

Berhampore School Board of Trustees Meeting Minutes

Thursday 19 August 2021

Meeting began at 6.30 pm

1. Karakia tīmatanga

Led by Mark.

2. Attendance

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

3. Strategic Discussions

- Metrics
 - Michelle spoke to the Board about the availability and presentation of metrics data.
 - The Board discussed the various metrics covered in the report.
 - The Board discussed some additions to the metrics data that would be useful such as comparatives in funding from MoE, i.e., what shortfall in funding the School funds and what shortfall the School doesn't fund and neurodiversity data.
 - The Board discussed the student outcomes data and the benefits of having access to this.
 - The Board noted it was happy with the first cut of metrics and further metric discussions can be continued offline.
 - Actions arising:
 - Mark and Michelle, along with Susan and Kate to consider additions/changes to metrics noted above and the quantity of reporting across a year.
- Engagement of Strategic Plan
 - Kate briefly summarised the Board paper on progressing the Strategic Plan.

- o The Board discussed the proposed approach set out in the Board paper.
 - o The Board noted a need for as broad an engagement as possible and across a wide variety of communication channels.
 - o The Board discussed the role of a Steering Group and the proposed work plan set out in the Board Paper.
 - o Dominic moved to create a sub-committee of the Board to be the Steering Group comprised of Sam, Mark, Zoe, Kate, and Michele. Seconded by Mark. Motion passed.
 - o Dominic moved that this sub-committee be set up to engage with the community on the Strategic Plan. Seconded by Alex. Motion passed.
 - o The Board thanked Kate for her work on the Strategic Plan to date.
- Strategic priority: Te Tiriti
 - o Mark presented the Te Tiriti report to the Board.
 - o Mark noted the ongoing nature of the actions required in the report.
 - o The Board noted the desirability of engaging with Maori whanau within the School first before engaging with the wider community.
- Construction project and property update
 - o Alex presented an update on the project to the Board.
 - o Alex noted waiting on the Contractor to present a proposal on how to run the project and for subcontractors to confirm dates before the project schedule is presented to the Board for approval.
 - o The Board discussed requirements for improving heating in the hall, classroom blocks and the administration block and whether a variation could be made to the main building contract to accommodate heating upgrades.
 - o The Board discussed the master construction plan for the School (including both property and equipment upgrades) with Alex recommending the Board get an idea of what an architect would charge for formalising the master construction plan that Mark and Alex have proposed.
 - o Alex recommended the M block heating upgrade be added as a variation to the main construction contract.
 - o Alex moved that the Board engage with Design Group to scope step 2 of the master construction plan, cost, and timeframe. Seconded by Sam. Motion passed.

- o Alex moved that the property subcommittee engage with the School's property consultant on varying the current construction contract to include an upgrade to M block heating. Seconded by Sam. Motion passed.
- o The Board thanked Alex for his work on the construction project.

4. Monitoring

- Principal's Report
 - o Presented by Mark Potter
 - o Mark highlighted great inroads made this year by those students previously noted in the report.
 - o Mark also noted staff are coping very well in different roles since recent staffing changes
 - o Actions arising:
 - Mark to investigate a way to celebrate the success of the playgroup and thank the playmakers.
 - Mark to check if Colin is available for a BBOT strategic planning afternoon.
- Finance Report
 - o Presented by Sam
 - o Sam noted the uncommitted funds and good surplus in the School's accounts.
 - o Covid funding in learning support space keep an eye on that budgetary concern
 - o Mark spoke to the recommendations set out in the report;
 - The Board moved to accept recommendations 1 and 2 in the report, being (1) noting the Accounting for Schools monthly reports for June and (2) noting the Accounting for Schools monthly reports for July. Moved by Mark. Seconded by Kate. Motion passed.
 - Mark moved that the Board ratify the purchase of the hall set as from the reserves at a cost of \$13,608.48 excluding GST (recommendation 3 in the report). Seconded by Sam. Motion passed.
 - The Board ratified the application for \$7,000 from New Zealand Community Trust to support school swimming lessons for Term 4 and the application for \$6,000 from the Lion Foundation to resurface the pool floor on the North side (recommendations 4 and 5 in the report).

5. Administration

- Out of zone enrolments scheme
 - Mark recommended the Board to make 11 spaces available to out of zone students for 2022.
 - The Board discussed the criteria that apply in considering out of zone enrolments and the timeframes in which spaces must be notified and applications received.
 - Mark moved the Board agree to make 11 spaces available for out of zone children in 2022. Seconded by Susan. Motion passed.

- Confirmation of minutes
 - No additions or corrections required to the minutes of the 5 July Board meeting.
 - The Board approved the Diversity and Inclusion ToR.
 - Mark moved that the present list include Susan. Seconded by Dominic. Motion passed.
 - Dominic moved to accept the minutes for May. Seconded by Mark. Motion passed.
 - Action: Michelle to add minutes to the website.

- Policy review
 - The Board noted that Mark and Miriam will discuss offline the next consultation regarding the Delegations policy.

- Action list
 - No comments or discussion.

- Correspondence
 1. In: Letter from Buckett Law
 2. Out: None

8. Employment issue

Dominic moved to add an additional agenda item to the meeting to discuss an employment issue. Seconded by Amelia.

9. In committee discussions

At 8.57pm, Dominic moved that the public be excluded from the following part of the proceedings of this meeting, namely agenda item 8. The reason for this resolution was that the relevant part of

the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under s 9(2)(a) of the Official Information Act: to protect the privacy of individuals. This motion was proposed to comply with Sec 48 of the LGOI & Meetings Act 1987 and the special requirements when moving to exclude the public. Seconded by Alex. Motion passed.

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 9.36pm.

10. 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 – 23 September 2021

11. Karakia whakamutunga

Led by Dominic

Meeting ended at: 9.37pm