

Berhampore School Board of Trustees Meeting Minutes

Thursday 18 March 2021

Meeting began at 6.36 pm

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
- b. In attendance: Sarah-Jane Hickman (minutes), Helena Tihanyi
- c. Apologies: Richard Chapman
- d. Declaration of interests: none noted

3. Strategic Discussions

- a. Strategic priority - diversity and inclusion
 - 1. The Board discussed the strategic priority that the school '*celebrates diversity and supports all students, staff and community members to participate fully in the life of the school.*' The Board noted the school currently works really hard to achieve this.
 - 2. The Board discussed potential ideas to improve on this priority. These included being more engaged with the wider community, considering different ways of communicating more effectively with parents and students across all cultures, including where English is not spoken at home (for example engaging with parents to understand how they would like to be communicated with, bearing in mind what the school

and the Board can practically facilitate), establishing relationships with different groups within the community to then encourage greater engagement with the school and the Board, more inclusive policies on for example food intolerances and greater inclusion in terms of decision making, where relevant staff and the wider community were better consulted on decisions.

3. The importance of learning about the make-up and needs of the school community and gathering metrics to understand how diversity is represented was discussed. That would then enable the Board to set clear goals to improve on this priority and to enable the Board to measure how it is tracking against this priority. The Board also discussed the importance of ensuring diversity and inclusion were considered as two separate things.
4. The Board encouraged the school to continue with activities that embrace all cultures at the school.
5. Action: Board to consider how it communicates with the community by asking parents for their preferences, including language and what improvements can be made. (1) Susan and Amelia to lead this alongside website and general communication workstream (noted as an action in minutes of 23 February meeting); and (2) once the Board has this information, it will run a brainstorming session on more effective communication methods.
6. Action: Sam, Alex, and Mark to discuss metrics point raised by Sam at the next Board finance committee meeting.
7. The Board endorsed the school's inclusion policy and the fact that it should be more widely known. Action:

policy to be more widely disseminated, as a first step a link to it will be included on the school website.

<https://drive.google.com/file/d/12RdkYPKKubWD3PscjwIj0PaBpz2vkxbb/view?usp=sharing>

b. Board membership

1. The Board noted Colin's resignation and that there are currently three vacancies being the positions previously held by Colin, Tina and Constanze.
2. The Board noted and agreed to follow the vacancy guidelines below: <https://www.trustee-election.co.nz/assets/Board-resources/Casual-vacancies/f2f49a4bf3/Casual-vacancy-of-elected-trustee-flowchart.pdf>.
3. The Board noted gaps in representation at Board from different ethnicities and a need to balance that with any identified skills gaps. The Board agreed in bringing new people onto the Board there is a need to consider succession planning and ensuring the continuation of the work done over the last 12 months by any new Board.
4. The Board agreed to put a notice in the next Korero seeking expressions of interest to join the Board.
6. Action: Susan to draft bullet points for the Korero notice.
7. Action: Sam to add vacancies document (link above) to the governance framework.

c. Community Centre

1. The Board discussed whether to continue the School's contract with the Berhampore Community Centre.

2. The Board agreed the objective of helping to establish the Community Centre has been achieved. Council funding has been released to support the Centre for the next financial year. The contract has no direct financial impact on the school but has an impact on Mark's time. The Board agreed the School's focus should be on its students.
3. The Board moved that the School does not roll over the Community Centre contract at the end of the financial year (30 June 2021). Moved by Mark. Seconded by Sam and Alex. Motion passed.
4. Action: Mark to discuss with the Community Centre first before giving formal notice.

d. LTP meeting

1. Dominic proposed to the Board that he open the LTP meeting and the Board agreed. He will circulate what he proposes to say to the trustees in advance for review.
2. The Board noted a need to effectively gather feedback and to manage expectations on when any feedback will be shared with the community.
3. Action: Dominic and Susan to review presentation together initially then circulate to trustees and staff for feedback in advance of LTP session.

Strategic priorities

1. Board noted that the 10 March meeting didn't go ahead as the Korero was delayed and staff feedback was that horizon's framework of the strategic priorities went into operational territory.

2. Mark and Dominic accordingly proposed that the staff take the pen on the horizons framework and submit it to the Board for its approval. The first year on the horizons framework would become the annual implementation plan for the year. The second year on the horizons framework would become the basis for next year's annual implementation plan.
3. The Board noted the strategic priorities would need to be consulted on as part of the wider strategic review to take place later in the year when we replace the School Charter with the Strategic Plan required by the new Education and Training Act 2020.
3. The Board agreed to put a notice in Korero making parents aware of its strategic priorities and that these are available on the website.
4. Action: Amelia to duplicate slide at link below on website and in Korero.

https://docs.google.com/presentation/d/11Q3a6ygewwi46QOMs5vndE2CaLUMJL55Cy4tI8WtE_Y/edit?ts=603dfe42#slide=id.gc98d887690_4_0

4. Monitoring

a. Finance report

1. Taken as read

b. Principal's report

1. Taken as read
2. Sam asked how parents and children are supported when there has been violence against a student at School and how parents are informed. Mark advised the Board of the process put together by Jill Young.

DP LSCO for teachers on how to deal with student behaviour.

c. Review of policies

1. The Board noted policies on the work plan for review for Term 1 and agreed that any policies not reviewed last year should be added to the list of those to be reviewed in Term 1.
2. The Board discussed the process for making changes to policies in School docs.
3. Action: Miriam to determine what policies need to be reviewed in Term 1 and circulate those that require review to the Board for review and approval of any changes.
4. Action: Miriam to receive emails from School docs in relation to policy changes.

d. Induction package for new parents and new Board members

1. The Board discussed putting in place induction meetings and induction packs including a summary of key documents for new parents/board members.
2. Action: Sam to put together a list of items that would be useful in the induction pack.

e. Governance framework

1. Board noted the governance framework is close to final.
2. Action: Sam to finalise and circulate
3. On behalf of the Board Dominic thanked Sam for his work on the framework.

f. Action list:

1. The Board agreed each trustee should review the actions assigned to them separately following the meeting.
2. The Board discussed website progress. Mark now has responsibility and will follow up with Michelle. Sam offered to assist. The Board noted the School docs password is now loaded on the website.

5. Agenda items for next meeting

Next meeting is on 15 April. Dominic drew the Board's attention to the new document on which people can submit proposed items for the next meeting.

6. In committee discussions

At 9.01pm, the Board moved that the public be excluded from the following part of the proceedings of this meeting, namely agenda item 6. The grounds are that the matters are ones of personnel and the reasons are to protect the privacy of the individuals. This motion is proposed to comply with Sec 48 of the LGOI & Meetings Act 1987 and the special requirements when moving to exclude the public. Moved by Dominic. Seconded by Mark.

The above matters were discussed in the absence of the public – minutes kept in a restricted folder on the Berhampore School Google Drive.

The meeting resumed in public at 9.25pm.

7. Confirmation of previous minutes

The Board moved to accept the minutes for February. Moved by Dominic. Seconded by Alex. Motion passed.

Action: Amelia to add to the website.

8. Karakia whakamutunga

Led by Mark

Meeting ended at: 9.27pm