

# Berhampore School Board of Trustees Minutes

Monday 23 November 2020 Start time 7:00pm

## Meeting Opening

### Welcome and Present:

Mark Potter, Alex Lloyd, Helena Tihanyi, Dominic Kebbell, Colin Kennedy, Constanze Schwind, Miriam Zeier, Sam Green, Amelia Ward

### 1. Opening Karakia

### 2. Apologies

Richard Chapman

### 3. Resignation of Chair

Dominic Kebbell elected as chair of BBOT

Dominic outlined his priorities for the BBOT moving forward.

### 4. Board Matters

Notice of intention to resign from the BBOT from Constanze Schwind. Constanze is finding it difficult to juggle board duties with various other things going on at the moment.

### Check in on Strategic Priorities and Action Plan

BBOT are encouraged to go back and read through the 2020 Strategic Goals and Action Plan to remind ourselves what we have committed to do.

### Establishment of committees

Proposed committees and chairs

- Financial Committee, Chair: Sam Green
- Ground and Property Committee, Chair: Alex Lloyd
- Community Engagement Committee, Chair:
- Policy Review Committee, Chair: Miriam Zeier
- Student Achievement and Wellbeing Committee, Chair: Helena Tihanyi
- Staff Liaison Committee, Chair: Colin Kennedy

Dominic Kebbell moved that a Financial Committee be created, seconded by Colin Kennedy. Dominic Kebbell moved that Sam Green be elected the chair of the Financial Committee, seconded by Colin Kennedy. **Motions passed.**

Dominic Kebbell moved that a Ground and Property Committee be created, seconded Miriam Zeier. Dominic Kebbell moved that Alex Lloyd be elected the chair of the Grounds and Property

Committee, seconded by Miriam Zeier. **Motions passed.**

Alex Lloyd moved that a Community Engagement Committee be formed when we have a chair, seconded by Dominic Kebbell. **Motion passed.**

Dominic Kebbell moved that a Policy Review Committee be created, seconded Miriam Zeier. Dominic Kebbell moved that Miriam Zeier be elected chair of the Policy Review Committee, seconded by Miriam Zeier. **Motions passed.**

Dominic Kebbell moved that a Student Achievement and Wellbeing Committee be created, seconded Colin Kennedy. Dominic Kebbell moved that Helena Tihanyi be elected as the chair of the Student Achievement Committee, seconded by Colin Kennedy. **Motions passed.**

Dominic Kebbell moved that a Staff Liaison Committee be created, seconded by Sam Green. Dominic Kebbell moved that Colin Kennedy be elected the chair of the Staff Liaison Committee, seconded by Sam Green. **Motions passed.**

## **Board housekeeping**

### **Board transparency**

Dominic Kebbell moved that we make publicly available on our website all of our meeting minutes for the 2020 calendar year and all meeting minutes moving forward. Seconded by Sam Green. **Motion passed.**

Dominic Kebbell moved that going forward the meeting agenda be publicly available on the website one week before the meeting. Seconded by Sam Green. **Motion passed.**

- Uploading of BBOT meeting minutes onto the website
  - Michelle highlighted that the school is looking into the 'School App'. The package that we are looking into would include the management of this.

Mark Potter moved that we look into appointing a minute secretary for our board of trustee meetings. Seconded by Dominic Kebbell. **Motion passed.**

- Board members and staff are invited to bring suggestions of who this could be to the chair.

### **Board email address**

Dominic Kebbell moved that a board email address be created as a forwarder for this board. Seconded by Sam Green. **Motion passed.**

### **Time of meetings**

Dominic raised the possibility that BBOT meetings be held earlier in the evening, possibly 6.30pm. This is to be discussed further via email.

### **Governance Framework**

Dominic pointed the BBOT in the direction of the *Berhampore Board of Trustees Compliance and Workplan Calendar* and the *Berhampore Governance Framework*. BBOT to read and review these documents prior to the next meeting.

## 5. Learning through play

The Board discussed the role of the BBOT on this issue, management vs. governance, and where the line should be drawn.

The BBOT has received a range of emails and letters from parents within the community on the LTP implementation process. Sam Green presented the BBOT with a document outlining common themes in these letters, via email prior to the meeting and paper copies around the table.

- Dominic invited the staff present to share their thoughts on these letters and how we should be responding.

Mark moved that we meet with the authors of the letters before the end of the year, seconded by Dominic Kebell. **Motion passed.**

- The intention of the meeting is to ensure the authors of the letters are heard and to answer the questions in their letters.
- The meeting would also enable us to discuss how to set up an open, honest and respectful dialogue between the parent community and the school in 2021.
- Mark suggested that Colin, Sam, Dominic, Mark, Anastasia, Michelle and Dimitra form a group to engage with the authors of the letters.
- Mark and Dominic will extend an invitation to the authors of the letters.

## 6. Principal's report

### Staff movements and well-being (standing item)

Mark discussed staffing changes. A member of the BBOT needs to be on the appointment panel for the permanent positions left vacant by the departure of Luaan and Colette. Constanze has volunteered to be a part of this panel.

BBOT discussed the possibility of offering departing staff members a voluntary exit interview. Discussed the purpose and execution of exit interviews. BBOT have asked Colin as chair of the Staff Liaison and Wellbeing Committee to come up with a potential framework and process for voluntary exit interviews at Berhampore School.

Dominic Kebell move that we have voluntary exit interviews for departing staff, seconded by Miriam Zeier. **Motion passed.**

### Relationship with Te Atiawa

- Mark explained the relationship that is being built between the school and Te Atiawa (mana whenua)
- Te Atiawa has been developing a programme that they have been trialing in schools in the Hutt Valley to roll out in other schools.
  - Training a Toa (champion) from each school who will attend a training day once a term that they will then bring the information back to the school to share with the wider staff.
  - A representative from Te Atiawa will be coming in to speak to the staff about this programme and the role of school Toa.
  - The board was positive about the initiative but raised some concerns were raised about placing too much pressure on one individual teacher with this role.
  - It was suggested that we contact the schools that have already trialed this programme to help us consider how we can get the best out of the programme.

- No decisions required about this at this stage, wait until the staff have been spoken to.

## **7. Next meeting**

7.30pm, 7 December 2021

## **8. Closing Karakia**

**Next Meeting: Monday 7th December 7.30pm**