

BIRKENHEAD COLLEGE

Minutes of the Meeting of the Board of Trustees held at Birkenhead College on Thursday, 25 July 2019

1. Present T Dobbin (Chair), C Waller (Principal), T Brooksbank, S Beattie, J Carr, R Nutter, Y Walus, M Darragh

Secretary Reneé Lubbe

2. Apologies

None.

3. Minutes of the previous meeting

The Minutes of the Meeting held on 27 June 2019 were accepted.

Beattie / Walus

4. Matters Arising:

- Quad bike has been purchased as per Resolution.

5. Correspondence

- Magazines: Tukupuku Korero; Education Gazette; STA News.
- Amended letter from MOE regarding resourcing audit.

6. Principal's Report

The Principal's report was tabled, and Mr Waller spoke to some items.

- Staffing: 2020 Subject offer is dependent on teacher resourcing.
- A COL meeting was held today.
- The PSG quiz night on 23 August will either be the staffroom or H-block cafeteria, depending on numbers attending.

As a parent, Mrs Walus took this opportunity to thank the English department teachers for the extra time and effort during the school holidays to assist students with achieving credits.

The school production was highly successful, and the Chairman and Board of Trustees thanked everyone involved.

- The question was raised why the school production is only run every alternate year. Productions are huge amounts of work and purchasing the performance rights also expensive, so this must be budgeted each year. Other opportunities have been made for our students including Theatre Sports, Sheilah Winn Shakespeare and Senior drama performances.
- Year 12 Literacy was also discussed with the changes in Level 2 English and this will be monitored and reviewed annually, as all courses are.

7. Committee Reports

Finance:

The Budget and Finance Report was tabled.

- The month of June resulted in a deficit of \$69K, prior to coding adjustments as discussed between Mr Waller and Mrs Dean from Leading Edge.
- Year-to-date surplus as at 30 June was \$112K.

Property:

- H-block is painted and carpeted, however the roof has not yet been started. The Council are yet to sign off the consent.
- The leaky gym roof will be repaired, we are waiting for the MOE for the plans.
- Landscaping has started around H Block.
- The Kohanga Reo building contractors are using the school's power and water but this will be on charged to them.

Policy:

- 50% of the policies are reviewed each year.
- A number of new policies were discussed and now in draft form, ensuring all legislated rules are covered:
 - Travel Policy
 - Sensitive Expenditure Policy
 - Gifts / Koha Policy
 - Child Protection Policy

8. Student Representative's Report was tabled.

- Just at the start of a new term, so not much has happened in term 3 to report on yet.
- The UE literacy booklet at the start of the year is not the same as it is now.
- New International students in Term 3.
- Ball committee and Student Council on track with arrangements.

9. Staff Representative's Report:

- The production was great. There were many helpers involved and special thanks to the music itinerants and music students.
- Mazy, the canine therapy dog has been a positive influence on students.
- The feedback for the Mates and Dates meetings has been very encouraging.
- Staff are looking forward to the parent / teacher interviews coming up.

10. General Business

Sub Committees:

- Finance:
 - R Nutter
 - T Dobbin
 - C Waller

- Property:
 - S Beattie (as required)
 - T Dobbin
 - C Waller
- Discipline:
 - Y Walus
 - T Brooksbank
 - T Dobbin
- Policy:
 - S Beattie
 - T Brooksbank
 - J Carr
 - T Dobbin
 - C Waller
- Staffing:
 - The Board is always involved with the appointment of senior staff
 - R Nutter
 - J Carr
 - Y Walus
 - T Dobbin
 - C Waller

11. Date of next Board Meeting: Wednesday, 28 August 2019.