

Berhampore School Board of Trustees Meeting
Thursday 02 July 2020
Start 7pm

Welcome and Present:

Dominic Kebbell	Sam Green	Alex Lloyd	Mark Potter
Amelia Ward	Helena Tihanyi	Miriam Zeier	Richard Chapman
Constanze Schwind			

Apologies

Colin Kennedy

Opening Karakia

He Karakia Timatanga

Minutes of Previous Meeting

Amendment to the previous meeting minutes:

- Add Amelia Ward and Dominic Kebbell as attendees of the last meeting.

Aside from the amendments noted above, the minutes presented for the previous meeting are accepted by the BBOT. *Moved, Dominic Kebbell; Seconded, Richard Chapman*

Financial Reports

Finance Report to 30 May 2020 presented by Mark Potter on the BBOT shared drive.

Recommendations:

That the BBOT

1. Accept the Financial Report for May 30 2020

Mark Potter moved that BBOT accept the financial report for May 30 2020. Seconded by Richard Chapman

2. Opt to remain in the school donations scheme through to the July return.

Mark Potter moved that BBOT remain in the school donations scheme. Seconded by Richard Chapman

3. That the Board of Trustees accept the tabled audited financial statements for 2019
Richard Chapman moved that the BBOT accept the tabled audited financial statements for 2019. Seconded by Miriam Zeier.

4. Determine next steps to determine new cleaning arrangements.

This recommendation is covered later in the minutes.

Support Staff Pay Equity Campaign

MOE will cover the increase arising from the pay equity campaign, regardless of how the support staff is originally funded (ORS, parent, RTLB, etc...)

- This will continue until they have a better system in place to fund schools.

COVID-19 Update

Current situation does not require any response from the BBOT.

Cleaning Contract

Mark explained the current situation regarding the cleaning contract. Orenda Clean has approached the school to provide a quote. This quote was received late this afternoon. *Dominic moved that Mark and Sam be delegated to seek a second offer and select the best option. Seconded by Alex Lloyd.*

Actions arising from Finance Report:

Ensure the AFS financials are uploaded as a document rather than a link to ensure all board members have access- Mark Potter and Alex Lloyd.

Key Discussions

Annual Plan

Alex moved that Mark Potter and Dominic Kebbell will finalise the annual plan by Tuesday 7th July. Seconded Sam Green.

Professional Development and Learning

Local Curriculum (Learning Through Play)

Michelle McCracken presented the Learning Through Play at Berhampore School report to the BBOT. This was presented prior to the meeting on the BBOT shared drive. Michelle attended this meeting to present to the BBOT.

The BBOT would like to thank Michelle for the work she has put in to preparing this report for the BBOT. It has been fantastic to receive and read through.

Actions arising:

By the next meeting management to report back with a plan around community communication for this process and a stocktake/ self-reflection of the LTP journey so far from a staff POV.

- Stock take/self-review first then look to have a plan going forward
- BBOT will need info about LTP to develop the charter and annual plan for 2021

Playgroup Plan

Same actions arising from previous discussion around this.

Sabbatical Application- Michelle McCracken

Michelle McCracken is requesting BBOT support for her application for a Primary principals' and teachers' study award for 2021. Michelle wishes to take a sabbatical to pursue master's study. Michelle's application has been loaded into the BBOT google drive.

Alex Lloyd moved that the BBOT support Michelle in her application for a Primary principals' and teachers' study award for 2021. Seconded by Dominic Kebbell.

Principal's Appraisal

Mark's appraisal is overdue. John McClellan from Interlead has been contracted to complete the appraisal process for the past few years. 2019's appraisal needs to be completed before we can start the 2020 appraisal.

BBOT to decide whether to continue with John as the appraiser for 2020 or to investigate other options. This discussion to be finalised at the next meeting.

Arising Issue

Co-Option of Sam Green

Mark Potter moved that Sam Green be co-opted on to the BBOT as the financial trustee of the board. Seconded by Richard Chapman.

Website Redevelopment

Amelia Ward shared the draft of the new Berhampore School website with the BBOT and discussed the next steps for this project. We are aiming to have the website live to the community at the start of Term 3 2020.

Library Plan

Mark Potter moved that the BBOT accept the plans presented by the architect, including the shift of the accessible toilet, to have the current plan priced up. Seconded by Richard Chapman.

Actions arising:

At the next meeting form a community advisory group (teachers, parent, BoT rep.) to consult on the library project. Richard Chapman to create a plan of what this group might look.

Ridgeway School Home Zone

Mark Potter moved that the BBOT endorse without opposition the proposed zone for Ridgeway School. Seconded by Amelia Ward.

Self-Review

School Docs

Dominic Kebbell presented the Policy and Review Report. *Dominic moved that the recommendations presented in the report be accepted by the BBOT. Seconded by Amelia Ward.*

Policies to be reviewed:

Policy	Who to review
Employer responsibility	Alex Lloyd
Staff Leave Policy	Miriam Zeier
Cultural Diversity	Amelia Ward
Separated Parents	Richard Chapman
Doc & Self Reviews	Dominic Kebbell

Actions arising:

Policies to be reviewed as per the table above, by the next meeting.

Register of Interests

Closing Karakia

Next Meeting: Monday 17th August 2020 at 7pm

Meeting closed:

Current actions to be completed

Action	Who by?	When by?
Correct the attendee list from the previous meeting. <ul style="list-style-type: none">• Add Dominic and Amelia	Amelia Ward	Next meeting
Ensure the AFS financials are uploaded as a document rather than a link to ensure all board members have access.	Mark Potter and Alex Lloyd	In the week prior to each meeting.
Finalise the Berhampore School Annual Plan 2020	Mark Potter and Dominic Kebell	7 th July 2020
Management to report back with a plan around community communication for this process and a stocktake/ self-reflection of the LTP journey so far from a staff POV.	Mark Potter and management team	Next meeting
Making the new BPS website live to the community	Amelia Ward	Start of Term 3 2020
Create an outline of what a community advisory group for the new library project would look like.	Richard Chapman	Next meeting
Policy review	As per table above	Next meeting