

**Birkdale North School**  
Board of Trustees Meeting Minutes  
Thursday 31st October 2019, 6:30 pm  
Birkdale North School Staff Room

| Topic and Background  | Discussion  | Action / Decision At the Meeting   |
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| <b>ADMINISTRATION</b>   |   |  |
| Welcome, Karakia<br>Introductions/whakawhānaungatanga - Chair | Meeting Opened: 6:36pm  |  |
| Meeting overview and rules - Chair                            |   |  |
| Attendees   | Present: Greg, Soazik, Mikael, Matt, Guillaume,<br>Yvonne, Jan<br><br>Apologies: TūT, Anne-Marie<br><br>Guests:<br><br>No-Show: |  |
| Declaration of Conflict of Interest                           |   |  |
| Approval of Previous Minutes                                  | Minutes to be approved:   | <b>Motion:</b> That the minutes from the meeting held on 25th of September 2019 be passed as true and correct.<br><br>Moved: Greg Second: Carried: All |

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| Approval of Previous In-Committee Minutes  | Minutes to be Approved   | <b>Motion:</b> That the in-committee minutes from the meeting held on 25th of September 2019 be passed as true and correct.<br><br>Moved: Greg Second: Carried: All |
| Presentations  | Include any presentations here if applicable   |   |
| <b>STRATEGIC DECISIONS</b>   |  |   |
| <b>Operational/Governance policy</b>   |  |   |
|  |  | <b>Action:</b>  |
| <b>MONITORING</b>  |  |   |
| <b>Item 1</b><br>Reflections to date by Chair:<br>Email communication<br>Governance vs operational<br>Acknowledgement of trustees' input<br>Meeting length and discussion<br>Data expectations<br>In-committee and meeting minutes<br>Time sheets etc<br>Voting expectations | Communication: Chair acknowledging incoming communication from trustees with proposed ideas, etc and explains process. Sometimes timing doesn't work out.<br><br>Governance vs Operational: Things like staffing and students numbers fall under operational and should not be the concern of the board.<br><br>Data being presented: BOT feels like they don't always have enough data. Presenting data can be hard without context. Requires a lot of work from Jan and AM to collect the data and provide that context. |   |

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|                                      | <p>Discussion about school growth in student numbers and the need to promote the school. Positive talks in the community is important. How to change perception and reputation?</p> <p>Ideas around improving the sign outside of the school. Would need fundraising to fund it,</p> <p>Need to think about community consultations. Need to put together a plan. Concerns about tikanga Māori as well so this needs to be done following the proper process. Artwork by the kids?</p> <p>Strengthening procedure for in-committee discussions: it was agreed we should make sure to include high level descriptions of in-committee topics in the public minutes. The confidentiality of the actual discussion in-committee will be preserved and transcribed in the in-committee minutes.</p> <p>Voting: Chair to be looking for yes or no decisions on voting and avoid abstentions.</p> <p>Acknowledgement of the amount of work falling on the chair.</p> | <p><b>Action:</b> Matt, Soazik and Yvonne to work as part of a sub committee on coming up with some ideas for improving the School entrance and building up a plan.</p> |
| <p><b>Item 2</b><br/>School docs</p> | <p>School Docs are legal as they are but the amount of time required to go through all and adapt them to our needs is too large. We should adopt them now and make them public.</p>  | <p><b>Motion:</b> That the Board approves the release of School Docs to public view on 01/11/2019</p> <p>Moved: Jan Second: Yvonne Carried: All</p>                     |

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|   | BOT to spend time to ensure our existing policies are contained within the ones coming with SchoolDocs. If not, policies need to be updated to reflect our School.   | <b>Action:</b> The board to align the governance policies with the School Docs over the next few meetings at a rate of at least one policy per meeting.   |
| <b>Financial Report - 10 minutes</b><br>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 Sept 2019 be approved.<br><br>Moved: Greg Second: Carried: All<br><br>Action: Jan to ask about Mary about investment movements |
| <b>Principal's Report - 10 minutes</b><br>Monthly Principal's Report  | Teacher PLD: Problem Based approach for Math learning.   | <b>Motion:</b> That the Principal's report be adopted.<br>Moved: Greg Second: Carried: All<br><br><b>Action:</b>  |
| <b>Item 5</b><br>School donations   | Donation Scheme: School receives \$150 per child from the government in exchange for not asking the parents for donations.<br><br><u>Official Links:</u><br><a href="http://education.govt.nz/assets/Documents/School/donations/MOE-Donations-Scheme-Opt-In-A3-FA-Web-18-OCT.pdf">http://education.govt.nz/assets/Documents/School/donations/MOE-Donations-Scheme-Opt-In-A3-FA-Web-18-OCT.pdf</a><br><a href="http://education.govt.nz/assets/Documents/School/donations/MOE-Donations-Scheme-Info-A3-FA-Web-18-OCT.pdf">http://education.govt.nz/assets/Documents/School/donations/MOE-Donations-Scheme-Info-A3-FA-Web-18-OCT.pdf</a> | <b>Motion:</b> That the board approves opting into the Government's Donation Scheme (link in notes).<br><br>Moved: Matt Second: Soazik Carried: All   |

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| <b>Item 6</b><br>10 yr property plan: Brief overview   |  | <b>Motion:</b> That the Board...<br><br>Moved:    Second:    Carried:   |
| <b>Item 7</b><br>Action tracking   |  | <b>Motion:</b> That the Board...<br><br>Moved:    Second:    Carried:   |
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| <b>STRATEGIC DISCUSSIONS</b>   |  |   |
| Exploration of special issue or project (e.g. budget, principal performance agreement/ appraisal, delegations) |  | <b>Action:</b>  |
| <b>AGENDA ITEMS FOR NEXT MEETING</b>   |  |   |
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| <b>IN-COMMITTEE (When required)</b>  |  |   |
|  | Moved In Committee at XX:XX Moved out of In Committee at XX:XX | 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>ADMINISTRATION</b>  |  |   |
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| Critical correspondence in / out  | <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><br><p><u>Correspondence out:</u></p> |  |
| <b>ACTION TRACKING – 5 minutes</b>  |  |  |
| Review of the Board Activity Tracker  |  |  |
| <b>MEETING WRAP-UP - 5 minutes</b>  |  |  |
| Confirmation of items not completed and/or need to be included on next agenda | 10 year property plan.   |  |
| Confirmation of next meeting  | Thursday 21st November, 2019   |  |
| Meeting Closure   | Meeting closed: 08:39 pm   |  |