

**Birkdale Intermediate School
Board Meeting**

Date Tuesday 15 March 2022
Time 6.35pm – 9pm
Venue Online Zoom

Minutes

Item Number	Agenda Item	Action List
1	Karakia/Welcome	Shannon
2	Present/Attendees – Shannon Leilua, JoAnne Sutton, Jenny Williams, Kali Creek, Abi Mace, Becs Reti, Rachael Barnett	
3	Apologies - nil	
4	Register of Interest – there is no expression of interest of transactions with related party/conflict of interest.	
5	Minutes of previous meeting <ul style="list-style-type: none"> • 17 February 2021 and 17 December minutes have been accepted – only action is for Juanita to report on the ASL. 	
6	<p>Matters arising from previous meeting February 2022</p> <ul style="list-style-type: none"> • JoAnne to sign off Board minutes for December 2021 and February 2022 as agreed by all Board members as our Presiding Member is physically unable to due to isolation. • Krishn has settled well in his new position. He acknowledges his time at BIS has given him skills and experience that support him in his new role. • Update/review of budget will be discussed in Item 11. • Application to club charities for additional outdoor shade and seating has been submitted for \$29,600. • JoAnne still working on Lion application. • Jenny has confirmed that she will accept the Board Secretary roll for 2022. • Our covid plan is constantly evolving as per the Ministry of Health covid protection framework guidelines. • Our strategic plan has been submitted to the Ministry of Health. <p>Shannon moves to accept minutes. Abi seconds the motion.</p>	
7	<p>Correspondence In</p> <ul style="list-style-type: none"> • School Doc review system changes (email) • Union meeting notification • Staff letter – Jo accepted Aaron’s resignation. Not replacing his position. • Education Gazette 7 Feb 22, Magazine • Tukuruku Kōrero 28 Feb 22, Magazine • Flu vaccinations – In the past our Board has always paid for all staff who choose to have flu 	

	<p>vaccinations. The Board would like to continue this in 2022.</p> <p>The Presiding Member moves to accept correspondence in.</p>	
8	<p>Correspondence Out</p> <ul style="list-style-type: none"> Advertising long term reliever for Aaron's roll (science position) <p>The Presiding Member moves to accept correspondence out</p>	
9	<p>Principal's Report (see attached)</p>	
10	<p>Matters arising from Principal's report</p> <ul style="list-style-type: none"> EEO to be part of strategic plan We have trialled having a school counsellor for term one and have found that this has been so effective in meeting the anxiety needs of our students post covid and dealing with transitioning to a new school. The Board would like to continue to fund the counsellor and resolved to apply for funding from the Lion Foundation to cover the costs of \$1,398 per fortnight for the remainder of the 2022 school year. 34 weeks = \$23,449.00. Board members to come into school to see our teaching team and students in action on Tuesday 10 May at 10am. The Board delegates Becs to oversee finance on behalf of the Board The Board delegates Abi to oversee property on behalf of the Board. The Board delegate Abi to oversee a committee that will work on a new school uniform for BIS. The Board delegates Kali to oversee policies on behalf of the Board. <p>JoAnne moves that the Principal's report be accepted. All Board members move the motion.</p>	
11	<p>Financial Reports</p> <ul style="list-style-type: none"> February accounts (see attached) Budget review – Bec to highlight anomalies she has identified between detail and summary totals. She will then liaise with our Accounts Administrator, Sue to correct these. The Board delegates Bec to meet with Nellie and discuss whether we can bring the deficit down to a zero balance. If this is possible and the anomalies have been corrected, Becs can sign off the budget on behalf of the Board. Bec to organise a discussion/meeting with Nellie to gain understanding of school budgets. All Board members are keen to have some guidance and upskilling in their individual knowledge and skill base in regards to school finances. With our Presiding Member being in isolation, Bec will sign off this month's bank statements on her behalf. <p>Presiding Member moves to accept this.</p>	

12	Policies for review	
13	Matters for next meeting's agenda <ul style="list-style-type: none"> • Juanita to report on ASL. • Abi to outline the plan for community consultation for uniforms. 	
14	Next meeting – 12 April 2022 at 6.30pm	
15	Karakia/Close – closes at 9pm In-committee meeting needed however, since we are in a zoom meeting, Principal and Presiding Member will have a discussion instead, keep minutes and bring minutes to share at next face to face meeting.	

Signed: _____

Date: _____