

Birkdale North School
Board of Trustees Meeting Minutes
Thursday 19th November 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: 6:12pm	
Attendees	Present: Greg, Jan, Matt, Yvonne, Mikael, Apologies: Tui, Soazik, Guillame Guests: No-Show:	
Declaration of Conflict of Interest	None	
Approval of Previous Minutes	Minutes to be approved:	Motion: That the minutes from the meeting held on 24th September 2020 be passed as true and correct. Moved: Greg Second: Carried: All
Financial Report - 10 minutes	The price for the drinking fountains was confirmed as correct and is part of the current 5 year agreement.	Motion: That all lawful creditors be paid and that the financial report for September 2020 be approved.

<p>Monthly review of the financial report, financial statements and creditors.</p>	<p>It was highlighted that there was a variance in the appraisal budget.</p>	<p>Moved: Greg Second: Carried: All</p> <p>Action: Jan will confirm with Mary about how and where the Appraisal funds are to be represented in the annual budget and to correct the current figures which do not show an accurate reflection of the costs vs budget allocation.</p>
<p>Financial Report for October</p>	<p>The scheduled October 2020 financial report is delayed due to the accountant's unavailability.</p>	
<p>Principal</p>		
<p>Principal's Report - 10 minutes Monthly Principal's Report</p>	<p>Board members read the principal's report prior to the meeting.</p> <p>Congratulations to Jan for being accepted by The Springboard Trust for additional leadership support.</p> <p>Jan will plan for times to complete her professional development work with The Springboard Trust.</p> <p>The application letter to The Lion Foundation for a grant was really well written.</p> <p>Year 4, 5 and 6 students have recently completed PAT tests, which are one of several tools used in assessing student learning and next learning steps.</p> <p>The Year 5 and 6 Camp in October was really successful, well organised and included so many great experiences where many students showed grit.</p>	<p>Motion: That the Principal's report be adopted. Moved: Greg Second: Carried: All</p> <p>Action:</p>

	The BOT discussed a review of the camp and safety action plans and received assurances from Jan that the camp was successful and had no significant health and safety issues.	
Strategic Decisions/Policy		
Item Policy reviews: Classroom Release Time / Timetable Salary Units / Management Allowances Privacy	Privacy Policy The privacy act has changed from 12 principles to 13 principles.	Action: Greg will feedback that it is 13 not 12 principles. (Privacy Act 2020, Part 3, sub-part 1, Section 22)
Health and Safety		
	No issues raised	
General		
Item 2021 draft budget/accountant	Jan discussed aspects of the budget related to professional development and appraisal.	
Item Property update: Main block toilets Admin roof Hall	Swimming pool - The pool upgrade is booked for January. Pool fence - a quote has been gained. Pool cover - Acceptable quotes received	

<p>Swimming pool Concrete</p>	<p>Concrete- The paved area outside the library will be done in January.</p> <p>Heating - Heat pump for room 12</p> <p>Security cameras - there is a need for these near the pool and other areas of the school.</p> <p>There was agreement about going ahead with the projects.</p>	
<p>Item The Lion Foundation application for playgrounds</p>	<p>Jan asked students about which of the two playgrounds they preferred. The vote was very even</p>	<p>Motion: That the Board of Birkdale North School is in full support of a Grant proposal to the Lion Foundation for the resourcing of a new playground and an upgrade of the second playground within the grounds of Birkdale North School.</p> <p>Moved: Matt Second: Mikael Carried: All</p>
<p>Item Tree removal by the hall</p>	<p>This tree is causing damage to a neighbour's property.</p> <p>Planting additional trees suitable for our school was discussed.</p>	<p>Motion: That the Board approves for the tree to be removed subject to cost, delegated to the board chair for approval.</p> <p>Moved: Matt Second: Mikael Carried: All</p> <p>Action: Jan asks teachers to talk to children about the reasons why trees need to be removed in some circumstances as well as the value of trees in the environment.</p>
<p>Item School Zoning - School zoning area</p>	<p>School Zoning Area - The feedback from the Board of Trustees about the school zoning map changed the shared boundaries for the proposed school zone.</p>	

- Special programmes	Notification of the School zoning has gone into the local newspaper. We are going through the process of having special programmes for our school.	
In-committee (When required)		
	Moved In Committee at 8:38pm Moved out of In Committee at 9:08pm	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.
Matters relating to staff were discussed		
Action Tracking	Review of the Board Activity Tracker	
Agenda Items For Next Meeting		
Confirmation of next meeting	Thursday 10th December, 2020	
Meeting Closure	Meeting closed: 21:08 pm	