

# Berhampore School Board of Trustees Meeting Minutes

Thursday 30 June 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 (minutes), Richard Chapman, Joanna Adkins
- b. Apologies: Susan Fullerton-Smith
- c. Declaration of interests: none noted.

## 3. Strategic session

### • Mahi Tahī

- o Mark gave an overview of the Annual Plan Working Document presented to the Board.
- o For each of the targets in the Mahi Tahī section, Mark spoke to the work completed and if work had not been carried out identified why this was the case.
- o Target – **Parents are informed and understand key changes that arise.** Mark noted that no key changes had been identified at present. Future changes include Masterplan updates and the way written reports are structured.
- o Target – **Whānau satisfaction with the reporting narrative from teachers.** Mark described the development and staff take up of the Smata app for teachers to document learning stories. Most staff are using the app and sharing learning stories specific to a child or group of children via seesaw. Stories are shared by hard copy if they are written by hand. The SMATA app can easily track a teachers focus area and streamlines teacher output. The Board queried the consistency across the school of using Seesaw.  
Mark noted that this is being monitored.
- o Annual Plan goal: **Develop new ways for parents to support learning:** Mark noted the science week, assessment discussion evening and that Term 3 is a focus for literacy and will include a literacy evening, all events were all contributing to this annual

plan goal. Mark noted that owing to a greater focus on literacy the numeracy information session is now postponed until 2023.

- o Target – **Parent feedback reflects a positive experience with school transition.** Amelia described the initiatives of the survey for new entrant parents. The local kindergarten will also be approached for input. The survey will include questions such as was the information received prior to their child starting sufficient? Was the information helpful? What other information or support is required?
  - o The Board (Sam) queried whether parents of years 4-6 classes, and years 1-3 classes would be consulted for feedback on the class structures. Mark noted that this consultation would happen later. The Board discussed how this feedback should be integrated into discussions before the 2023 class lists are formed.
  - o Action – the management team is to seek community feedback on class structures by the end of Term 3.
  - o The Board thanked Mark and the team for the work on the Annual plan tracking document, and noted that it was good to see how the actions had been documented.
  - o The Board (Kate) queried the follow up of the consistent use of the communications channel.
  - o Board agreed that the development of a school communication strategy is ultimately a management task that the board would support rather than lead.
  - o Mark Potter to follow up on existing action point to discuss with management team whether this is something that can be started in 2022.
- Property update – Construction Project
    - o Juliet updated the Board on the Construction Project. The windows are arriving on Saturday and will take a week to install. Stage 1 is aiming for completion on July 20 to give a few days within the school holidays for classrooms 6,7 and 8. Mark has arranged for a separate contractor to move the bulk of the classroom furniture.
    - o Juliet spoke to the overall programme of works. The timeframes have been updated from the last Board meeting and the contractor is anticipating that the works will be complete by the end of January 2023, this is 3-4 months sooner than the previous programme indicated. The contractor may also find additional ways of speeding the works up as they move through the classroom blocks.
    - o Juliet advised the Board of the Extension of Time claim dated 31.05.22, that the Contractor had submitted to the Contract

Administrator (CA) and Project Manager (PM). The claim is for a sum of money based on the time that the works have been extended by. The final amounts have not been put forward as yet and are still being worked through by the CA and PM.

