

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF BANKS AVENUE SCHOOL
HELD AT THE SCHOOL ON THURSDAY 24 JUNE 2021 AT 6:15PM**



1. PRESENT:

Toni Burnside, Kirk McKay, Noella Gould, Glenn Bongartz, Paul O'Donovan, Adam Hastilow, Michael Stewart, Phillip Black and Colleen Lucas (minute secretary)

2. APOLOGIES:

3. GUEST SPEAKERS / VISITORS

3.1. NZ Uniforms - Britney Corbett, Kay Eden

Welcome to our visitors

Two contract options in folder and tabled - discussion

Option One: Retail Supply Agreement

- All purchases made via the store
- One on one contact with customer
- Retail prices are a little bit higher than web based purchase due to overheads
- Store is in Blenheim Road - not ideal for our school families.
- Liability with BAS - refer Item 4.6

Option Two: Web Base Store

- Online orders only with distribution direct to customer.
- Options for payment by families
- Base rate for BAS purchase with BAS managing RRP price.
- Liability with BAS - refer Item 4.6
- Suppliers are all local so minimal stocks can be kept ready for sale.
- Logo is put on clothing just ahead of stock being needed.
- BAS determines stock levels - e.g., NE classes starting - close contact with NZ Uniforms
- Opportunity to school to purchase stock at wholesale prices e.g. jacket for sport team or sunhats.
- Credo Portal available for BAS to track our own stock supplies.
- Support available with funding applications for sport uniforms.
- Regular contact between supplier and school will ensure stock supplies are kept to a minimum and stock is being turned over.
- Updated price list tabled.

Action:

NZ Uniforms updated price lists, both retail and wholesale to be emailed to Toni

Decision - Bring back to the next meeting.

4. Public Excluded Session

Motion

K McKay

That under Section 48 (1) of the Local Government Official Information and Meetings Act 1987, the public be excluded from the following proceedings for this meeting. The reason being to discuss a disciplinary or personnel issue, and to protect legal privilege and the privacy of natural persons.

Carried

Motion

K McKay

That the Board ratify all decisions made in the Public Excluded session of the meeting.

Carried

5. CORRESPONDENCE:

As per the schedule

Motion

K McKay

That the inwards correspondence be received.

Carried

6. REPORTS:

6.1. Principal's Report – Toni Burnside

6.1.1. Active Learners at the HEART

6.1.1.1. Learning conversations scheduled for 10 & 12 August.

Motion

K McKay

That the board ratify the decision for BAS to be closed for instruction from 12:30pm on Tuesday 10 and Thursday 12 August for Learning Conversations.

Carried

6.1.1.2. Curriculum Document - in folder

6.1.1.3. BAS Curriculum - in folder

Our school curriculum sits under the NZ curriculum. - Discussion.

6.1.1.4. PAT Grammar & Punctuation - refer to Toni's report.

6.1.1.5. Tuahiwi Marae feedback Kirk and Paul attended with Adam and Sally.

Feedback on the day was really positive. Phil & Mike to let Toni know some dates they could attend. Toni will organise two more staff - **Phil, Mike and Toni**

6.1.1.6. Appraisals - all teachers have had formal observation. Team Leaders have videoed themselves for evaluation. A powerful tool for personnel development. TTT appraisals for 2022 discussed. Toni to have discussions with TT.

6.1.2. Living HEART

6.1.2.1. Full community consultation is being planned for the start of Term 3.

Discussion. Toni to look at question design - **Toni**

6.1.3. Connecting HEART of the Community

6.1.3.1. Kāhui Ako Professional Development Day - feedback from across the Kāhui Ako in folder. LSTs and admin staff acknowledged it was great to be included in the day.

6.1.3.2. Managed Moves - refer to In-Committee

6.1.3.3. Community Consultation - full community consultation planned for the start of term 3.

6.1.3.4. New School Playground Builds - BAS or Hawkins to manage - discussion

Motion

K McKay

That the playground build and installation is handed over to the new school builder, Hawkins Construction with a reduced P & G of 5%.

Carried

6.1.3.5. Retractable staging and seating - very expensive. Looking at cheaper modular options.

6.1.4. NAGs

6.1.4.1. Treaty of Waitangi - Each of the three principles of the Treaty of Waitangi have been added to our Board Report. Our strategic pillars sit well under these.

6.1.4.2. Parent Exit Surveys - detail shared with Board.

6.1.4.3. Wellbeing survey - children receiving support.

- 6.1.4.4.** We have employed our next New Entrant teacher, Lesley Jephcott.
Class will start at the beginning of Term 3.

Motion **K McKay**
That we extend the meeting for a further 15 minutes.

Carried

- 6.1.4.5.** Finance & Property Policy Review - major review by schooldocs underway. We are working through their suggested changes and adding our own.

6.2. Finance Report -

- 6.2.1. Banked staffing looking healthy. Next new entrant class will soak up the underuse,
6.2.2. Camp Reports still to come. - any surplus in funds will be carried forward on to the next camp.

Motion **K McKay**
That the finance report be taken as read and is ratified.

Carried

7. BOARD OVERVIEW 2020:

- 7.1. Board members to keep an eye on which reviews are due and take appropriate action.

8. PREVIOUS MINUTES: -

Amendment: that it be recorded that Glenn Bongartz voted against the option 1 *for the school branding*
Motion **K McKay**
That the minutes of the meeting held on 27 May 2021, with the above amendment, be taken as read and are accepted.

Carried

9. MATTERS ARISING:

- 9.1. nil

10. Next meeting:

- 10.1. Thursday 29 July
10.2. Thursday 26 August

The meeting closed at 8:50pm

Signed  K McKay, Chairperson