

**Birkdale Intermediate School  
Board Meeting**

Date Thursday 17 February 2022  
Time 6.35pm – 9.30pm  
Venue Birkdale Intermediate School Staff Room

**Minutes**

Item Number	Agenda Item	Action List
1	<b>Karakia/Welcome</b>	
2	<b>Present/Attendees</b> Rachael Barnett, JoAnne Sutton, Kali Creek, Rebecca Reti, Abi Mace <b>Apologies</b> Jenny Williams, Shannon Leilua	
3	No minutes from last meeting	
4	<b>Declarations of interest</b> Kali has a child who attends playgroup	
5	<b>Correspondence In:</b> <ul style="list-style-type: none"> <li>• Krishan Chandra has resigned, his last day is Sunday 27<sup>th</sup> February.</li> <li>• The board received an update from AT regarding speed limits outside schools.</li> </ul>	
6	<b>Correspondence Out:</b> <ul style="list-style-type: none"> <li>• The Birkdale Intermediate School Board resolves to apply for funding from Pub Charity Limited Grants to fund the additional outdoor seating project that has been planned to meet the need of providing additional outdoor teaching spaces. The funding round opens on 9 March and the school will provide 2 quotes along with a detailed application.</li> <li>• The Birkdale Intermediate School Board resolves to apply for a funding grant from The Lions Foundation to fund the cost of a school fale to be utilised as an outdoor classroom and learning space. The school will acquire 2 quotes and will complete the application form and submit these documents in term 1 of the 2022 school year.</li> </ul> <p>JoAnne moved the board accepted and Rebecca seconded.</p>	
7	<b>Delegations</b> <ul style="list-style-type: none"> <li>• The board delegates the Principal to operate in the same way as 2021 with any expenditure over \$10,000 to be agreed by the board.</li> <li>• Day to day management - In the absence of the Principal, responsibility is delegated to Katrina Bush. In both the absence of the Principal and Katrina then the responsibility is delegated to Mel Robinson. The Covid plan also allows for delegation.</li> <li>• Kali Creek has filled the casual vacancy left by Kylie Dalton and Board has resolved not to fill the trustee vacancy left by Hone Matthews as elections will be held in September.</li> <li>• Board Secretary - As per advice from NZSTA the board will look to employ a secretary. The board resolved to appoint a board secretary who will attend each meeting as a non-trustee. Joanne and Rachael to confirm Job Description following NZSTA guidelines.</li> </ul>	JoAnne and Rachael
8	<b>Covid Plan</b> JoAnne ran through the Covid plan and the various mitigations and steps in place. It was acknowledged that there will need to be flexibility as it is hard to plan for the unknown. The board resolved to delegate the responsibility to decide to move to home learning to the Principal and Presiding Board member.	
9	<b>Budget</b> The board resolved to close down the playgroup at the end of term 1 for budgetary reasons.	

	The board accepts the proposed 2022 budget. Rebecca left the meeting.	
<b>10</b>	<b>Strategic Plan</b> The board approves the 2022 Annual Plan and the 3 year strategic plan. JoAnne will submit it to the Ministry.	JoAnne
<b>11</b>	<b>Student Voice</b> JoAnne to look in-to data around student agency.	JoAnne
<b>12</b>	<b>Next Meeting – 15 March 2022</b>	
<b>13</b>	<b>Karakia/Close 9.30pm</b>	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_