

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

**Thursday 31 March 2022**

Meeting began at 6.35 pm

## **1. Karakia tīmatanga**

Led by Mark

## **2. Attendance**

- a. Present: Amelia Ward, Sam Green, Kate Lee-Gleisner, Zoe Batt, Miriam Zeier, Juliet Barker, Tom Wilson, Helena Tihanyi, Thuzar Kyee, Michelle McCracken, Sarah-Jane Hickman (minutes).
- b. Apologies: Richard Chapman
- c. Declaration of interests: none noted.

## **3. Strategic session**

- Academic reporting
  - o Michelle presented the 2021 Report for Learning Areas (Reading, Writing, Maths) to the Board.
  - o For each of the subject areas, Michelle spoke to the positives, areas for development, and recommendations (including interventions and suggested classroom practices) made in the Report.
  - o Michelle spoke to the particular year levels and cohorts identified in the Report as requiring more focus in certain subject areas.
  - o Michelle noted the maths metrics represent the biggest shift in metrics from previous years.
  - o The Board thanked Michelle and the management team for the work put into the Report and the consideration given to the recommendations.
  - o Michelle spoke to how teachers will prioritise the recommendations noted in the Report. Teachers intend to continually reflect on the contents of the Report during the school year.
  - o Michelle proposed this reporting be presented twice yearly to the Board with more frequent reporting on target year levels/cohorts, where required.
- Analysis of variance
  - o Mark and Michelle spoke to the Analysis of Variance Report.
  - o The Report looks at specific actions the School took last year (what the School did), the outcomes (what happened), reasons

for the variance between the actions and the outcomes (why did it happen) and evaluation (where to next).

- o Mark and Michelle spoke to the fact that the Report shows some actions that have not been met. The management team is taking steps to understand why (for example why there has been less digital portfolio uptake by parents than expected) and how outcomes for those actions can be improved.
- o **The Board moved to accept the Analysis of Variance for 2021 and that it be submitted to the School's auditors and the Ministry of Education. Moved by Mark. Seconded by Susan. Motion passed.**

- Strategic plan

- o Kate gave the Board an update on the Strategic Plan and work done by the Steering Group to finalise the plan.
- o Kate presented the final plan to the Board.
- o Thuzar passed on feedback to the Board from Burmese families regarding the Strategic Plan and their desires for their children's education.
- o **The Board moved that the long form Strategic Plan for 2022-2025 be approved. Moved by Kate. Seconded by Sam. Motion passed.**
- o The Board asked Kate to pass on their thanks to Anna for the Plan design.
- o The Board also acknowledged the collaborative work with the management team on the Plan.

- Annual plan

- o Mark presented the Annual Plan (in summary form) to the Board.
- o The Plan also notes specific priorities for the Board in 2022.
- o The Board noted and discussed how the strategic goals in relation to children on Individual Education Plans will be progressed during the year.
- o The Board discussed how the plan will affect teachers' workloads and a need to monitor that closely.
- o The Board noted the plan will be discussed and appropriately positioned with staff.
- o The Board welcomed feedback from staff during the year on the plan and encouraged early conversations on whether aspects of the plan can or can't be met.
- o The Board discussed the immediate needs for the physical school environment in the context of the Property Master Plan and acknowledged staff would like the junior playspace to be put in place sooner rather than later to help improve the physical spaces.
- o The Board discussed the first stages in reaching the strategic goal for Te Reo Maori level 4b and how progress towards achieving the strategic goal is reflected in the Plan for 2022.

- o The Board moved that the Annual Plan for 2022 be approved. Moved by Mark. Seconded by Kate. Motion passed.
- o Action: Zoe to consider putting links to key documents in future agendas, where appropriate, so the Board can view these alongside Board papers.

- Work plan

- o Zoe presented the Work Plan to the Board and noted the order in which progress against each strategic goal will be discussed and assessed at Board meetings.
- o Zoe highlighted certain aspects of the Work Plan such as the elections in September, that all Board members must have completed Te Tiriti o Waitangi training by the end of year, how and when policies will be reviewed, that curriculum updates will be given each term.
- o The Board discussed a possible annual planning session and agreed to discuss that further outside of the meeting.
- o The Board moved that the Board approved the BBOT compliance and workplan for 2022. Moved by Zoe. Seconded by Mark. Motion passed.

- Property update

- o Juliet updated the Board on the Master Plan and that to move forward with any Master Plan, the designer will require a brief.
- o Juliet proposed a committee be formed to come up with the brief.
- o She noted that the architect can't start on the Master Plan for at least 3 months which gives time to come up with the brief.
- o Juliet noted the need to get in touch with the MoE regarding funding and long-term considerations for the plan, for example population growth in Berhampore.
- o The Board moved to establish a Master Plan committee made up of Sam, Juliet, Mark, and Amelia. Those trustees will draft terms of reference for the committee with the outcome of establishing a Master Plan brief. Moved by Zoe. Seconded by Kate. Motion passed.
- o Action: Master plan committee to circulate terms of reference by email for approval.
- o Mark gave the Board an update on the construction project.
- o Alaska has set up to start work and the architect and contractor have reached a solution regarding the windows and doors that need replacing. There will be additional work done on the hall in the July school holidays.
- o Mark noted Alaska is good to work with.

