

Berhampore School of Trustee Meeting Minutes

17 August 2020

Present: Alex Lloyd (Chair), Mark Potter, Richard Chapman, Sam Green, Dominic Kebbell, Colin Kennedy, Constanze Scwhind, Helena Tihanyi, Amelia Ward (Staff Trustee), Miriam Zeier

Apologies: none

Minutes from 2 July 2020

Corrections / additions:

- Playgroup plan item - the action arising from the previous discussion was that Mark would to speak to playgroup play makers about headcount/proportion of kids that enroll at Berhampore School and present a report to the board at the next meeting.
- Self-Review item - the recommendations the BBOT agreed to were included the process for reviewing the School's policies:
 - the Principal puts on the shared Google Drive:
 - the policy scheduled to be reviewed
 - the equivalent policy as it was before we signed up to SchoolDocs
 - the Board decides who will review the policy (usually the Principal together with 1-2 other trustees)
 - that group reviews the policy and makes recommendations on it to the Board
 - the Board decides whether to affirm the policy, amend it or take any other step it sees fit.
- Principal's appraisal - minutes should have recorded that the conversation was about both whether John should be engaged to finish off Mark's appraisal from last time and whether to engage him for the next one.

Richard moved the minutes subject to the corrections and additions. Miriam seconded. **Agreed.**

Action list

LTP and consultation - briefing not provided to this meeting. Plans to provide the board with information was curtailed by Covid-19 announcements / Level 2 arrangements etc. Trustees noted that parents are still asking questions about it etc and expressed an interest in receiving the report as soon as possible. **Mark and the management team to provide this as soon as they are able.**

Website - has not gone live still. **Amelia will push again to get it done by working with Cyclone.** Michelle is currently in charge of this but it is not a priority.

Community advisory group - proposal re board member involved, teacher involved, student involved, plus stakeholders like Dena (librarian). **Richard, Miriam and Dominic to work on this and come back to the group.**

Covid update

Mark gave an update on Covid. Change to how big bubbles can be. Can now be up to 20. Everything else has stayed the same. Noted that the board needs to support the teachers that are working at the school for kids on site (e.g. food).

Mark explained some of the difficulties and lessons learned from last time - relationship between on-site teachers and off-site teachers, zoom meetings etc. Connecting with kids online was more difficult than anticipated.

One teacher doesn't have adequate wifi in home. Using cell-phone. Mark has told them if they go over plan, school will cover.

Ero feedback

Report taken as read. ERO gave us good feedback on our Covid 19 response. Mark commented that ERO made the point that there were two types of schools: ones that took a well-being route and ones that took a more pedagogical and outcomes focus.

Financial report

There was a brief discussion about the financials for the month ended 30 June 2020. Noted that Sam would meet with Mark and Accounting for Schools to get his head around how school finances work.

Richard moved that the management reports for the month ended 30 June 2020 be accepted. Amelia seconded. **Agreed.**

Staff report

Mark discussed the upcoming vacancies and answered a question on what it meant for replacing them. Mark explained replacing Montessori teachers is difficult in normal times and will be more difficult at the moment because of the closed borders. This may mean that we have

to train an incoming teacher for the Montessori school. However, Mark thinks it is unlikely that filling the two non-Montessori teachers' positions will involve costs for the school.

Action - Mark to give Richard the job description for Desiree's current position.

Action - board to decide appointment panel for two non Montessori teachers in accordance with the school policy on forming an appointment panel

Cleaning contract

Sam reported back on cleaning companies he and Mark have been looking at.

Orenda - quoted around \$82k

CrestClean - \$54k (based on less cleaning)

We are requiring the contractor we engage to take on our cleaner employees. The board took them on as employees when the last cleaning company went under.

Crestclean thinks we're doing up to 40% more cleaning than we need to.

Action: Sam and Mark to assess two quotes and make recommendations to the board by the next meeting (or before if done earlier)

Board of Trustees structures

Colin led a discussion on how we might structure our meetings to provide more time to discuss strategic issues. Proposed a new format for meetings.

Actions

- **board to implement new approach proposed by Colin**
- **Sam, Dominic and Mark to develop a governance report calendar re compliance (preference for a simple Google docs doc with 12 months plus bullet points)**
- **Board strategy session - 13 September 1pm-4pm - Colin agrees to plan and lead session**

School docs policy review

Cultural Diversity

Action - Amelia to look at possible amendments to Cultural Diversity Policy

Action - Dominic to circulate a revised draft of the Governance Framework document.

Reviewers were comfortable with all other policies

Amelia, Richard, Miriam to review the three policies for term 3 (one each)

Principal's appraisal

Alex proposed that the board entered committee to discuss Mark's appraisal. Dominic seconded. **Agreed.**

The board entered committee at 9pm to discuss the principal's appraisal. The board came out of committee at 10:30.

The meeting ended at 10:30.

Action list

Action	Who by?	When by?
Speak to playgroup play makers about headcount/proportion of kids that enroll at Berhampore School and present a report to the board	Mark	Next meeting (22 September 2020)
Management to report back with a plan around community communication for the learning through play process and a stocktake/ self-reflection of the learning through play journey so far from a staff point of view	Mark and management team	As soon as it can be done
Making the new BPS website live to the community	Amelia	As soon as it can be done
Give Richard the job description for Desiree's current position	Mark	Whenever (22 September 2020)

Richard to further develop concept of advisory group for library build	Richard, Miriam and Dominic	Next meeting (22 September 2020)
Board to decide appointment panel for two non Montessori teachers in accordance with the school policy on forming an appointment panel	Board	Next meeting (22 September 2020)
Assess two cleaners quotes and make recommendations to the board by the next meeting	Sam and Mark	Next meeting (22 September 2020)
New board meeting structure activated	Alex and Mark	Next meeting (22 September 2020)
Develop a governance report calendar re compliance	Sam, Dominic and Mark	Next meeting (22 September 2020)
Strategy session planned and delivered	Colin and all	Plan before 13 September 2020 Session on 13 September 2020
Look at possible amendments to Cultural Diversity Policy	Amelia	Next meeting (22 September 2020)
Circulate a revised draft of the Governance Framework document.	Dominic	Next meeting (22 September 2020)
Amelia, Richard, Miriam to review the three policies for term 3 (one each)	Amelia, Richard and Miriam	Next meeting (22 September 2020)