- o Juliet noted that the sum of money will exceed the contingency allowance for the project and that the PM is suggesting a reduction in scope of work to the Toilet blocks in order to get the project back within the MoE's allowance.
  - o Juliet noted that she had written an email to the PM noting the Board's concern with this approach and had asked to review all the documentation. Juliet also noted that the PM is looking into the Covid relief fund that may contribute to the costs of certain material price escalations.
  - o The Board discussed how to move forward and address the concern of a scope reduction that has arisen through no fault of the school. Juliet has spoken with NZSTA and the advice is to consult with the MoE verbally initially, and then address concerns in writing. Juliet noted she had a Ministry contact and would speak to them initially.
  - o Action – Juliet to talk to Ministry contact about how best to address construction project issues.
  - o Mark noted that the Ministry had now assigned a new School Property Advisor.
  - o Mark also noted that the exterior of Block M will be painted. Some painting was allowed for within the Construction project however it is easier for the painting contractor to re-paint the entire block at the same time for an additional sum that will be paid for directly by the school. Juliet commented that the quote for the additional amount is reasonable and this should be actioned.
- Property update – Masterplan
    - o Juliet updated the Board that an initial briefing meeting with Mark, Sam, Juliet and Mark Young of Design Group Stapleton Elliot (DGSE) was held on 20<sup>th</sup> June.
    - o Mark Y will begin initial work compiling all the information that has been handed over and begin initial scoping. As a process it was discussed that meetings with the staff and then students will be undertaken to capture all the ideas and aspirations. DGSE will then pull these together to form draft plans and then further consultation with the school community will occur. DGSE will give some thought to the best way to facilitate consultation.
    - o The current action is on DGSE to come back to the Committee with a plan for further briefing, and also contract documents.
    - o Action: Juliet to chase DGSE for progress.

- Action: The Masterplan Committee is to reconvene once feedback has been received from DGSE.
- The Board discussed the next steps and that several months lead in time for funding applications and fundraising activities would be required.

#### 4. Monitoring

- Principal's Report

- Mark presented the Principal's Report.
- Mark noted that the Matariki celebrations went really well. An estimated 200 people came out to support the pre-dawn ceremony and the school is gearing up to continue this next year.
- Mark spoke to the Assurances in the report.
- The Board discussed mask wearing in the school. Mark reported that the mask usage is high. Staff and students are very good and use masks habitually. It was noted that ventilation is used when masks are not in use.
- Sam commented that the low numbers of stand downs was encouraging.
- The Board noted the management teams Annual Plan Document is appended, with thanks.

- Finance report

- Sam presented the Finance Report to the Board.
- Sam noted the audit process is complete and the financials have been submitted. There will be a mid year review which will also consider the outcomes of the auditor's report. Sam spoke to a few issues that were highlighted including a lack of process in the office space, and pay reports that haven't been signed.
- Action: Mark – to ensure clearly documented processes are put in place so that all items are caught, eg. checklists are formed and reviewed.
- Action: Sam and Mark – to respond to the final auditors report. SG to organise a discussion.
- The Board moved to formally approve the education consultants proposal of up to \$4,100 for the principal's appraisal consultant and delegate the authority to Kate and Zoe to enter into the contract on behalf of the board. Moved by Zoe. Seconded by Richard. Motion passed.
- Approval of delegation to Kate and Zoe to be responsible for principal's appraisal noted by email on 9<sup>th</sup> June.

- o Action: Richard to write a letter of thanks to the Fundraising committee from the Board. Note the great representation from the school.
- o The Board moved that Kate stand down from the Finance Committee and Juliet joins the committee as part of the Property portfolio. Moved by Zoe. Seconded by Kate.
- o Action: Miriam to update the Register of Interests with her new details.

## 5. Administration

- Confirmation of minutes
  - o The Board moved that the previous minutes are a true and accurate representation of the meeting. Moved by Zoe. Seconded by Mark.
- Action list
  - o The Board agreed to review the Action List independently of the meeting.
- Correspondence
  1. In: none
  2. Out: none

## 6. Publicly Excluded Business

- o At 9.03pm, the board moved that the public be excluded from the following part of the proceedings of this meeting. 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.
- o 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.
- o The meeting resumed in public at 9:27pm

## 7. Items for next meeting

- Strategic Focus: Akoranga, curriculum update, policy report - term 1 and 2 policies, principal's report to include annual plan reporting.

Date of next meeting – 11 August 2022.

## 8. Karakia whakamutunga

Led by Mark

Meeting ended at: 9:30pm

**Meeting minutes approved and signed by the Chair**

Signed:  .....

Name: Zoe Batt .....

Date: 06 / 09 / 2022 .....