

Berhampore School Board of Trustees Meeting Minutes

Thursday 24 February 2022

Meeting began at 6.35 pm

The meeting was initially chaired by Amelia.

1. Karakia tīmatanga

Led by Amelia.

2. Attendance

- a. Present: Amelia Ward, Sam Green, Kate Lee-Gleisner, Zoe Batt, Miriam Zeier, Richard Chapman, Juliet Barker, Morgan Hanks, Sanja Antonijevic, Sarah-Jane Hickman (minutes).
- b. Apologies: Mark Potter
- c. Declaration of interests: none noted.

3. Resignations and elections of Presiding Officer

- The Board noted the resignations of Presiding Officer Dominic Kebbell and Alex Lloyd.
- Richard nominated Zoe to be appointed as Presiding Officer. No other nominations were received.
- **The Board moved that Zoe be appointed Presiding Officer. Moved by Richard. Seconded by Sam. Motion passed.**
- Zoe took over as meeting chair.

4. Property update

- Alex updated the Board on the property project.
- Heating in the hall installed last year.
- The architect and the building contractor have agreed on a method for fixing the windows.
- The variation is with WCC to sign of the amendment to the consent.
- Anticipated building consent amendment could take 20 working days. The Board noted work is due to start 7 March and some work can happen before consent is issued.

- Alex noted he has not been advised of an increase in costs because of the variation.
- The Board noted there may be supply chain issues that could affect the timing of the building work.
- Alex spoke to the proposed Master Plan for the School.
- In principle the Board support a Master Plan and funding it within the scope of the existing quote.
- The Board discussed scenarios of what happens with the construction plan and the Covid outbreak.
- Action: Zoe to discuss with Mark deputising Jill and Michelle in his absence and getting an updated schedule of work from the architect, the decanting plan and communicating that first to staff, then to parents in the next week or so.

5. Replacing outgoing members

- Sam spoke to the Board composition paper.
- The Board acknowledged a skills gap in terms of property management due to Alex's resignation.
- The Board agreed that given Alex's resignation, co-option of a trustee for the skills they can bring to the Board would be appropriate.
- Sam nominated Juliet Barker to be co-opted as a trustee.
- Juliet spoke to the Board about her experience as an architect and in working on school Master Plans.
- Sam spoke to the process of co-opting Juliet.
- Subject to Juliet completing the eligibility declaration and the communication of her co-option to the community the Board moved that Juliet be co-opted as a trustee to the BBoT based on her skills for a period of 18 months. Moved by Sam and seconded by Richard. Motion passed
- Action: Zoe to provide Juliet with eligibility declaration. Zoe to include notice of Juliet's co-option in the next Board newsletter.

3. Strategic Discussions

- Strategic Plan
 - Zoe acknowledged the work Kate and the Strategic Plan Steering Group have put into developing the Plan.
 - Kate spoke on progress regarding the Plan.
 - Kate presented to the Board the draft one-page Plan as well as the fuller version.
 - Kate spoke to the process to approve the Plan involving Board approval to release the Plan to the staff and to the community for further consultation.

- o Kate spoke to feedback received on the documents to date and noted Te Ao Maori words will be applied to the values as a targeted consultation.
- o The Board discussed several clarifications to the documents. The Te Ao Māori indicator relating to attaining Level 4b of Te Reo Māori was discussed as 'aspirational' and will be messaged as such.
- o The Board agreed the staff need to get an advance heads up on the Plan prior to release to the community.
- o Subject to the clarifications discussed, the Board moved to approve the Strategic Plan for consultation with staff and the community. Moved by Kate. Seconded by Richard. Motion passed.
- PPMET/BBoT Memorandum of Agreement
 - o Richard spoke to the Memorandum of Agreement between the PPMET and BBoT that has been in place for 21 years but a signed copy has not been located.
 - o The Board discussed the process for reviewing and signing the proposed Agreement.
 - o The Board moved to review and agree on the Memorandum of Agreement by email circular and, if agreement can't be reached by email, discussion on the Agreement will be tabled at the March Board meeting. Moved by Richard. Seconded by Kate. Motion passed.
 - o Action: Richard to circulate the draft Memorandum of Agreement to trustees for review and comment.
 - o Action: Mark and Richard to discuss with SWIS the enrollment of Berhampore Montessori year 7 and 8s for 2023 at SWIS.

