

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

**Thursday 9 December 2021**

Meeting began at 6.35 pm

## **1. Karakia tīmatanga**

Led by Mark.

## **2. Attendance**

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

## **3. Strategic Discussions**

- Strategic Plan
  - Kate updated the Board on progress regarding the Strategic Plan.
  - The Board agreed to the revised timeline as per the relevant Board paper and email circular.
  - Kate invited the Board to give their feedback on the first draft of the Plan.
  - Some trustees gave initial high- level feedback during the discussion.
  - The Board discussed the intersection of values (including PB4L values) and corresponding Maori concepts and how to portray these in the Strategic Plan.
  - Action: Strategic Plan Steering Group to consider further.
- Property update
  - Mark updated the Board on progress with the property project.
  - The contractor is reluctant to take on the contract due to the work required on windows. The project can't progress without window issues being addressed. Architect to make a direction to the contractor on how the windows should be fixed.

- o MoE agrees windows to be replaced on both south and north sides of school.
  - o Mark confirmed the delay won't affect commitment of funds although Mark will confirm if there is a date by which funds must be spent.
  - o Heating contract signed off for classrooms and hall. It's intended that the work will be done by next winter.
  - o [Action: Mark to follow up with architect and property consultant before any update to wider community on the project.](#)
- Class structures for 2022
    - o Mark discussed the classroom structure and year group changes for 2022 and the rationale behind these.
    - o The Board discussed its involvement in decisions of this nature and where a heads up on management decisions might be appropriate prior to such decisions being communicated to the School community.
    - o The Board agreed that where it can expect to get feedback from the School community on management decisions, there is an expectation that there will be a heads up of such decisions given to the Board by Mark/teachers.
    - o [Action: Mark and Dominic to discuss Board work schedule to align better with Board meetings and allow more opportunity for discussion and communication on management decisions, where relevant.](#)
- End of year ceremony
    - o Covid restrictions mean the end of year performance and awards ceremony will be filmed.
    - o Awards ceremony will be award winners and parents only. Dominic will speak, and it will also be filmed.
    - o The Board discussed the content of Dominic's speech and that it should include recognition of staff, recognition of BFC, grounds group, parent contributions and focus on positives of the year. Dominic to circulate his proposed speech to trustees for comment.
- Succession planning
    - Sam presented the Board Composition paper, the purpose of which was to facilitate discussion on selection of a new Board Chairperson and inform the Board of the MoE update on the 2022 triennial elections.
    - MoE has said triennial elections will be held in September 2022.

- The Board discussed the options around Board composition due to Dominic's resignation and the potential resignation of another member (noted below).
- The Board discussed succession of the Presiding Officer role.
- The Board noted that the date on which to fill casual vacancy in the Composition paper is incorrect - this should be within 28 days of resignation.
- The Board agreed that they will co-opt someone to the Board for skills lost through these resignations.
- [Action: Board to discuss co-opting someone to the Board further.](#)

#### 4. Monitoring

- Principal's Report
  - Presented by Mark.
  - Mark acknowledged how staff stepped up regarding the vaccine mandate.
  - Mark noted management is working through Ben's resignation.
  - Mark advised the Board of management's intention to set up a Covid team involving management and at least one Board member to deal with the School's response to an outbreak or directions from MoE.
  - The Board discussed and agreed with the recommendations in the Reading Recovery Report being that the Board continue to fund Reading Recovery in partnership with the MOE and that the School continues with the two RR teacher structure.
  - The Board discussed and supported Jill's study leave award for a day a week next year.
- Exit interviews
  - The Board agreed to present these as an option to teachers who are leaving.
  - It was agreed that Miriam and Kate would organise and undertake the interviews
  - [Action: Mark to provide contact details of departing teachers to Miriam and Kate](#)
- Finance report
  - Presented by Sam and Mark.
  - Decent uncommitted funds number.

- o Surplus in budget to allow for changes in operational expenses.

## 5. Administration

- Confirmation of minutes
  - o No additions or corrections required to the minutes of the November Board meeting.
  - o The Board moved to accept the minutes for November. Moved by Zoe. Seconded by Richard. Motion passed.
  - o The Board moved to accept the in-committee minutes for November. Moved by Zoe. Seconded by Richard. Motion passed.
  - o Action: SJ to provide minutes to Michelle to add to the website.
- Third party occupancy agreement for Little Makos
  - o The Board discussed the proposal for the Little Makos Swimming School to apply to the MOE with the school for a Third-Party Occupancy Agreement.
  - o The Board moved to accept the recommendation noted in The Third-Party Occupancy Agreement Report – that the BBOTs agree to Little Makos Swimming School having a Third-Party Occupancy for their use of the swimming pool complex at Berhampore School. Moved by Mark. Seconded by Zoe. Motion passed.
- Policy review
  - o The Board noted the Policy Report.
- Action list
  - o The Board agreed to review the Action List independently of the meeting.
- Correspondence
  1. In: none
  2. Out: none

## 6. Additional agenda item – Dominic's resignation

- Dominic formally advised the Board that he will be stepping as Presiding Officer before the next Board meeting on 10 February.
- Mark presented a taonga to Dominic for and thanked him for his service to the Board.

## **7. In committee discussions**

At 9.22 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 – 10 February 2022.

## **9. Karakia whakamutunga**

Led by Mark

Meeting ended at: 9.35pm