

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES
OF BANKS AVENUE SCHOOL
HELD AT THE SCHOOL ON THURSDAY 27 FEBRUARY 2020 AT 6:15PM**



1. PRESENT:

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

2. APOLOGIES: Philip Black

3. ELECTIONS: Kirk stands down as BoT Chair. Toni runs election of BoT Chair.

3.1. Chair - Kirk McKay - nominated and carried

3.2. Deputy Chair - Paul O'Donovan nominated and carried

Kirk resumes the meeting as Board Chair.

4. REPORTS:

4.1. End of Year Progress of Target Groups

Summary of 2019 - 52 in target group - results disappointing for 2019 with a number of children in the target group not *reaching target*. Tracey talked the board through the detail in the report.

4.2. Analysis of Variance Writing for Team Miro -

Tracey talked the board through the details in the report. This report will go to the MOE as part of our Annual Report. Absenteeism has a big impact on a child's ability to learn. Kahui Ako's goal is to lift attendance across Kahui Ako schools by 2% each year. Our attendance was at 89% for 2019.

4.3. Technology Curriculum Review Germ 4, 2019 - New report to ensure children become creative and innovative with technology. To become fully integrated in 2020. Assessment is to be developed later in the year with input from staff.

4.4. SeniorNET - to provide funding to support technology at school. Tracey is managing this.

5. DELEGATIONS:

Motion **K McKay**

That the delegations as presented with the HR Committee and Disciplinary Committee selected, be adopted.

Carried

6. CODE OF CONDUCT

Code of Conduct signed by all members at the meeting.

Phil Black to follow up on - **Colleen**

7. GUEST SPEAKERS / VISITORS

7.1. Shona Berry - Chair for the Dallington Oscar Committee assisted by Merodie Wright in all matters finance. Lisa Manning has taken over as manager. Apart from their well run programmes the focus this year is to be more visible. They are licenced to cater for up to 55 children with their *before, after school and holiday programmes*. They have the staff and the capability to enrol more children. Kirk outlined envisioned Board expectations around a before and after school provider business partnership as we move toward our new school. The board is committed to either establishing the use of a current building on the new site or establishing a structure on site to ensure this happens.

8. REPORTS:

8.1. Principal's Report – Toni Burnside

8.1.1. Active Learners at the HEART

8.1.1.1. **Charter 2020** - tabled at the meeting. Living breathing document. Toni talked the board through the content which includes our Active Goals, Action Plans, Staff Coaching, Leadership Development, Self Review, ERO Goals and Draft ERO Report comments. The Learning Support Co-ordinator position is in place from the start of this year.

New School - four teams have been set up:

Planning Team - Kirk Toni and Glenn - on-going.

- i. Uniform Team gather voice and review the school uniform. Are parameters required - discussion. To report back to the board mid year. Needs to be with MOE by 1 March 2020.
- ii. Bikes in Schools Team - They have had their first meeting. Action plan is underway. To report to the Board mid year.
- iii. Playground Team - met last week. Competition for children went out last week. To report to board mid year.
- iv. Resources Team - what are we taking with us, what is not coming with us, develop a plan to get us ready to go.

Toni will update the board at each monthly meeting on each of these groups' progress.

Motion **K McKay**

That the Charter, with amendments, be ratified.

Carried

8.1.1.2. **Play & Art Therapists** - The City Church have agreed to fund a number of children across the year. This funding amounts to \$29,00 for the year, something we are very grateful for. Letter from BoT - **Colleen**

8.1.2. Living HEART

8.1.2.1.

8.1.3. Connecting HEART of the Community

8.1.3.1. **Teacher Names** - formal or informal. Discussion. Survey parents - can we capture them at the Walkathon - **Toni**

8.1.3.2. New School Update - thanks to Mike with his help around whiteware pricing etc. More money could be saved by adding TVs with it.

8.1.3.3. New school to be built between BAS and SIS. Ferndale Special School - with a roll of 42 children. Will be a secure site and the school will operate with its own identity. Word from the MOE is that this will not delay our build.

8.1.3.4. School Name - 221 responses to survey. Discussion. Results to be summarised to parents via newsletter. Board is considering the feedback and when the new name will come into effect. Important decision that will be around for the next 80 years. **Refer to the next meeting.**

8.1.4. NAGs

8.1.4.1. **ERO Report** - Very positive report. Google doc to be shared with BoT for responses - **Toni**

8.1.5. **Audit Trail - NZPA Conference** - document needs to be signed. Board supports Tracey Mora as Deputy Principal going to the conference also.

Motion **K McKay**

That Toni and Tracey go to NZPA Conference in Australia in September.

Carried

Motion **K McKay**
That the meeting continues for a further 15 minutes.
Carried

8.2. Behaviour Report -

8.3. Finance Report -

8.3.1. Budget - good trim budget - Govt Donation Scheme funds will be calculated on 1 March roll return.

8.3.2. \$97,000 deficit after 78,000 of depreciation

Motion **K McKay**
That the draft budget as tabled for 2020 with a deficit of \$97,000 be adopted.
Carried

8.3.3. Reporting - internal or external - discussion. Refer back to Finance Committee with recommendation to March meeting. Keep same format if done internally.

8.3.4. International Student Fees - set the fees for 2020

Motion **K McKay**
That the International Student Fees remain the same as 2019 at \$12,000.00 plus gst for 2020.
Carried

8.3.5. Mastercard Limit - need a 5th card for admin and property staff to use. We need to raise the limit to allow for an extra card.

Motion **K McKay**
That the board ratify the decision to raise the school credit card limit from \$8,000 to \$9,000 and that a new credit card be organised with a limit of \$500.00.

8.3.6.

8.4. Out of Zone Enrollments - check October minutes for motion on Out of Zone enrolment numbers for 2020 - **Colleen**

9. 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

10. CORRESPONDENCE:

- 10.1. Helen Stowers - refer to in-committee
- 10.2. Chelsea Roycroft - refer to in-committee
- 10.3. Tricia Carroll - refer to in-committee

Motion **K McKay**
That the inwards correspondence be received and the outwards correspondence be approved.
Carried

11. PREVIOUS MINUTES:

Motion **K McKay**

That the minutes of the meeting held on 17 December 2019, be taken as read and are accepted.

Carried

12. BOARD ONLY BUSINESS:

12.1. New School - Proposal to appoint an outside person to manage negotiations for onsite SBHS assets - refer to in-committee

13. Leave:

The following leave was granted/not granted

- Chelsea Roycroft - maternity leave from Monday 11 May - 27 January 2021.
- Helen Stowers - Leave without pay for Term 1 2021.
- Tricia Carroll - Leave without pay from Monday 8 June - Sunday 19 July

14. Next meeting:

14.1. Thursday 27 March

14.2. Thursday 1 May

The meeting closed at 9.20pm

SignedK McKay, Chairperson