



# **Beckenham Te Kura o Pūroto**

Filling our kete for the journey  
Whakarite ngā kete mō te haerenga!

## **BOARD OF TRUSTEES MEETING MINUTES**

**WEDNESDAY 20 February 2019**

**5:30PM**

**PRESENT:** Michael Balmer (Chair), Sandy Hastings (Principal), Ester Vallero, Jude Clarke, Matthew McDonald, Cath Barrie (Staff Trustee), Raewyn Davis

**IN ATTENDANCE:** Sue Leadbetter (Deputy Principal left meeting at 8.06pm), Nigel Easson (Deputy Principal left meeting at 8.08pm), Sandra Rauch (Minute Secretary)

1. **WELCOME/KARAKIA:** M Balmer welcomed all to the meeting and introduced Nigel Easson as the new Deputy Principal to the Board.
2. **APOLOGIES:** Miranda Knapton
3. **SPEAKING RIGHTS:** Sue Leadbetter (Deputy Principal), Rachel Wiscombe (PTA joined meeting at 6.10pm/ left at 6.57pm) and Amanda Wolt (PTA joined meeting at 6pm/ left at 6.57pm)

#### **4. MINUTES OF THE PREVIOUS MEETING 28 November 2018**

**Motion:**           **Moved: M Balmer**                   **Seconded: C Barrie**

*That the minutes of the previous meeting of the Beckenham School Board of Trustees held on Wednesday 28 November 2018, as circulated, be accepted as a true and accurate record of that meeting subject to the amendment as discussed.                   **Carried***

#### **5. ACTION POINTS**

Action points spoken to and those completed off the list.

- Tennyson Street - Signs are up (two on Eastern Terrace and two on Colombo Street)
- Celebration Ceremony - The Ceremony was successful.
- Christmas Lunch - The contribution to the Christmas lunch was appreciated. The Celebration was also a Farewell for Michelle, Mike, Susan and Amy (Amy attended via Skype).

#### **6. MATTERS ARISING**

- Caitlyn Downing is on Maternity leave - Michael Balmer will send a card

#### **7. CORRESPONDENCE**

##### **7.1 Inward**

- South West Data Pack (see Feb 2019 folder) - 17 pages of information from the MOE regarding local SouthWest School rolls, zones, and various permutations of data analysis. Accuracy of Data in regards to our roll in-zone vs out-of-zone has been questioned by S Hastings. S Hastings mentioned that the Ministry of Education are trying not to overbuild. Build Capacity Roll 2016 was 425 and we had a roll of approx 460 with 77 out of zone children. At the start of 2019 we have a roll of over 460 with only 55 children who are out of zone. According the the MOE data we have 597 children living in our zone who could potentially come to our school. The zone is shared with Thorrington School and St Martins School.
- New requirements when holding events that require a liquor licence
- Liquor Licence request - Nicky Dunlop (and Leigh Conley) for Year 7/8 fundraiser: Request of Liquor License from Year 7/8 teacher N Dunlop for a fundraiser event. Concerns regarding selling alcohol on school grounds has been expressed by E Vallero. It was noted that the fundraising event isn't promoting alcohol and children aren't required to sell alcohol. Discussions about Alcohol Free Policy have been held and will be considered in the future. It was also noted that the PTA are the only group for licensing alcohol confirmed by the Board.

**Motion:**            **Moved: S Hastings**

**Seconded: R Davis**

**Abstained: M Balmer & E Vallero**

*The Board approves seeking of liquor license for Fundraising event for the Year 7/8 Camp, requested by N Dunlop and PTA.*

**Carried**

- NZSTA email (circulated by Michael 20/02/2019) re Tomorrow's Schools Review and meetings.

**7.2 Outward:**

- None

**8. AGENDA TOPIC(S)**

**8.1 Reading Recovery Report** *(this was due for this meeting, however, will now be presented in March 2019.)*

**8.2 PTA - Fundraising Event**

The PTA would like to run a monthly car boot sale as a fundraising event in our staff car park. R Wiscombe has checked with the council if any license is needed. According to the council, no license is needed as the event takes place on school ground.

