

**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES  
OF BANKS AVENUE SCHOOL  
HELD AT THE SCHOOL ON THURSDAY 25 MARCH 2020 AT 6:15PM**



**1. PRESENT:**

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

**2. APOLOGIES:** Nil

**3. 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**

**4. GUEST SPEAKERS / VISITORS**

4.1. Jan Thompson & Tracey Mora - Camps 2021 - refer to in-committee

**5. CORRESPONDENCE:**

5.1. Lydia Hira's resignation was accepted with regret. The appointment process to replace Lydia is underway.

5.2. MOE - Proposal to change name of School - acknowledge receipt of letter dated 9 March 2021, with Rick Harlow - **Toni**

As the change of name takes effect when Board adopts the resolution, hold this letter and bring up in June 2022 closer to when we are due to move.

**Motion** **K McKay**

*That the inwards correspondence be received and the outwards correspondence be approved.*

**Carried**

**6. REPORTS:**

**6.1. Principal's Report – Toni Burnside**

6.1.1. **Active Learners at the HEART**

6.1.1.1. **PD** - Toni & Tracey attend PACT session today. real potential for assessing children'. Effective for OTJ's. PACT data follows children to next school in Kahui ako.

6.1.2. **Living HEART**

6.1.2.1. Newspaper article on Adventure Ave -

<https://www.wsp.com/en-NZ/news/2021/christchurch-community-day>

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- 6.1.2.2. GROW Ōtautahi Festival - AWA achieved a Gold Award and a second special award. Well done Belinda, Adam and children.
- 6.1.3. **Connecting HEART of the Community**
- 6.1.3.1. Climate Change Campus - Kirk has been asked to be on the Governance Committee. Accepts offer. Noella to attend to get idea of what is involved as a 'contact person' for the school. Kirk to email Vicki Buck to confirm
- 6.1.3.2. Kahui Ako - Co-leadership with principals Justin and Andrew - note BoT has no objection.

**Motion**

**K McKay**

*The Banks Avenue School Board of Trustees has no objections to Justin and Andrew working in a shared principal lead role for the Kahui Ako.*

**Carried**

- 6.1.3.3. New School Name -

That the board has received the official MOE notification and have approved the change of the school name to *Pareawa Banks Avenue School*.. The change will be adopted by the Board in June 2022

**Action** - Bring up June 2022 - **Colleen**

- 6.1.3.4. New School PGG Meetings - will all be held on the new school site in one of the portacoms.
- 6.1.3.5. Staffing -
  - 6.1.3.5.1. Lydia resigned - interviews next week.
  - 6.1.3.5.2. Toni attended seminar on staffing in schools. Discussion and advice on keeping staff e.g., teachers and LSTs in long term fixed term positions.
  - 6.1.3.5.3. LST's in long term fixed term positions where hours are consistent and longer than 2 years become permanent. One fixed term position will become permanent. .
- 6.1.3.6. School Uniform
  - 6.1.3.6.1. Sample jackets - Toni had two samples to show.
  - 6.1.3.6.2. Old uniform has been stopped being produced. Using generic supply in the mean time.
  - 6.1.3.6.3. Branding -
    - 6.1.3.6.3.1. 3 options have come back to Board to view. 3 options to become 2. To get feedback from staff. BoT to ratify at April meeting. To then get samples in foyer to view and comment from parents..
    - 6.1.3.6.3.2. Sample 1 - presented at last meeting - Pareawa with more weighting than BAS. May want to add Living and Learning with HEART to some things.
    - 6.1.3.6.3.3. Sample 2 - Pareawa Banks Avenue School - all same font size & centered.
    - 6.1.3.6.3.4. Sample 3 - circular approach - using same size font

**Action**

To present to staff - looking for majority and comments - reasons behind decision.

1. logo with wording all same size
2. logo with circle with Pareawa larger than BAS
3. Shirts - same options plus badge

Kirk to organise mockups with Craig

Adam to present to staff

Results back to Toni to present to April meeting and BoT to ratify.

6.1.4. **NAG**

- 6.1.4.1. Policy Audits - see lists
- 6.1.5.

**6.2. Finance Report -**

6.2.1. Finance Report 1 Jan - 28Feb21

**Motion** **K McKay**

*That the Finance Report for 1Jan - 28 February 2021 be adopted.*

**Carried**

6.2.2. Financial Motions for annual accounts

**Motion** **K McKay**

*"That the board approves the inclusion of a budget for the 2020 Statement of Financial Position and a budget cash flow which are derived from the Board's 2020 operating and capital purchases budgets."*

*"That the Board approves the inclusion of a budget for Ministry paid teachers salaries in the 2020 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2020 year and will include an income amount and an equivalent expenditure budget."*

*"That the Board approves the inclusion of a budget for the use of land and buildings equal to the Ministry of Education estimate of notional lease cost for 2020. The 2020 figure will include an income amount and an equivalent expenditure budget."*

**Carried**

**7. BOARD OVERVIEW 2021:**

7.1. Board members to follow up on their Policy Audits

7.2.

**8. GENERAL BUSINESS:**

8.1. New School Preparation

**9. PREVIOUS MINUTES:**

**Motion** **K McKay**

*That the minutes of the meeting held on 25 February 2021, be taken as read and are accepted.*

**Carried**

**10. MATTERS ARISING:**

10.1. Nil

**11. Next meeting:**

11.1. Thursday 15 April

11.2. Thursday 27 May

The meeting closed at 9:00pm

Signed .......... K McKay, Chairperson