- PPMET agreement

- o Zoe updated the Board on the PPMET agreement review process.
- o Zoe is working through her comments on the agreement with Richard and Mark and, once these are resolved, will send the agreement to the trustees for their review and subsequent approval.

#### 4. Monitoring

- Principal's Report
  - o Mark presented the Principal's Report.
  - o Mark spoke to Covid updates, vaccination mandates, continuation of the red traffic light system, good ventilation at the School and good public health measures in the School.
  - o Mark noted Te Reo Maori lessons are being enjoyed by the staff doing them.
  - o The Board discussed ventilation issues in winter and noted the requirement for air movement is a priority to raise with the MoE.
  - o The Board discussed risks around Covid vaccination mandates dropping and the requirement to make sure there are robust risk assessments completed for any role that may require a vaccinated staff member to perform it and that such risk assessments are thorough and clearly documented.
  - o The Board moved to formally appoint Mark as the EO officer and to record this in the delegations register. Moved by Zoe. Seconded by Sam. Motion passed.
- Finance report
  - o Sam presented the Finance Report to the Board.
  - o Sam noted the year-end financial statements are with auditors for review and sign off.
  - o The Board noted the Accounting for Schools monthly report for February 2022.
  - o The Board moved to approve the proposed budget for 2022. Moved by Sam. Seconded by Susan. Motion passed.
  - o Sam and Mark discussed that payroll delegation requirements have changed, so they will work through the implications and give a further update on this existing action point in the next meeting.
- Learning support and reading recovery reports
  - o These were presented by Susan and Kate.

- o The Board noted the thank you letter presented to Ansa and Carol on behalf of the Board regarding the reading recovery report.
- o The Board acknowledged the quality and level of detail in the Learning support report.
- o Susan noted it would be good to have a more holistic understanding of how funding approvals sought from the Board will impact the relevant child, class or learning need and what the level funding might look like.
- o **The Board moved the Board accept:**
  1. That the BBOT continues to have learning support as a priority within the strategic plan for 2022.
  2. That the BBOT support the school to continue with the training and implementation of PB4L-school wide in 2022.
  3. That the BBOT continue to support additional funding for:
    - a. Year 2 student with ASD until either ORS funding can be secured or a transition can safely be made to less support.
    - b. Year 4 student with severe behavioural needs until IWS funding is secured; for 2022 with funding support to be considered further in 2023 and with supporting information provided to support any recommendations made.
- Moved by Mark. Seconded by Zoe. Motion passed.**
- o Action: Mark to discuss Susan's point with Jill.
- o Action: Susan and Kate to write to Michelle and Jill to thank them for their work on the relevant learning reports they provided to the Board
- o we agreed to it for this calendar year but would like to come back to it for next year if still required with more supporting info about the trade-offs associated with supporting or not supporting a recommendation such as that one. These would be both financial and non-financial considerations.

## 5. Administration

- Confirmation of minutes
  - o The Board noted minutes will now be approved by email
  - o The trustees have approved the minutes of the 24 February meeting by email.
  - o Action: SJ to provide minutes to Michelle to add to the website.

- Policy review
  - The Board noted the principal's appraisal policy
  - Zoe proposed including the school's strategic and operating plans and teaching council standards (Ngā Paerewa) in the list of criteria in the performance agreement. **The Board moved to use the Governance Framework Principal's appraisal policy, with amendments to reflect actual principal appraisal cycle and suggestions above, and to add this to schooldocs. Moved by Zoe. Seconded by Kate. Motion passed.**
  
- Action list
  - The Board agreed to review the Action List independently of the meeting.
  
- Elections
  - Miriam gave an update on the election process, proposed election dates and election term.
  - The Board discussed whether it would be beneficial to move to a staggered (mid-term election) cycle and agreed mid-term elections wouldn't solve vacancy issues.
  - The Board acknowledged the need for good succession planning.
  - **The Board moved that the 2022 election be held on 7 September and not to adopt a staggered election cycle. Moved by Miriam. Seconded by Sam. Motion passed.**
  - **Action: Miriam to confirm the election date with School Board Elections.**
  
- Correspondence
  1. In: none
  2. Out: none

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

- Finalising principal's appraisal, curriculum update, policy review, principal's report to include annual plan reporting.

Date of next meeting – 19 May 2022.

## **9. Karakia whakamutunga**

Led by Mark

Meeting ended at: 10pm