

Berhampore School Board of Trustees Meeting Minutes

Tuesday 23 February 2021

Meeting began at 6.38 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 (via Zoom)
- b. In attendance: Sarah-Jane Hickman (minutes)
- c. Apologies: Richard Chapman, Miriam Zeier, Colin Kennedy
- d. Declaration of interests: none noted
- e. Action Points:
 1. The Board reviewed and updated the Actions List.
 2. The Board discussed progress with changes to the School website. The Board is anticipating a version to test shortly. [Action: Amelia to follow up with Michelle on progress.](#)
 3. Mark proposed and the Board agreed to, in due course, make the username and password to access the School's policies and procedures on SchoolDocs available to the public via the School's website, subject to the appropriate disclaimers being included.
 4. Susan proposed the Board consider how to use the website to communicate more effectively with parents and to improve consistency of communication across the different communication channels. Dominic

proposed the Board consider how it and School staff communicate with parents more generally (with the website being one component of that). The Board discussed and agreed to (a) first get the new website live reflecting the current requirements and, (b) then ask the community via a survey as a starting point what they like and don't like about how the School communicates with them. [Action: Susan to propose draft survey questions.](#)

5. The Board discussed and agreed to establish a risk register to record and have greater visibility of financial and operational risks. Mark and Susan said they will reach out to contacts at other schools to discuss how those schools manage and report on risk. [Action: Mark to provide a first draft of a risk register for the Board to discuss at the 15 April Board meeting. Added to Actions List as a new action.](#)
6. Mark and Alex noted they met with MoE to discuss school roll growth. MoE acknowledged the Board's concerns and will respond more formally in 1-2 weeks. Alex suggested establishing a relationship with WCC to discuss projected growth in Berhampore and provide data to present to MoE. [Action: Sam, Mark, and Alex to convene separately to discuss this issue and document concerns. Added to Actions List as a new action.](#)
7. The Board noted the governance framework is close to being finalised. [Action: Sam to circulate governance framework for final approval prior to 18 March Board meeting.](#)
8. The Board noted it received an enrolment application for a child out of zone who has cousins at School and has the same guardian as the cousins. The Board agreed to accept the application as the Ministry of Education is comfortable for us to do so and there is

space for the child. The Board moved to accept the application on the basis it falls within the out of zone application criteria. Moved by Mark. Seconded by Dom. Motion passed.

9. The Board noted minutes need to be available to the public and agreed to putting the previous 6 months' Board minutes on the School website. Action: Amelia to action.

10. The Board noted its obligations in relation to privacy and responding to OIA requests.

3. Strategic Discussions

a. Co-option of Board Member

1. There are two vacant Board positions - the vacancy left by Tina (parent elected trustee) and Constanze's position (co-opted trustee).

2. The Board noted the need to consider the statutory criteria - diversity and the representation of the community when co-opting members - see [Education and Training Act 2020 No 38 \(as at 01 December 2020\)](#), [Public Act 1 Criteria for selecting co-opted and appointed board members – New Zealand Legislation](#).

3. Susan volunteered to be co-opted.

4. The Board noted Susan's capacity to represent students with additional learning needs, her communications skills, management experience and that her co-option would improve the gender balance on the Board.

5. The Board moved that Susan be co-opted onto the Board. Moved by Dom. Seconded by Alex. Motion passed.

6. The Board noted the lack of ethnic diversity on the Board and the importance of addressing this over time given the significant ethnic diversity of the school community.
7. [Action: Dominic to seek advice from NZSTA on the best way to proceed to fill the remaining vacancies.](#)

b. Consultation on Board's Strategic Plan

1. The Board discussed requirements for adjusting the Strategic Plan and noted the full Plan does not need review each year, but the parts that change annually.
2. The Board discussed and agreed to consult with the community on the Strategic Plan in two stages – (a) consultation on the School's strategic priorities and (b) feedback sought from the Strategic Priorities consultation will feed into the overall Strategic Plan to be consulted on later in the year. The Board agreed this two-stage consultation should be communicated to the community up front.
3. The Board noted that the staff session on the strategic priorities was a robust, useful discussion and that staff comments will be fed into the priorities.
4. Colin will run a session for the community on the strategic priorities on 10 March and invite written feedback from the community. [Action: Amelia, Dominic and Richard to send communication out to parents as soon as possible to save the date for the 10 March session.](#)
5. The Board discussed the annual implementation plan and agreed this needs to be staff led with staff informing the Board as to progress against it.

c. Finance and Audit report

1. Taken as read.
2. Sam noted he and Mark have a monthly standing meeting to discuss financial matters.
3. The Board discussed audit reporting requirements and noted a draft will need to be reviewed. Sam to confirm the date for circulation of this in due course.

d. Principal's report

1. Taken as read.
2. The Board noted the following recommendations in the Te Ao Maori report prepared by Jessie before she left teaching at the end of 2020:
 1. *That the BBOT continues to have Te Ao Māori as a budget priority within the strategic plan for 2021.*
 2. *That the BBOT continues to support the classroom teaching staff in their professional development of Te Reo Māori by committing to funding level 2 of the Kūwaha LTD programme.*
 3. *The school makes a commitment to having Te Ao Māori visible in the school environment by way of signage and murals or artworks.*
3. The Board noted that Jessie's departure poses some resourcing challenges for the school in following through with the recommendations in the short term.
4. The Board noted that recommendation one is already accounted for in the budget.
5. The Board agreed to recommendation 3.
6. **The Board moved that in relation to recommendation 2, it will contact Tawhana with a view to engaging him later in the year. Moved by Mark. Seconded by Amelia. Motion passed.**

5. Agenda items for next meeting

Next meeting 18 March

6. Confirmation of previous minutes

January meeting minutes: No changes required.

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

7. Karakia whakamutunga

Led by Mark

Meeting ended at: 8.40pm