

Berhampore School Board of Trustees Meeting Minutes

Monday 5th July 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, Miriam Zeier, Kate Lee-Gleisner, Zoe Batt
- c. Apologies: Richard Chapman
- d. Declaration of interests: none noted.

3. Strategic Discussions

- Property Committee Update
 - Report presented by Alex Lloyd.
 - It is recommended that the board agree to change the scope of the library placement from Room 4 and 5 to the Piwakawaka building. Moved by Alex Lloyd and seconded by Sam Green.
 - **Actions arising:**
 - **Communication to the community about the change- first to the Library Consultation Group then to the wider community.**
 - **Communication to the community about the full scope of the project starting this year- more than just the movement of the library.**
 - **Alex and Mark to discuss with Design Group about coming up with a master property plan for the school.**
- Hauora; Success & Growth; Community & Connection
 - Dream big brainstorming in small groups
- Montessori at Berhampore School

- Report presented by Mark Potter
- Actions arising:
 - Mark to talk to MOE about special character status and having year 7 & 8s or re-starting a MOU with SWIS.
 - Zoe and Alex to work together to form a narrative about where the building project is at and the plan moving forward.
 - Include information about Montessori at Berhampore School in the induction pack for new board members.
 - Zoe to review the information on the website about Montessori at Berhampore School- does what is currently there paint an accurate picture/ provide enough information?
- Report from Diversity and Inclusion Sub-committee
 - Report presented by Kate Lee-Gleisner
 - Actions arising:
 - Sam and Kate to work together to amalgamate the TOR for this group with the other sub-committee TORs.

4. Monitoring

- Principal's Report
 - Presented by Mark Potter
 - Mark proposed that the board endorse the Study award applications from Anastasia Aukuso-Lolo and Michelle McCracken. Seconded by Kate Lee-Gleisner.
 - Strategic Plan Development- board strategic planning afternoon, penciled in for Sunday 26th July 2-5pm
 - Actions arising:
 - Mark to look into a way to celebrate the success of the playgroup and thank the playmakers.
 - Mark to check in with Colin to see if he is available for a BBOT strategic planning afternoon.
- Finances
 - Audited Annual Report and Financial Statements for 2020 tabled.

- Dominic Kebbell moved that the board of trustees ratify Sam Green signing the Annual Report and Financial Statements for 2020 on his behalf. Seconded by Miriam Zeier.

5. Administration

- Confirmation of minutes

No additions or corrections required to the minutes of the 20 May Board meeting.

The Board moved to accept the minutes for May. Moved by Alex Lloyd. Seconded by Dominic Kebbell. Motion passed.

Action: Michelle to add to the website.

- Confirmation of Appointment by Email
 - Dominic moved that we ratify the decision made by email to appoint Zoe Batt and Kate Lee-Gleisner. Seconded by Sam Green
- Delegation to Kate and Dominic to work with Julia Scott on the 2021 principal's performance agreement & appraisal. Moved by Dominic Kebbell. Seconded by Sam Green

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: Concerns re Piwakawaka's size, BFC Committee email to Mark.
2. Out: None

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 – 19 August 2021

8. Karakia whakamutunga

Led by Mark Potter

Meeting ended at: 9.30pm