

Berhampore School Board of Trustees Meeting Minutes

Thursday 15 April 2021

Meeting began at 6.34pm

1. Karakia tīmatanga

Led by Mark.

2. Administration

- a. Present: Dominic Kebbell (Chair), Mark Potter, Alex Lloyd, Amelia Ward, Susan Fullerton-Smith, Sam Green, Miriam Zeier, Richard Chapman
- b. In attendance: Sarah-Jane Hickman (minutes), Helena Tihanyi, Jo Davy, Sam Huggard, Elspeth White, Jill Young, Kate Lee -Gleisner, Zoe Batt
- c. Declaration of interests: none noted.

3. Strategic Discussions

a. Hauora

1. The Board discussed its submission to Pūaotanga, an independent review into primary school staffing.
2. Jill Young, Learning Support Coordinator, walked the Board through the key points in the submission which centres on learning support being grossly underfunded in New Zealand.
3. Jill highlighted to the Board the key aspects of the submission being (a) a significant shortfall of funding per ORS student each year that the School is having to fund from its operational budget, (b) no security of funding per child with funding being piecemeal and requiring constant reapplication, (c) a huge amount of evidence is required to apply for support (particularly in-class support) with teachers spending a significant amount of time on applications, (d) in-class support is particularly hard to receive, placing significant pressure on teachers who have the difficult task of balancing the needs of each child.

4. Jill advised the Board of her views on what the NZEI should consider for future resourcing: (a) resourcing needs to be fair and equitable, (b) TA funding needs to allow for preparation time, (c) every class needs a TA, (d) in-class support applications need to be done away with, (e) there needs to be mental health support in primary schools and counsellors in schools.
4. Mark advised the Board that the basis of the submission is that the NZEI has set up an independent panel to find out what resourcing is needed in schools to allow all children to achieve and has requested submissions from schools across New Zealand. Over 2,500 submissions received by the end of last week.
5. Mark noted the disparity in funding between primary and secondary schools, giving the example that a secondary school the size of Berhampore would have 5 more teachers and 2.5 guidance staff.
6. Sam noted it's necessary to have all the information at hand to show the MoE the effect a lack of funding for resourcing has had on the School. The Board noted there is a need to make this known to as many educational bodies as possible.
7. Alex proposed the Board should seek to better understand the metrics of anticipated roll growth, ethnic diversity, number of languages spoken, number of allergies and staff turnover. Alex proposed and the Board agreed that he, Sam, and Mark work on a plan to get access to the necessary metrics and to consider how these will be reported on and used.

Action: Alex, Sam, and Mark to put together a plan to access the necessary metrics and how these will be reported on and used and present this plan at the next Board meeting.

8. The Board thanked Jill and Mark for their work on the NZEI submission.

b. Governance

1. Jo Davy, Chair of the Berhampore Fundraising Committee (**BFC**), presented a report from the BFC.

2. Jo advised the Board of the BFC's plan to hold one fundraising event per term, the drivers being to work smarter, not harder as well to take away some of the commitment required from the teachers each term.
3. Jo advised the BFC's intention to set clear roles for its members and to grow the committee.
4. The BFC will continue with the Knack markets and the food fair. Both are good fundraisers for the School.
5. The BFC's next event will be the food fair in Term 2.
6. The BFC proposed, and the Board agreed that some of its surplus be used to refresh the School hall. A working group will be established to look at what should be done to the hall.
7. The BFC will also put some of its surplus towards new Berhampore School clothing.
8. Future events are also proposed to centre around the new library when it is built.
9. The BFC advised the Board it will be putting in place additional processes to deal with and account for funds raised.
10. Both the Board and the BFC agreed to communicate more effectively, and the Board committed to support the BFC to raise its profile in the community.
11. Sam and Alex proposed working with the BFC more closely to formalise the framework the BFC is working to, including its fundraising goals, succession planning and how to improve communication between the Board and the BFC.

