

Berhampore School Board of Trustees Meeting Minutes

Thursday 20 May 2021

Meeting began at 6.30 pm

1. Karakia tīmatanga

Lead by Mark.

2. Administration

- a. Present: Dominic Kebbell (Presiding officer), Mark Potter, Alex Lloyd, Amelia Ward, Sam Green, Richard Chapman
- b. In attendance: Sarah-Jane Hickman (minutes), Helena Tihanyi, Kate Lee -Gleisner, Zoe Batt, Joanna Atkin
- c. Apologies: Susan Fullerton-Smith, Miriam Zeier
- d. Declaration of interests: none noted.

3. Strategic Discussions

- a. Te Tiriti o Waitangi
 1. The Board discussed the School's approach to Te Tiriti o Waitangi and to Maori students and whanau.
 2. The Board acknowledged Berhampore School has incorporated te ao Māori and te reo Māori into school activities and should continue to do so.
 3. The Board noted Mark's recommendations in his paper dated 20 May 2021 on greater incorporation of Te Tiriti o Waitangi at the School.
 4. The Board noted a need to consider how it will use the NELPs (National Education and Learning Priorities) in setting its strategic direction, its governance framework and to inform its ongoing mahi.

5. The Board noted a need for management to consider what is currently in place at the School for Māori students and where further development is required in line with Te Tiriti o Waitangi.
6. The Board noted that its ongoing strategic thinking needs to consider supporting all priority learners listed in the NELPs, such as Maori, Pasifika, children with learning needs.
7. Mark noted the MoE needs to give greater support to teachers to implement and teach what is required to incorporate Te Tiriti o Waitangi within schools and the education sector is having an open dialogue with the Ministry about this.
8. The Board discussed the Te Tiriti o Waitangi implementation plan. 2021 will be a scoping phase with implementation in 2022 and 2023. In Jan 2023 the Board will need to develop and report on a charter that is consistent with the NELPs. The reporting structure will not be clear from the MoE until 2022.

Action: Mark to consider how the School can engage with the School community on the NELPs.

b. Construction project

1. The Board discussed the construction work planned for the School.
2. Alex noted there is a preferred contractor for the project that has capacity to start shortly. Negotiating price and scope at present.
3. Work could start mid to late July but still to be confirmed. The work could take as long as 7 months.

4. The extent of disruption to the School is currently unclear. This will be discussed and confirmed when the contractor is appointed.
5. The Board discussed the construction project budget and noted concerns in terms of managing it. If over budget, the School would need to go to the MoE to ask for additional funds or decrease the scope. The Board noted it would not want the scope to be reduced so the budget will need to be closely managed.
6. There will be a recommendation to the Board at the end of the month from the School's construction work consultant.
7. The Board noted the recommendation letter to proceed with the construction project needs to be signed on behalf of the School.
8. The Board moved that Alex and Mark be delegated responsibility for approving and signing contracts associated with the construction project. Moved by Richard. Seconded by Sam. Motion passed.
9. The Board agreed to put out proactive communications to the School community on the construction project once the contractor is appointed.
10. The Board agreed that in addition to the above, the communication should introduce the NELPs and include a calendar of events for the rest of the year.

Action: Dominic to send around a starter for 10 to the trustees on what the next Board communication should include.

4. Monitoring

a. Metrics

1. Sam updated the Board on progress with the metrics the Board will start receiving to help inform its decision making.
2. The Board noted it will be beneficial to have a greater level of information to assist with its decisions.
3. The Board thanked Mark, Alex, and Sam for their work on the metrics.

b. Principal's report

1. Mark acknowledged the staff's contribution to the School and the great learning opportunities they are giving students.
2. Mark also acknowledged the role support staff play at the School.
3. The Board discussed the Berhampore playgroup and the Berhampore Community Centre and the public perception that the Board has been involved in closing these down.
4. The Board noted the decision of KiwiClass (formerly MCLaSS Multicultural Learning & Support Services) to stop hiring the hall meant funding the playgroup was no longer fiscally neutral. The Board also noted there had been a decline in numbers attending the playgroup itself - and on some occasions no child had attended the playgroup - and that other playgroups were available for the community.
4. The Board noted its previous decision that the school should focus on its core responsibilities and should not fund activities not central to the School's operation unless they were fiscally neutral.
5. The Board agreed to address the closure of the playgroup in its upcoming communication.

