

Birkdale North School
Board of Trustees Meeting Minutes
Thursday 17th December 2020, 6:00pm
Birkdale North School Staff Room

Topic and Background	Discussion	Action / Decision At the Meeting
Administration		
Welcome, Karakia Introductions/whakawhanaungatanga - Chair	Meeting Opened: 6:18pm	
Meeting overview and rules - Chair		
Attendees	Present: Greg, Jan, Guillaume, Mikael, Yvonne, Soazik, Anne-Marie Apologies: Tui, Matt Guests: No-Show:	
Declaration of Conflict of Interest	None	
Approval of Previous Minutes	Minutes to be approved: Jan will add quotes for SIP work to Board supporting documents.	Motion: That the minutes from the meeting held on the 19th of November 2020 be passed as true and correct. Moved: Greg Second: Carried: All

<p>Financial Report - 10 minutes Monthly review of the financial report, financial statements and creditors.</p>	<p>Oct, Nov, Dec reports will be approved next year.</p>	<p>Motion: That all lawful creditors be paid. Moved: Greg Second: Carried: All</p>
<p>Finalise and adopt draft budget</p>	<p>Discussion of the budget categories and priorities. In 2020 some budget areas were not spent due to a lack of time and Covid Lockdowns. It would be helpful to arrange a time for Mary Shelley (Top Class) to talk about the budget and answer questions sometime at the beginning of 2021.</p>	<p>Motion: That the board adopt the budget for 2021. Moved: Greg Second: Carried: All</p>
<p>Principal</p>		
<p>Principal's Report - 10 minutes Monthly Principal's Report</p>	<p>Jan thanked the Board of Trustees for agreeing to delay the BOT Meeting by 1 week, due to heavy workload. A Regular Audit of our Health and Safety Policies for the school has been carried out by Jan referencing relevant policies on School Docs.</p>	<p>Motion: That the Principal's report be adopted. Moved: Greg Second: Carried: All Action: Suggest that we include writing in clear language for families about what we (BNS) do with peoples' private information such as their names and for what period of time and add a link to the school docs information about this..</p>
<p>Item Initial data 2020</p>	<p>The initial comparison of End of Year data for 2020 compared to End of Year for 2019 has shown some very positive improvements despite the difficulties that students, teachers and families have experienced with Covid and Lockdowns.</p>	

Health and Safety		
Any issues to raise?	Room 12 on the edge of the step is loose and could be taken off to improve safety. Clover on the field is in flower and quite a few students have had bee stings in late Term 4. We have asked the lawn mowing man to do an extra lawn mow to lessen this problem.	Action: Jan will ask Apa to remove the loose edge from Room 12 on the edge of the deck stairs.
General		
Item Staff representative	We need a new Staff Representative. Nominations for School Trustees on 5th February 2021. Voting Papers issued from 3rd March 2021. Election Day - 31st March 2021	Motion: That the Board will run a by-election for staff to select a staff representative on 31st March 2021 as the election day. Moved: Greg Second: Carried: All
Item		
In-committee (When required)		
	No in-committee	
Agenda Items For Next Meeting		
Confirmation of next meeting	1. Thursday 18th February 2021, 6:00pm 2. Thursday 8th April 2021, 6:00pm	
Meeting Closure	Meeting closed: 8:58 pm	