Action: Sam, Alex, and Jo to work on this framework and to provide information to the Board on the framework at the next meeting (as an FYI).

c. Classroom space

1. The Board discussed the issues surrounding classroom space at the School.

2. The Board noted the difficulties in accessing funding for classrooms. The MoE still needs to provide the School with a prefab classroom space which the MoE has agreed with.
3. The Board discussed the upcoming construction at the School. There is currently a tender process being run to appoint a building contractor. Evaluation of tenders and contractor selection to take place over the next couple of weeks. Alex noted it's likely to be mid-year before a contractor would realistically start work. The construction scope is also currently being worked through. The Board noted that until the scope is agreed, the full impact on students won't be known.
4. The Board agreed that at the next meeting discussion will be required on the construction plan, as a contractor will have been appointed, and the Board will need to consider the impacts of the construction on the children, how to mitigate those impacts and how to communicate best with the School community.
5. The Board agreed to evaluate the comms plan at the next Board meeting and to be as proactive as possible in terms of communication with the School community.
12. Richard advised the Board on current Montessori unit classroom space, numbers of children and teachers. Richard noted that the roll is expected to grow, particularly the junior roll.
13. Alex noted a need to understand the Montessori unit growth plan for Montessori.
14. The Board noted a need to properly understand the relationships between the Montessori unit, the School and other schools (i.e. SWISS where year 7 and 8s from the Montessori Unit are involved).

Action: Richard to circulate the relevant documents to Board such as trust deeds, agreements between the School and SWIS.

c. Diversity and Inclusion

1. The Board discussed Dominic's proposal to establish a Diversity and Inclusion Committee. The Committee would be tasked with finding out more about the make-up of the School community, making recommendations on how the Board can communicate better with the community and enabling the Board to build up relationships with the community and encourage diversity of Board membership.
2. Susan, Kate and Richard agreed to be part of the Committee.
3. The Board noted that with Mark's knowledge of the community he could approach people to come along to speak and/or join. Identifying 'heroes', shoulder tapping. Mark agreed and he will also discuss who to approach with the teachers. The food fair network comes from teachers and was suggested as a good place to start.

Action: Susan, Kate, and Richard to consider the Committee's terms of reference, responsibilities, and actions and provide a proposal to the Board at the next meeting.

4. The Board agreed to continue the work on the communication and engagement plan in parallel.

Action: Amelia to provide a list of current, future and any redundant communications to the Board.

4. Monitoring

a. Principal's report

1. Taken as read.
2. The Board noted that Berhampore Kindergarten has advised the School that a high number of children with learning needs will be coming to the School this year. The Board noted that there needs to be a mechanism for the Kindergarten, other early childcare centres in the area and the School to communicate upcoming resourcing needs to the MoE.

3. The Board noted a need to establish a relationship with the new Head Teacher at Berhampore Kindergarten and the need to build a case of how many children coming into new entrants' class.
4. The Board also noted the need to be making it clear to the MoE the disproportionate funding the school receives for the number of children at the school or coming into the school that require it.
5. The Board thanked Mark for his continued advocacy for funding for learning support and expressed their support for the work he is doing.

Action: Mark to establish contact with the new Head Teacher at Berhampore kindy and make contact with ECE contact from MoE who is responsible for Berhampore Kindergarten.

b. Finance and audit report

1. Taken as read.

5. Administration

a. Confirmation of minutes

1. No additions or corrections required to the minutes of the 18 March Board meeting.
2. The Board moved to accept the minutes for March. Moved by Alex. Seconded by Dominic. Motion passed.

Action: Amelia to add to the website.

b. Update to School Charter

1. Dominic proposed and the Board agreed to each Trustee separately reviewing the Annual implementation plan and Analysis of Variance documents and circulating any comments by Friday 23 April.
2. The Board noted it plans to work on horizons with staff.

c. Action list

1. Dominic thanked the Trustees for separately updating the Actions List and the Board agreed each trustee should continue to review the actions assigned to them separately and provide updates in the Action List prior to the next meeting.

d. Correspondence

1. In: Email from Cathy Blakely re Te Ao Māori at the School. Mark has provided an email response to Cathy.
2. The Board noted the funding gap for kapa haka and Mark noted whether there could be someone in the community or a previous teacher who could assist.

[Action: Mark to investigate this.](#)

7. Items for next meeting

Trustees to propose items for discussion to the draft agenda for the next meeting.

Dominic initially noted a need to discuss:

- Teacher only days for Term 3.
- Strategic priorities
- Construction programme
- Diversity and Inclusion Committee

Date of next meeting – 20 May 2021

8. Karakia whakamutunga

Led by Mark

Meeting ended at: 9.32pm