

Berhampore School Board of Trustees Meeting Minutes

Monday 7 December 2020, 7:30pm

1. Welcome and Present:

- **BBoT:** Dominic Kebbell (Chairperson), Mark Potter (Principal), Alex Lloyd, Amelia Ward (Staff Trustee), Miriam Zeier, Sam Green (Finance)
- **Attendees:** Helena Tihanyi, Elspeth White, Sarah-Jane Hickman, Susan Fullerton-Smith

2. Resignations and membership

Constanze Schwind has resigned by notice in writing to Dominic. Discussion on replacement required.

There is a technical rule that means that Helena cannot be a board of trustee member. Under the Education and Training Act 2020, a permanent member of the school staff cannot be on the Board other than the elected staff trustee (Amelia). Conversation with Helena about carrying on on the Board in some capacity e.g. attending meetings and receiving papers but not proposing motions or continuing on the Student Achievement and Well Being committee.

Pause on decisions around replacement board members for the time being to give Helena and the Board time to reflect on the vacancies left by Constanze and Helena.

3. He karakia tīmatanga

4. Apologies

BBoT: Richard Chapman, Colin Kennedy

5. Minutes

Dominic proposed a change to minutes from September meeting - that the update of the item in the 'Actions arising from last meeting' table entitled "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" be replaced with: "**Stocktake / self-reflection was not provided to board. Plan around community communication on LTP not provided to board. The management team did however provide the community with information on LTP, which included self-reflection on LTP from a staff point of view.**"

Dominic moved that the September minutes be approved as accurate subject to the change noted above. Seconded by Alex. **Motion passed.**

Dominic moved that the both October and November minutes be approved as accurate. Seconded by Sam. **Motion passed.**

6. Action points

Actions discussed and updated in the actions list, link below:

<https://docs.google.com/document/d/1-oFfkubxRyJNlxC46PoO6DEHN1phYwF-zZ0nURR4iCl/edit?usp=sharing>

Renegotiation of cleaning contract discussed. Vulnerable persons identified. Contract delayed while transfer of cleaners is negotiated. Sam to seek advice on BBoT position from NZSTA.

Board to host back to school picnic end of week two Term 1 2021. Miriam/Engagement Committee.

Dominic requested that the BBoT update the actions list prior to meetings, going forward, to save time at meetings.

7. Governance matters

a. Register of interests

Dominic and Mark reminded the BBoT of the register of interests and to review it. Sam to circulate the register of interests to BBoT (added to Actions list).

b. Finance

i. Approval of October financial report

Mark is working with the WCC to ensure that the funding payment is made in a timely manner going forward. Projected surplus at end of year. Key contributor of this was getting the increased roll approved by the MOE.

ii. Approval of budget for 2021 school year

Sam and Mark circulated the draft budget for board review.

Sam noted the increase in budgeted roll to 329 students and discussed the expected capacity constraints identified in a letter received from the MoE. Based on maximum capacity of 299, the role is expected to be at around 110% capacity next year. Sam proposed an action for the **Grounds & Property Committee** to proactively work with the MoE and WCC to understand the expected growth in the Berhampore community and propose a plan for addressing this (added to Actions list).

Alex made comment on the proposed budget as it includes larger

allowances for expenses, e.g. increase in salaries. Sam/Mark confirmed it reflects increased roll growth and allowances for teacher pay equity.

Operating budget reflects increase in maintenance spend, additional caretaker costs.

Sam noted the capacity for increased staff training and development budget. Mark noted that this has been modest in the past. Comment in support of the increase to the training budget, particularly in the light of the community's desire to ensure teachers are trained to deliver learning through play.

Sam moved that the 2021 budget be approved and accepted by the BBoT, seconded by Mark seconded **Motion passed.**

Sam moved the October financial report by approved and accepted by the BBoT, seconded by Alex. **Motion passed.**

c. Approval of Compliance and Workplan Calendar and Governance Framework

Governance Framework has been under review.

Recommendations made by Dominic in written report:

1. Note the draft:
 - a. BBoT Compliance and Workplan Calendar
 - b. BBoT Governance Framework Document.
2. Agree to adopt the BBoT Compliance and Workplan Calendar and Governance Framework as a working document to assist us organise our work.
3. Approve the BBoT Governance Framework.

Dominic moved the BBoT Compliance and Workplan Calendar be accepted, seconded by Alex. **Motion passed.**

Board considered the Governance Framework.

BBoT to set/review strategic aims by the November Board meeting each year going forward (reflected in the BBoT Compliance and Workplan Calendar).

Discussion on what the trustees receive per Board meeting. Alex noted that the NZSTA website sets out guidelines relating to this matter. Sam to update the Governance Framework.

Delegations list established by Dominic and Sam. Working document. No

specific delegations to principal as these aren't required for day-to-day running of the school.

Dominic raised the point to consider whether the current meeting day/time works for all attendees. Sam to circulate meeting day/time options for consideration by the BBoT.

