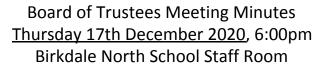


Birkdale North School





Topic and Background	Discussion	Action / Decision At the Meeting
Administration		
Welcome, Karakia Introductions/whakawhanaungatanga - Chair	Meeting Opened: 6:18pm	
Meeting overview and rules - Chair		
Attendees	Present: Greg, Jan, Guillaume, Mikael, Yvonne, Soazik, Anne-Marie	
	Apologies: Tui, Matt	
	Guests:	
	No-Show:	
Declaration of Conflict of Interest	None	
Approval of Previous Minutes	Minutes to be approved:	Motion: That the minutes from the meeting held on the 19th of November 2020 be passed as true and correct.
	Jan will add quotes for SIP work to Board supporting documents.	
		Moved: Greg Second: Carried: All



Financial Report - 10 minutes	Oct, Nov, Dec reports will be approved next year.	Motion: That all lawful creditors be paid.
Monthly review of the financial report, financial statements and creditors.		Moved: Greg Second: Carried: All
Finalise and adopt draft budget	Discussion of the budget categories and priorities. In 2020 some budget areas were not spent due to a lack of time and Covid Lockdowns. It would be helpful to arrange a time for Mary Shelley (Top Class) to talk about the budget and answer questions sometime at the beginning of 2021.	Motion: That the board adopt the budget for 2021. Moved: Greg Second: Carried: All
Principal		
Principal's Report - 10 minutes Monthly Principal's Report	Jan thanked the Board of Trustees for agreeing to delay the BOT Meeting by 1 week, due to heavy workload. A Regular Audit of our Health and Safety Policies for the school has been carried out by Jan referencing relevant policies on School Docs.	Motion: That the Principal's report be adopted. Moved: Greg Second: Carried: All Action: Suggest that we include writing in clear language for families about what we (BNS) do with peoples' private information such as their names and for what period of time and add a link to the school docs information about this
Item Initial data 2020	The initial comparison of End of Year data for 2020 compared to End of Year for 2019 has shown some very positive improvements despite the difficulties that students, teachers and families have experienced with Covid and Lockdowns.	



Health and Safety		
Any issues to raise?	Room 12 on the edge of the step is loose and could be taken off to improve safety. Clover on the field is in flower and quite a few students have had bee stings in late Term 4. We have asked the lawn mowing man to do an extra lawn mow to lessen this problem.	Action: Jan will ask Apa to remove the loose edge from Room 12 on the edge of the deck stairs.
General		
Item	We need a new Staff Representative.	Motion: That the Board will run a by-election for staff to select a staff representative on 31st March 2021 as the election day.
Staff representative	Nominations for School Trustees on 5th February 2021.	
	Voting Papers issued from 3rd March 2021.	Moved: Greg Second: Carried: All
	Election Day - 31st March 2021	
Item		
In-committee (When required)		
	No in-committee	
Agenda Items For Next Meeting		
Confirmation of next meeting	 Thursday 18th February 2021, 6:00pm Thursday 8th April 2021, 6:00pm 	
Meeting Closure	Meeting closed: 8:58 pm	

