

# **Berhampore School Board of Trustees Meeting Minutes**

**Thursday 4 November 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), Jill Young, Michelle McCracken.
- b. Declaration of interests: none noted.

## **3. Strategic Discussions**

- Engagement of Strategic Plan
  - The Board acknowledged the Steering Committee's work on the Strategic Plan to date.
  - A draft will be presented to the Board at the December meeting.
  - Kate updated the Board on progress with community and staff consultation on the Strategic Plan. Survey phase complete and focus group discussions progressing well.
  - Michelle gave the Board a briefing on the consultation activities teachers have done with students.
  - Kate noted the Steering Group is aiming for consultation to wind up Friday week and the Group will then refine the draft Strategic Plan prior to presentation at the December Board meeting.
  - There is a Board consultation workshop in two weeks' time.
  - The Board discussed the format, look, and feel of the Strategic Plan document, and how to progress the document's design.
  - Sam presented concepts and examples for the format and layout of the Strategic Plan.
  - It was noted that whatever format it takes, the Strategic Plan needs to be clear and concise.

- o Richard noted that the document should be as user friendly as possible if presented on the website, for example include links to more detail from key words.
  - o The Board discussed and reviewed the community survey analysis covering the survey questions about values, aspirations for children, home-school partnership, connectedness between families, wellbeing and inclusion, Te Ao Maori.
  - o Kate noted the community's response to the survey was overall very positive and the community want to be more engaged with the School than they are.
  - o The Board discussed and reviewed the staff survey analysis across the same questions asked in the community survey.
  - o The Board discussed how the survey results would be collated and shared with the wider community, i.e., raw data or more high-level results and what is the appropriate time to share the results with the community.
  - o It was noted that the survey said the Board would share themes with the community and the Board is committed to this.
  - o Kate noted staff will be invited to the Board workshop to discuss the draft of the Plan.
  - o Communication to staff to reassure feedback won't be shared verbatim.
  - o Action: Steering Group to consider further how the survey is presented back to the community.
  - o On behalf of the Board, Richard acknowledged the work the Steering Group has done on the Strategic Plan.
  - o Michelle presented the Berhampore School Academic Information to the Board, including the Learning Record the School has adopted which uses a 1-5 scale to measure student achievement in literacy for 2019 and 2020. Literacy has been a focus in schools for the last few years.
  - o Michelle noted the teaching staff are having ongoing discussions about shifting to an increased focus on math.
- Master plan fee proposal and property update
    - o Alex presented DSGE's fee proposal to create a master plan for the school. The master plan (10-year plan) would provide a vision for what the School would look like - a visual journey of where the School is currently and what the grounds, buildings, and general flow could look like in the future.

- o The Board discussed the merits of getting a master plan developed now and having a clear vision on what the School should look like as row growth increases over the next few years.
- o The Board discussed and agreed to wait until after consultation on the Strategic Plan is complete and the building project has kicked off to consider the master plan further.
- o Alex gave the Board an update on the building project. It is delayed due to changes required to the building consent relating to window requirements. Unlikely to get consent before December.
- o The Board agreed to update the School community on the delays and new timings.

#### **4. Monitoring**

- Principal's Report
  - o Presented by Mark.
  - o Mark highlighted new data provided by Jill on managing learning support behaviour.
  - o Mark highlighted the evolution of Covid 19 evolution and discussed staff vaccination. Staff are supportive of vaccination.
  - o Mark discussed new teaching appointments and changes in structure to new entrants' classes.
  - o The Board noted communication to parents around this will be important.
  - o The Board discussed the need to continue to monitor further advice from MoH and MOE regarding dealing with Covid 19 in schools.
- Finance Report
  - o Presented by Sam.
  - o Sam highlighted the surplus cash balance and the Finance committee's ongoing discussions on the minimum buffer that should be held.
  - o Finance committee continues to monitor school roll growth along with learning support spend.

#### **5. Administration**

- Confirmation of minutes

- o No additions or corrections required to the minutes of the September Board meeting.
  - o The Board moved to accept the minutes for September. Moved by Alex. Seconded by Miriam. Motion passed.
  - o The Board moved to accept the in-committee minutes for September. Moved by Dominic. Seconded by Amelia. Motion passed.
  - o Action: Michelle to add minutes to the website. SJ to provide Michelle copies of minutes back to April.
- Policy review
    - o Mark and Miriam updated the Board on the policy reviews.
  - Action list
    - o The Board acknowledged Zoe's work on compiling the Action list spreadsheet.
    - o Action added - Sam to sight copies of employment contracts.
  - Correspondence
    1. In: regarding School air-conditioning
    2. Out: none

## **7. In committee discussions**

At 9.25 pm, 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 9.30pm.

## **8. Items for next meeting**

None discussed

Date of next meeting – 9 December 2021.

## **9. Karakia whakamutunga**

Led by Mark

Meeting ended at: 9.32pm