

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

**Thursday 22 September 2022**

Meeting began at 6.36 pm

### **1. Karakia tīmatanga**

Led by Mark

### **2. Attendance**

- a. Present: Amelia Ward, Mark Potter, Sam Green, Kate Lee-Gleisner, Juliet Barker, Susan Fullerton-Smith, Michelle McCracken, Erin Grace, Hannah van Voorthuysen, Courtney Miles, Sarah-Jane Hickman (minutes)
- b. Apologies: Lacey Blass.
- c. Declaration of interests: none noted.

### **3. New board administration**

- Introductions
  - Each person at the meeting introduced themselves to the group.
- Appointment of Presiding Officer
  - Mark assumed the role of Presiding Member for the purpose of electing a new Presiding Officer.
  - Mark called for nominations.
  - Kate nominated herself as Presiding Member.
  - **The Board moved that Kate Lee-Gleisner be nominated as Presiding Member of the Berhampore School Board of Trustees. Moved by Mark. Seconded by Juliet. Motion passed.**
- Co-option
  - Kate described the structure of board composition with elected and co-opted members.
- Code of conduct
  - New Board members made aware of this. **Kate will circulate a copy to new Board members.**
- Register of interests
  - Kate advised new Board members of the requirement to consider and keep this up to date.
- NZSTA registration
  - **Kate advised new Board members of this and will circulate details for registration.**
- Assignment of portfolios
  - The Board noted that Erin will take responsibility for the Board newsletter.

- Minute-taker arrangements
  - The Board noted a new Board secretary will be required if Sarah-Jane Hickman is co-opted to the Board and Kate asked trustees for recommendations.
- Reimbursement of childcare costs
  - The Board discussed reimbursement of childcare costs for trustees when attending Board meetings.
  - **The Board moved that it reimburse the actual and reasonable costs of childcare for any Board member who required this to attend Board meetings in person for the term of this Board. Moved by Kate. Seconded by Juliet. Motion passed.**

#### 4. Monitoring

- Principal's report
  - Mark presented the Principal's Report.
  - Mark discussed the Te Ao Māori strategic focus, including the re-establishment of the Te Atakura whanau Māori group. The group's first meeting will be focused on relationship building and it was noted that it would be beneficial to get the group involved in the Master Plan.
  - Mark discussed the Health and Physical Education statement bi-annual review and feedback received from parents. Management have added clarifications into the statement to address parent feedback.
  - **The Board moved that it adopt Berhampore School's revised statement for Health and Physical education. Moved by Mark. Seconded by Kate. Motion passed.**
  - Mark noted that the Finance Committee will review the provisional staffing and operational funding that has just been released by the MoE for the school for 2023.
  - Mark spoke to staff recruitment for 2023 and asked for interest from Board members to join the teacher appointments panel.
  - **Action: Mark to confirm timing/process and agree with the board who will join the two teacher appointments panels.**
  - The Board noted the Principal's Report.
  
- Parent feedback on class structure
  - Mark presented the report on findings from the survey to parents with children in year 4/5/6 classes.
  - Next steps following the feedback were discussed. The feedback will be considered when management discuss the class structures for 2023 in Term 4.
  - The Board noted the Report, and that Mark will provide an update on class structures for 2023 at the next Board meeting on 3 November.

- Statement on Health and Physical education
  - Addressed as part of the Principal's Report.
  
- Out of zone enrolments
  - Mark explained how enrolments in and out of zone work.
  - The Board discussed the Principal's Zone Enrolment Proposal for 2023 and the number of out of zone enrolments to make available.
  - **The Board moved that:**
    - 19 spaces will be made available for the whole school for out of zone children in 2023.
    - the out of zone enrolment deadline will be set for Friday 21 October and the ballot date if needed to be Friday 28 October.
    - any unallocated spaces after the 21 October be allocated at the principal's discretion.
    - a public notice be circulated before 29 September informing the community of the number of spaces available, enrolment deadline and ballot if required

**Moved by Mark. Seconded by Juliet. Motion passed.**

- Finance Report
  - Sam presented the Finance Report.
  - Sam noted the recent audit findings have resulted in implementing some improved office processes, including a finance checklist for monthly tasks.
  - The Board noted a Finance briefing would be useful for new Board members.
  - **Action: Finance Committee to finalise the office checklist for the auditors.**
  - **The Board moved to note all the recommendations of the Finance Report including the Accounting for Schools monthly report for June 2022, the Equity and Isolation Index outcomes and letters received from the MoE and note the response to the auditors' recommendations and actions taken. Moved by Sam. Seconded by Juliet. Motion passed.**

## **5. Strategic discussions**

- Te Ao Maori
  - The Board discussed the actions on the Annual Plan being to:
    - Complete the Hautū self-review assessment and planning tool for Boards and begin to implement priority actions.
    - Reinvigoration of Te Ata Kura whānau group.
    - Board induction includes completing NZSTA Te Tiriti o Waitangi 1&2.

- Action: Kate will further investigate requirements for the Hautū assessment and suggest how and when this can be completed.
- Health & Safety review
  - Kate gave background on the Health & Safety review undertaken by Zoe and Mark.
  - The Board thanked Zoe for her work on the review.
  - The Board moved to establish a Health and Safety workstream to further consider the recommendations in Zoe's report and how to prioritise these.
  - Moved by Kate. Seconded by Juliet.
  - The Board moved that Sarah-Jane Hickman be co-opted to the Board of Trustees until 31 Jan 2024 in recognition of her specialist legal skills and experience and her sound working knowledge of the Board and its processes, which together mean that she is uniquely well-placed to lead the Board's Health and Safety workstream in response to the recent Health and Safety review.
  - Action: Sarah-Jane to consider review and discuss furthering the workstream with Board members.
- Property update
  - Juliet updated the Board on progress with the construction project.
  - The project manager is in discussions with Alaska on the project price increases and the extension of time claim.
  - The Board discussed the scope of the project and whether toilets will be able to be included in the works. Property Committee to consider further once there are updates on the pricing discussions.
  - Juliet updated the Board on the Master Plan project. The staff brainstorming sessions were extremely beneficial. Next stage is student sessions and Juliet asked for volunteers to assist in these sessions.
  - The Board thanked Juliet for her work on the Construction Project.

## 5. Administration

- Previous Minutes
  - The Board moved that the minutes from 11 August 2022 Berhampore School Board of Trustees meeting are a true and accurate record of the meeting. Moved by Kate. Seconded by Sam.
- Policy review
  - Mark presented the Policy Review report.

- Action: Kate and Mark to update the principal appraisal policy in Governance Framework to reflect Professional Growth Cycle for Principals, once it takes effect
- The Board noted a new policy trustee is required to assist the Principal and the Board in its policy review and development. Kate asked trustees to consider if they are interested in this role.
- The Board noted the scheduled and internal policy review updates for Term 3.
- Exit interview procedure
  - The Board moved that the exit interview procedure is updated to include the suggested text changes and uploaded to the Governance Framework. Moved by Kate. Seconded by Mark.
- Correspondence
  - Correspondence in: The Board noted an email from a parent with feedback on the nominations process.

## **6. In-committee discussions**

- At 9.01 pm, the Board moved that the public be excluded from the following part of the proceedings of this meeting, namely agenda item 6. 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 Kate. Seconded by Sam. 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 9.37pm.

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

Date of next meeting – 3 November 2022

## **9. Karakia whakamutunga**

Led by Kate

Meeting ended at: 9.38pm

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

Signed:  .....

Name: Kate Lee-Gleisner .....

Date: 14 October 2022 .....