Agenda items to be notified to the chair 10 days prior to meeting. Agenda and Board papers to be circulated at least 5 days prior to meeting. BBoT should have access to all correspondence - need to check privacy aspects of this.

Minutes to be distributed electronically following the Board meeting and confirmed by the BBoT within 7 days of their circulation, unless a suggested correction is notified by a Board member.

Triennial review. Discussion on what items will be included in the review schedule.

Discussion on whether or not board approval needs to be sought before changes to the school curriculum requiring increased expenditure or significant changes to programmes or staffing are made (suggestion taken from NZSTA template framework).

All staff should have employment agreements - also a generic statement taken from NZSTA framework. Mark confirmed that Berhampore staff currently have letter of employment and job description.

Highlighted sections of Governance Framework to be reworded as appropriate and confirmed (added to Action list).

Dominic moved that the Governance Framework be adopted, seconded by Alex. **Motion passed.**

d. Confirmation of committee members

Finance Committee - Chair Sam, Mark, Alex

Staff Liaison Committee - Chair Colin, Richard

Community Engagement Committee - Chair Richard, Miriam

Mark to enquire whether staff want to participate in this committee as well as Student Achievement and Wellbeing (added to Action list)

Grounds and Property Committee - Chair Alex, Mark, [Elsbeth, to also confirm if other parents interested], Sam

Policy Review Committee - Chair Miriam, Amelia

Student Achievement & Wellbeing Committee - Helena & Richard (Co-chairs), Susan

Dominic moved that the above committees and their membership be confirmed, seconded by Mark. **Motion passed.**

e. Enrolment scheme

Enrolment scheme established in BBoT report 23 November 2020.
Recommendations:

That the BBoT:

1. **determine** there are likely to be the following number of places for students living outside Berhampore School's home zone for enrolment in 2021:
 - a. 3 spaces in the Montessori programme
 - b. 1 space for year 1 in the conventional school
 - c. no spaces for years 2-6 in the conventional school.

2. **agree** that the School publish this information (information related to a and b above) in a local daily or community newspaper as soon as practicable, together with information about how enrolment applications for students living outside the home zone must be made and the date we must receive them by.

Dominic moved the BBoT to approve recommendation 1 above, seconded by Alex. **Motion passed.**

Dominic moved the BBoT to approve recommendation 2 above with circulation in a local daily or community newspaper, being publication in Kōrero and Berhampore Peeps Facebook page as soon as possible, seconded by Alex. **Motion passed.**

Mark wished to note that he does not agree with the advertising of an open invitation to apply being made to children outside of the home zone.

f. Review of policies

Policies that required review in Term 4 to now be reviewed by end of Term 1 2021. Policy committee to organise. Reflected in Actions list.

g. Learning through play - oral report on meeting with authors of letters to BBoT

Dominic reported on a meeting Dominic, Mark, Sam, Michelle, Anastasia and Dimitra attended with 3 out of 4 families who wrote to BBoT regarding LTP. It was a constructive meeting, with parents asking questions and teachers answering them in real time. Two key aspects clear from these meetings:

1. Communication aspects - the parents wanted to be better informed about LTP. One of the agreed outcomes was that the school would go away and very simply record for parents what LTP is, e.g simple bullet points or FAQs. Parent attendees said they would be happy to review bullet points before they are disseminated wider.
2. Inclusion - the parents wanted to feel more included in the process, have questions answered, make suggestions, input into the process etc.

Action for Mark and the management team to circulate bullet points noted above at the start of 2021 (added to Actions register). Student and Wellbeing Committee to consider further opportunities for engagement in the New Year. Mark to ensure email from the two parents who did not attend the meeting is answered before Christmas (added to actions register).

8. Principal's report

a. Incident update (written report, standing item) - Mark's report to be taken as read

b. Staff movements and well-being (oral report, standing item)

Appointments in junior school, Courtenay Miles and Amber Atkinson. Completing induction with Anastasia.

Peter Papas and Ben Gittos, new appointees to full time positions left by Luaan and Colleen.

Exit interviews

Dominic moved the exit interview procedure be approved, seconded by Amelia.
Motion passed.

c. Upcoming events (oral report, standing item)

End of year ceremony Tuesday 8 December. Variety of end of year trips this week.

9. He karakia whakakapi - closing Karakia

Next Meeting: Monday 14 December 2020 at 7.00pm

Karakia tīmatanga

Whakataka te hau ki te uru,
Whakataka te hau ki te tonga.
Kia mākinakina ki uta,
Kia mātaratara ki tai.
E hī ake ana te atākura,
he tio, he huka, he hauhunga.
Haumi e! Hui e! Tāiki e!

Karakia whakakapi

Kia whakairia te tapu
Kia wātea ai te ara
Kia turuki whakataha ai
Kia turuki whakataha ai
Haumi e. Hui e. Tāiki e!