

Berhampore School Board of Trustees Meeting
26th May 2022- Held via Zoom

Meeting opened at 6.35pm

1. Karakia tīmatanga

Led by Mark Potter

2. Attendance

- Present: Amelia Ward, Sam Green, Mark Potter, Zoe Batt, Kate Lee-Gleisner, Richard Chapman, Juliet Barker, Miriam Zeier, Michelle McCracken, Sasha Dombrovskaya, Kate Searle, Hannah Van Voorthuysen, Glenda Naoko.
- Apologies: Susan Fullerton-Smith
- Declaration of interests: none noted

3. Building Project Update

- Juliet Barker updated the board about the construction project and the impact of the delays to the project.
 - MoE has said that they will not be providing additional funds if the project goes over budget.
 - Juliet outlined possible avenues if this situation arises
- Mark Scrimshaw (Ashby's) is following up with the architects about the new project programme.
- Kate asked about the classroom heating systems (initially raised in 2021). Mark Potter explained that there is a possibility that this could be completed alongside the M block work.
- A new site manager has been appointed by Alaska.
- **Mark Potter to provide project update to the staff.**

4. Master Plan Update

- The master plan committee met and discussed the steps to having a master plan completed for Berhampore School.
 - Initially were aiming to have this completed by the September elections, although it was noted that this provides a tight turn around window.
 - Board agreed that we would rather spend time on a quality engagement period than rush to be complete by the election.
- Master plan committee is investigating options for consultation/engagement, including how to fund it.
 - The BoT is aware of the need to work with the BFC to ensure any fundraising required for the master plan does not interfere with BFC fundraising targets. Sam Green has spoken to the BFC about this.
- Sam Green thanked Juliet on behalf of the board for the great work she has done since joining the board.
- **Juliet Barker moved that the BoT accept the Terms of Reference for the master plan committee, seconded by Zoe Batt.**

5. PPMET Memorandum of Agreement

- The new memorandum of agreement between the PPMET and Berhampore School was presented by Richard Chapman and Mark Potter.
 - A separate agreement is required between a school with year 7 & 8s on their roll and Berhampore School for the Montessori classes to have year 7 & 8 students. **This is an open action point.**
- All board of trustees members present raised their hands to accept the memorandum of agreement as presented. Richard Chapman recused himself from voting due to conflict of interest.

6. Communication Strategy

- Amelia provided the board with a list of communication channels available to and from the school.
- Board agreed that the development of a school communication strategy is ultimately a management task that the board would support rather than lead.
 - **Mark Potter to take this list back to the management team to discuss whether this is something we want to pursue as a school.**

7. Principals Report

- Principals report presented by Mark Potter and noted by board.
- New PB4L data tracking tool was included in this report and explained by Mark.
- The steps being made to ensure the maximum ventilation of classrooms were explained.
- Mark was asked to comment on the general wellbeing of the staff. Mark reassured the board that the management team were carefully monitoring the wellbeing of staff and supporting wherever possible/needed.
- A question was raised about attendance services and whether the school engages these often. Mark explained the processes used by the school to support families struggling with attendance prior to engaging external attendance services.

8. Curriculum Report

- Mid-year curriculum report was presented by Michelle McCracken.
- Michelle gave a brief overview of what the report covers.
 - Michelle explained how the school uses a range of assessment tools to ensure we are capturing the most accurate picture of where our students are at.
 - The board was notified of an upcoming parent evening to explain the assessment systems in the school and how they inform reporting to parents and planning.
- The board thanked Michelle for the work put into preparing this report and how helpful the information received has been.

9. Learning Support Report

- Mark Potter presented the mid-year learning support report prepared by Jill Young.
 - The board expressed their thanks to Jill for the time taken to prepared this report and how helpful the information is for the board.
- Mark explained how BPS continues to support children with additional needs who do not receive MoE funding. Mark intends to discuss this with the MoE Learning Support team and champion for additional funding for BPS based on the number of students we are supporting as a school.
- **Open action pending for Mark to provide feedback to Jill from the last report. Possibly include Kate and Susan for this.**

10. Finance Report

- Sam Green moved that the board note the financial reports for March and April 2022, seconded by Richard Chapman.

11. Previous meeting minutes

- Circulated and accepted via email.

12. Publicly Excluded Business

- **At 9.02pm, the board moved that the public be excluded from the following part of the proceedings of this meeting, namely agenda item 5. 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 Richard. 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 10.03pm

Meeting closed at 10.05pm

Meeting minutes approved and signed by the Chair

Signed: 

Name: Zoe Batt

Date: 07 / 26 / 2022