>In attendance: Anne-Marie (board secretary)</p>	

	Apologies: Mikael and Maude sent apologies for being a little late (about 15 to 20 minutes) Guests: 1 member of the public	
Declaration of Conflict of Interest	None declared	
<b>Approval of Previous Minutes</b>	Minutes to be approved:	<b>Motion:</b> That the minutes from the meeting held on 24 March 2022 be passed as true and correct.  Moved: Greg      Carried
<b>Financial Report</b> Monthly review of the financial report, financial statements and creditors.		<b>Motion:</b> That all lawful creditors be paid and that the financial report for March 2022 be adopted.  Moved: Greg      Carried
Finance committee	By establishing a finance committee, a focus group can monitor the finances closely and report back to the board, including minutes and recommendations	<b>Action:</b> Terms of reference - Greg
<b>Principal</b>		
<b>Principal's Report</b>	Jan talked about the Professional Development that the teachers and teacher aides have been doing during the teacher only days. This PD has been very positive for the staff. Universal Design for Learning workshops over 2 days were a highlight. Teachers have been discussing how they will apply these principles in their teaching and learning. Teachers have also worked on Mathematics teaching.	<b>Motion:</b> That the Principal's report be adopted. Moved: Greg      Carried: All

	<p>UDL has been growing and developing within our local cluster and has been an ongoing PD focus in our school since 2019.</p> <p>Universal Design for Learning in Education is promoted by the Ministry of Education.</p> <p>Lisa (room 10 teacher) has been working on setting up the activity stations within her class to establish the UDL principles within her class.</p> <p>The Covid Protection Framework is in the supporting documents. (Orange level at present)</p> <p>ESOL report was discussed with points clarified.</p>	
Reporting to MoE assurances - Charter etc	The Charter and AoV have been submitted to the Ministry of Education as required.	
<b>Strategic Decisions/Policy</b>		
<p><b>Item</b></p> <p>SchoolDocs review/Behaviour management</p>	<p>The senior leaders, principal and deputy principal, can review policies on School Docs and let the Board know if the school is following these.</p> <p>The principal can keep the board updated on policies as they come up for review in her principals report.</p> <p>Behaviour management policy query was raised.</p> <p>How are parents made aware of the behavioural expectations when their child starts school?</p> <p>Our school has a Parent Handbook which is part of the welcome pack for new parents.</p> <p>How do we make sure parents understand the code of conduct and the policies?</p>	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- Possibly add to newsletter the link to school docs with the password</li> <li>- Anne-Marie will add the parent handbook to the working documents.</li> </ul>

	<p>How do we make sure there is no bullying at BNS?</p> <p>Jan spoke to a variety of ways the staff are working on reinforcing prosocial behaviours and limiting bullying.</p>	
<b>Health and Safety</b>		
Any issues to raise?		
Principal's committee	Health and Safety Committee could meet and discuss Health and Safety issues which could be minuted and tabled at Board meetings.	
<b>General</b>		
<b>Item</b> Board PD	<p>Good to see that Board members are taking part in Board Professional Development.</p> <p>There will be other PD opportunities coming up this year. Board members will be notified by email.</p>	
<b>Item</b> Board elections 2022	<p>Role of engaging with the community about what it means to be on the board to encourage interest in members of the community standing for the board. People interested could attend online training sessions. Promoting in the newsletter as well as face to face.</p>	
<b>Item</b> Property update	<p>The new fencing at the school will not lock the walkway to Roseneath Place. The car park gate will be locked but the school will not be locked, unless required.</p>	

<b>Item</b> Meeting start times	Discussed changing to 6:15pm start times.	
<b>In-committee (When required)</b>	Moved into In-committee at 7.46pm	
		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.
<b>Item</b> Personnel items x 1		
<b>Agenda Items For Next Meeting</b>		
Confirmation of next meeting	Thursday 16th June 2022	
Meeting Closure <a href="#">Karakia Whakamutunga</a>	<p style="text-align: center;"><b>Karakia Whakamutunga</b></p> <p style="text-align: center;">Kia tau iho ki a tātou katoa te rangimārie, te manaakitanga me te aroha, Tuturu whakamaua kia tīna, TĪNA! Haumi e, hui e, tāiki e.</p> <p>Meeting closed: 7:56pm</p>	<p style="text-align: center;"><b>Closing Prayer</b></p> <p style="text-align: center;">May peace, kindness and love settle upon us all. We affirm our intentions! We gather together in agreement.</p>