

Berhampore School Board of Trustees Meeting Minutes

Thursday 23 September 2021

Meeting began at 6.37 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, Richard Chapman, Sarah-Jane Hickman (minutes)
- c. Declaration of interests: none noted.

3. Strategic Discussions

- Check in on Annual Plan
 - Mark spoke to the Annual Plan report as of 23 September 2021.
 - Mark noted Covid 19 has presented challenges to complete some items on the Plan.
 - The Board discussed the different levels of engagement from parents in online learning during changes in alert levels.
 - The Board discussed the teachers' use of Seesaw and other communication channels, i.e., email and the possibility of using one digital means for both communication with parents and online learning.
 - Zoe proposed a traffic light system for the Board to have greater visibility over whether the School is on target with actions identified in the Plan.
 - The Board agree to consider this in the New Year.
- Engagement of Strategic Plan
 - Kate updated the Board on progress with consultation on the Strategic Plan. Communications have been sent to parents and the website is live.
 - Initial email open rate 64%.
 - The Steering Group's will continue with as much Plan engagement as possible bearing in mind Covid restrictions.

- o The Board discussed that engagement must be with the community and staff.
 - o The Board discussed extending an invitation to staff to attend Board meetings if they wish.
 - o Action: The Board to consider acknowledging staff achievements in its next email or newsletter.
 - o The Board discussed timing for its discussion on the feedback from the community on the Strategic Plan. This discussion will inform the first draft of the Plan. Likely to be held mid- November.
 - o Kate proposed Jill join the Strategic Plan Steering Group and the Board agreed.
- Principal's appraisal
 - o Dominic updated the Board on progress with Mark's principal appraisal.

4. Monitoring

- Principal's Report
 - o Presented by Mark
 - o Mark highlighted good levels of compliance with the School's Covid guidelines.
 - o Mark highlighted the OIA request received in relation to a former pupil.
 - o The Board discussed a study leave request from Anastasia Aukuso-Lolo.
 - o The Board moved to accept recommendation 1 of the Principal's report - that the BBOT approve the request for 32 weeks study leave in 2022 from Anastasia Aukuso-Lolo. Moved by Mark. Seconded by Alex. Motion passed.
 - o The Board discussed the rescheduling of the Term 3 teachers only day.
 - o The Board moved to accept recommendation 2 of the Principal's report - that the BBOT agree to the Term 3 teachers only day being held on in Term 1 on Thursday 14 April 2022. Moved by Mark. Seconded by Zoe. Motion passed.
 - o Alex updated the Board on the construction project. Construction will begin at the start of Term 3 school holidays. The School is working on the decanting plan.
 - o The Board acknowledged a need to communicate with parents on the construction plan as soon as possible with high level comms on timing, classrooms affected and then

individual comms to classrooms affected proposed. Updates could also be included in Board newsletters. Susan, Mark, Alex, and Zoe to discuss the coms strategy offline.

- o The Board discussed H&S at the School site and Covid guidelines for building contractors.
 - o The Board discussed the School's physical restraint policy.
 - o The Board moved to accept recommendation 3 in the Principal's report- that the BBOT authorise learning support staff to use physical restraint as set out in the School's Physical Restraint Policy. Moved by Mark. Seconded by Miriam. Motion passed.
 - o The Board commended the teachers on the home learning solutions offered to students during lockdown.
 - o Action: Mark to amend the Principal's report to reflect 2022 School start date of Weds 2 February.
- Finance Report
 - o Presented by Sam
 - o The Board discussed the appointment of auditors for the next 3 financial years.
 - o The Board moved to accept recommendations 1 and 2 in the Finance Report:
 - recommendation 1 - that the BBOTs note the Accounting for Schools monthly report for August; and
 - recommendation 2 - that the BBOT accept the appointment of Moore Markham as auditors for the School for 2021, 2022 and 2023Moved by Sam. Seconded by Alex. Motion passed.
 - o Sam raised the uncommitted funds in the School's accounts.
 - o Action: Finance committee to discuss these funds, the minimum buffer that should be held and what uncommitted funds over and above that buffer could be used for.
 - o Sam raised the need to monitor the year to date overspend on the learning support budget which was noted by the Board.

5. Administration

- Confirmation of minutes
 - o No additions or corrections required to the minutes of the August Board meeting.

- o The Board moved to accept the minutes for August. Moved by Miriam. Seconded by Kate. Motion passed.
 - o Action: Michelle to add minutes to the website.
- Policy review
 - o Mark and Miriam updated the Board on the policy reviews.
- Action list
 - o To be reviewed prior to the next meeting. Zoe will move the actions list into a spreadsheet so actions can be tracked more easily.
- Correspondence
 1. In: None
 2. Out: None

6. In committee discussions

At 8.30pm, the Board moved that the public be excluded from the following part of the proceedings of this meeting, namely agenda item 8. 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 Miriam. 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 9.00pm.

7. Items for next meeting

None discussed

Date of next meeting – 4 November 2021

8. Karakia whakamutunga

Led by Mark

Meeting ended at: 9.02pm