4. Monitoring

- Principal's Report
 - o As Mark was absent the Board noted the principal's report.
 - o Amelia spoke to pressures on staff which the Board acknowledged.
 - o Action: Zoe to email staff acknowledging the challenges they are facing at present.
- Covid 19
 - o Susan gave the Board a general update on re traffic light, phase 3

- o Susan suggested circulating the Phase 3 guide and information on what to do when you get Covid to the School community.
 - o The Board discussed the School's Omicron response and providing the community more information, including a scale on how and when the School can operate.
 - o Action: Zoe to include Covid related material in the next Board newsletter.
 - o Action: Zoe to follow up with Mark and/or Michelle on the proposed Covid operations team. Susan and Miriam offered to join from the Board.
- Learning support and reading recovery reports
 - o The Board noted a further discussion with teachers was required in relation to these reports.
 - o Action: Susan and Kate to discuss the practical implications of the first 3 recommendations in Jill's learning support report and report back to the Board.
- Finance report
 - o Presented by Sam.
 - o December financial year end reports.
 - o Sam spoke to the uncommitted funds noted in the December financial year end reports. Sam noted a new report created to track the allocation of uncommitted funds to assigned projects, fundraising initiatives and funds set aside in reserve and the Board agreed.
 - o MoE advice is a school should have approximately \$50,000 of uncommitted funds in reserve for unforeseen expenses. Sam noted this is aspirational for the School and the finance committee would track this in the new report.
 - o Sam noted that AFS are compiling the end of year financial statements and supporting information for the auditors.
 - o The Board discussed BFC funding and how to manage this for next year if BFC events continue to be impacted by COVID.
 - o The Board moved to accept the recommendations in the finance report being:
 - 1. That the BBoTs note the Accounting for Schools monthly report for December 2021.
 - 2. That the Board approves the allocation of \$9.5K from reserves for a landscape master plan.
- Moved by Sam. Seconded by Kate. Motion passed.

- o Action: Finance committee to discuss how to provide for BFC funding for the 2023 school year.
- o Action: Juliet and Sam to discuss the funds allocated for the Master Plan and what is provided in the plan for under current proposed scope and cost.

5. Administration

- Confirmation of minutes
 - o The Board noted the corrections proposed by Kate and Sam by email to the December meeting minutes.
 - o Subject to making the corrections proposed by Kate and Sam, the Board moved to accept the minutes for December. Moved by Miriam. Seconded by Zoe. Motion passed.
 - o Action: SJ to provide December minutes to Michelle to add to the website.

- Delegations
 - o The Board discussed the changes required to Finance and Property delegations due to Dominic and Alex's resignations.
 - o Sam nominated Kate to join the Finance committee.
 - o The Board moved that Kate join the Finance committee. Moved by Sam. Seconded by Zoe. Motion passed.
 - o Zoe nominated Juliet to be delegated to sign property contracts on behalf of the BBoT.
 - o Subject to Juliet completing the eligibility declaration, the Board moved that Juliet be given delegation to sign property contracts on behalf of the BBoT. Moved by Zoe. Seconded by Kate. Motion passed.
 - o Kate nominated Zoe to replace Dominic as trustee delegated to do the principal's appraisal.
 - o The Board moved that Zoe be delegated to do the principal's appraisal. Moved by Kate. Seconded by Sam. Motion passed.
 - o Acton: Sam to check the delegations required to sign off on payroll

- Policy review
 - o The Board discussed the governance framework.

- o Each Board member present at the meeting confirmed they had read and understood the framework.
 - o Action: Sam to get updated governance framework from NZSTA.
- Action list
 - o The Board agreed to review the Action List independently of the meeting.
- Elections
 - o Zoe spoke to Mark's election email to the trustees regarding options for running the September BBoT election.
 - o The Board moved to run the election process via the My School Election platform and take up the MoE funding for this. Moved by Zoe. Seconded by Sam. Motion passed.
 - o Board discussed and agreed it will be necessary to promote the elections and encourage a diverse range of candidates.
 - o Action: Miriam to liaise with My School Election and set up the election process platform.
 - o Action: Board to proactively engage in identifying future Board members ahead of the election date.
- Correspondence
 1. In: none
 2. Out: none

7. In committee discussions

At 9.05pm, 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 Zoe. Seconded by Kate. 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.

While in-committee, the Board moved to approve the in-committee meeting minutes for December. Moved by Zoe. Seconded by Amelia. Motion passed.

The meeting resumed in public at 9.13pm.

8. Items for next meeting

- Academic report from the end of 2021 on agenda for the next Board meeting. The Board noted this needs to be provided to staff first.
- Action: to establish what reporting the Board requires for the year to assess against the Strategic Plan. The Board to agree on the reports required and who from so the relevant individuals can diarise their responsibilities.

Date of next meeting – 31 March 2022.

9. Karakia whakamutunga

Led by Amelia

Meeting ended at: 9.22pm