

## Berhampore School Board of Trustees

Monday 21<sup>st</sup> September 2020

Start time 7pm

Meeting opened:

Welcome and present:

Mark Potter (Principal), Alex Lloyd (Chairperson), Amelia Ward (Staff Trustee), Sam Green (Finance Trustee), Helena Tihanyi (Whanau Co-Op), Richard Chapman (PPMET Trustee), Dominic Kebbell, Miriam Zeier, Colin Kennedy.

Opening Karakia: He Karakia Timatanga

Apologies: Constanze Schwind

Minutes from Previous meeting: BBoT accepted the minutes of the previous meeting- *moved Richard Chapman, seconded Sam Green*

Actions arising from last meeting:

Action	Who by?	When by?	Update
Speak to playgroup play makers about headcount/proportion of kids that enrol at Berhampore School and present a report to the board	Mark	Next meeting (22 September 2020)	Mark has spoken to the playmakers, they are able to identify students in the school that have been through the playgroup. Mark also spoke to M Class and asked if they are in a position to pay rental on the hall to cover the cost of the playmaker top the school. M Class have confirmed they are in a position to do so which will make this a cost neutral. To be reviewed in 6m The BBoT agrees that the playgroup will continue on the basis that it is cost neutral. <i>Moved Colin Kennedy Seconded Richard Chapman</i>
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	Covered later in the agenda
Making the new BPS website live to the community	Amelia	As soon as it can be done	Currently with the provider
Give Richard the job description for Desiree's current position	Mark	Whenever (22 September 2020)	Done

Richard to further develop concept of advisory group for library build	Richard, Miriam and Dominic	Next meeting (22 September 2020)	Richard fed back to the BBoT about the meeting held last Monday with the community about the library project. Richard and Dena will be meeting with the children this Thursday. Richard asked for clarification of who he is reporting back to for this meeting. Richard asked for clarification around the centenary committee money  Action: Richard to email what he has already emailed Mark to the whole BBOT  The BBoT would like to extend a huge thank you to Richard for his efforts on this project so far!
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)	BBoT nominated Sam Green to be the BBoT rep on the appointment panel
Assess two cleaners quotes and make recommendations to the board by the next meeting	Sam and Mark	Next meeting (22 September 2020)	Covered in paper 4b
New board meeting structure activated	Alex and Mark	Next meeting (22 September 2020)	Next meeting
Develop a governance report calendar re compliance	Sam, Dominic and Mark	Next meeting (22 September 2020)	Calendar in progress
Strategy session planned and delivered	Colin and all	Plan before 13 September 2020  Session on 13 September 2020	Strategy review later
Look at possible amendments to Cultural Diversity Policy	Amelia	Next meeting (22 September 2020)	Come back w/ an idea of what these amendments will look like.

Circulate a revised draft of the Governance Framework document.	Dominic	Next meeting (22 September 2020)	Calendar is a subset of this work
Amelia, Richard, Miriam to review the three policies for term 3 (one each)	Amelia, Richard and Miriam	Next meeting (22 September 2020)	<p>Richard reviewed <a href="#">Appointment Procedure</a>  Miriam reviewed <a href="#">Child Protection</a>  Amelia reviewed <a href="#">Learning Support</a></p> <p>Actions:</p> <ul style="list-style-type: none"> <li>● Note which policies have already been reviewed-stocktake. This will be built into the governance framework</li> <li>● At least 2 people to look at each policy when it is reviewed <ul style="list-style-type: none"> <li>○ Review within google docs so the changes can be tracked</li> </ul> </li> </ul>

### Financial Reports:

**AFS Finance Report** moved Alex Lloyd seconded Miriam Zeier

Sam met with the accountants who reiterated the importance of tapping into all possible funding avenues for learning support.

### Cleaning Contract

Report prepared and presented by Sam Green and Mark Potter

Board to move the recommendations presented in the report, outlined below:

1. Engage CrestClean to negotiate the final terms on and conditions of the contract, draft received 17 August 2020. This will include negotiations relating to the part transfer of the cleaning trustees.
2. Enter a 6-week consultation period with the three existing cleaners.

Accepted as long as we keep in contact with NZSTA throughout the process

Sam Green moved, Dominic Keibell seconded

### Key discussions (Major issues)

#### Property Projects

After the changes to the library, there will be the same number of classrooms, the same sized classrooms in most classrooms and more space in Piwakawaka. The main outstanding issue is where to put one of the reading recovery rooms. There is a possibility of using a space in the Kowhai complex.

#### Parent Concern

Email from a previous parent of the school with concerns with violence and the learning environment at Berhampore School shared with the BBoT 25/08/2020

Alex shared his opinion that the policies focus on how to deal with/support the aggressor but there is little in the policies about how to deal with/support the victim, this feeling was shared by Sam.

Actions:

Respond in writing to the parent email (Alex)

Asking management to show evidence of what the procedures are around violence/ bullying- This has been done with the Behaviour Management Procedure document being placed in the board folder.

Review the current policies and make them more focused on supporting the victim

Ensuring cohesion between the behaviour management policies and procedures

Ensure the community knows about the BPS complaints procedure - perhaps. How might this be done?

In the future any complaints received from the community are to be saved in a Google folder to ensure accurate tracking.

### **Stand Downs**

Current policy states that the Chairperson is advised by the Principal if they have decided to stand down a student.

Mark explained that he has recently had to stand down three children for violent behaviour. This is part of a trend that is being seen across the country this year.

Action: Mark to carry on advising Chairperson re stand downs. Mark to provide information on this at each board meeting as part of his principal's report.

### **Learning Through Play Progress**

BBoT shared concerns about how the information was shared with the community in relation to what was decided and minuted in the previous meetings discussion about LTP.

### **Self- Review**

#### **SchoolDocs Policy Review**

As covered above in the action list update.

#### **Principals Appraisal**

Discussion in-committee. BBoT moved into committee by Colin Kennedy, seconded by Dominic Kebbell.

### **Register of Interests**

**Next Meeting: Monday 19 October 2020**

**Meeting Closed: 10.18pm**

### Actions arising from this meeting

Action	Who by?	When by?
Look at election procedures of BBoT members	Mark, Dominic	Next meeting
Clarification around ICT and Computer leases mentioned in AFS report	Sam and Mark	ASAP
Budget planning for 2021	Sam and Mark	
Website live	Amelia	ASAP
Ensure Behaviour Management Procedures doc aligns better with relevant policies. If policies need updated, this is to be done	Mark (and Jill)	Nov meeting
Record recent complaint and response in appropriate Google Doc folder	Alex	ASAP