6. The Board moved to accept recommendation 2 in the Principal's report that the Berhampore playgroup be disestablished. Moved by Amelia. Seconded by Richard. Motion passed.
7. The Board discussed the disestablishment of the School's involvement in the Berhampore Community Centre and a need for a transition plan with Kainga Ora and the WCC.
8. The Board agreed to use some of its surplus to continue supporting the Community Centre past the 30 June contract end date to help with the transition of Community Centre management to another agency.
9. Alex noted a need to give both Kainga Ora and WCC a firm date for when the School's involvement will cease.
10. The Board discussed the Teacher Only day for Term 3.

The Board moved Friday 27 August to be a Teacher Only day. Moved by Mark. Seconded by Dominic. Motion passed.

b. Finance and audit report

1. The Board acknowledged the current surplus and how this is an improvement from recent years.
2. The Board noted it is waiting on the audit report to be circulated for review.
3. The Board noted its auditors have recommended a Board member sign off on payroll and this needs a delegation decision.
4. The Board moved that signing off on payroll by the Board be delegated to Sam as finance trustee. Moved by Mark. Seconded by Richard. Motion passed.

Action: Sam to add the above delegation to the Board delegation policy.

5. Administration

a. Confirmation of minutes

1. No additions or corrections required to the minutes of the 15 April Board meeting.
2. **The Board moved to accept the minutes for April. Moved by Dominic. Seconded by Mark. Motion passed.**

Action: Amelia to add to the website.

b. Update to School Charter

1. The Board noted the Charter is ready for submission to the MoE and will be submitted on 31 May 2021.
2. The Board confirmed Julia Scott to assist with the 2021 principal's appraisal.

c. The Board confirmed Zoe and Kate's appointment as trustees after the 28 day wait period. The Board noted the need to update the trustee register once appointed.

Action: Mark and Dominic to meet with Zoe, Kate, and Susan to give a general Board induction.

d. Action list

1. Dominic asked the trustees to look at the actions assigned to them and try to complete those that are outstanding, asking other trustees to assist if need be.

d. Correspondence

1. In: None

2. Out: None

e. Review of policies

1. Home learning policy – Amelia suggested the language in this policy be softened in terms of the School not setting home learning as this isn't strictly true, reading goes home with children and is planned for.

Action: Mark to consider wording change to policy.

2. Finance and property management policy – No comments or changes required at this point.

6. Other business

a. BFC fundraising

1. The Board discussed what type of donations the BFC can ask the School community for.

2. Mark to clarify with the BFC what donations the School and the BFC can ask for and pass on the flowchart which explains the relationship between the two.

Action: Mark to add commentary on donations to the principal's report for the next meeting.

b. The Board's relationship with the School

1. The Board acknowledged an improvement in the relationship between the staff, management, and the Board and a need for all groups to continue to engage and communicate with each other.

2. The Board discussed the social event with staff and management for early June.

7. Items for next meeting

The Board discussed the process for raising agenda items for consideration at the next meeting. The Board agreed to add proposed agenda items in the link in the draft agenda.

Date of next meeting – 5 July 2021

Action: Sam to add the in-committee resolution template to the governance framework.

8. In committee discussions

At 8.35pm, the Board moved that the public be excluded from the following part of the proceedings of this meeting, namely agenda items 5. 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 Sam.

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

The meeting resumed in public at 9.30pm.

8. Karakia whakamutunga

Led by Amelia

Meeting ended at: 9.35pm