The usage of the foyer and toilets won't be needed at the start but the PTA consider the usage of both when the event grows and beverages and food are available for sale. It has also been discussed that the food sold at the car boot sale needs to be in alignment with the School's Food Guideline. No Catering will be provided by the PTA. The event will be accessible for all community. The PTA will ensure that participants and visitors will fit the event. Children are allowed to put up stalls in front of the cars and will be charged a fee of \$5 or \$10 instead of \$25. There is no obligation to have a first aid kit at markets as far as we are concerned. However, this will be double checked by R Wiscombe.

An agreement will be drafted by the PTA and presented to the board. The agreement will include a “take your own rubbish” clause. The agreement will also cover a list of things which are acceptable and unacceptable such as smoke free policy, insurance coverage, etc. The PTA will have the right to exclude participants from the market if they sell inappropriate items or show inappropriate behaviour. Insurance cover needs to be arranged by participant.

**Motion:** **Moved: M Balmer** **Seconded: E Vallero**  
*That the Board of Trustees supports the PTA car boot sale fundraising event (Beckenham Booty), to be held in the school car park once a month.*

**Carried**

### **Discussion in regards to School Food Policy**

There was discussion around the lack of detail in the school ‘Food and Nutrition Policy’ (which can be found on SchoolDocs), and how the PTA would prefer more details to get clarity for fundraising activities. The Board support the guiding principles of the current policy.

## **9. GENERAL**

### **9.1 Principal's Report**

#### **9.1.1 Administration**

S Hastings: Roll numbers between 2015 to 2019 discussed. In March 2018 the school had 428 children and in the end of the year 490 children. All children have been “in zone” children. New children all across the school, not only New Entrants. Some children have moved from one team to the other. Pōhutukawa is the biggest team this year. Year 5/6 which are the “earthquake kids” have needed more help in the previous years and they are maturing with each year. Due to the earthquakes their development has been disrupted.

We have five children across the school this year who have ORS funding. This is difficult to get but very helpful. The school has to apply only once per child.

How much support the child get is dependant on their needs and changes over time.

#### **Health and Safety**

N. Eason: The evacuation trial on Friday, 15 February 2018 was successful. Improvements are still under discussion within the hubs.

#### **NZEI Meeting**

S Hastings: Paid NZEI meeting will be held in our hall on 20 March 2019 from 2pm to 3pm. As the meeting takes places on our school grounds there will be no need to provide supervision for the children as the teacher’s can stay longer. The school will close early instead.

**Motion:** **Moved: S Hastings** **Seconded: J Clarke**  
*The Board supports that the school closes at 1:45pm on 20th March for teaching staff to attend the Paid Union Meeting*

**Carried**

#### **2019 Charter**

S Hastings: The Charter has been updated by S Hastings and the Board has been asked to add comments.

Parents often read this document when they decide what school they send their children to therefore it’s important to have it up to date. A three year strategic plan

was done for 2018-2020. The Board is working off this plan and therefore it won't be changed or renewed in the meantime. We are working on the second year of the plan.

### **Annual Plan 2019**

The outcomes of the annual plan are primarily supported by allocation of leadership roles across the school.

Two 'Within School Teacher' roles (from the Community of Learning) have been shared with four teachers for the progress of Mathematics, Diverse learners, and Wellbeing.

Leadership Units have been allocated to teachers to progress goals in:

- Te Ao Māori
- Positive Behaviour 4 Learning (MOE programme that we are signed up to participate in from this year)
- Learning Through Play
- Implementation of the new Digital Technologies Curriculum.

Student Achievement Targets are still being finalised in the areas of Mathematics and Wellbeing.

#### **9.1.3 Year 7/ 8 Camp Wainui (Week 10: Mon 8 April - Fri 12 April 2019)**

Year 7/ 8 are going every alternate year to Wainui. An deposit has to be paid in advance. A small group of children will go to the camp but will only go on day trips and won't stay overnight. Health and Safety Risk Management Plans for Outdoor Activities are provided by Wainui Staff.

**Motion: Moved: S Hastings Seconded: M Balmer Abstained: R Davis**

*The Board approves the Year 7/8 Camp to Wainui.*

**Carried**

## **10. ASSET MANAGEMENT**

### **10.1 Finance**

Draft Budget for 2019 will be shared at the Board Meeting on 28 March 2019. J Clarke reported that there are no red flags but is awaiting the end of month accounts from Services & Solutions.

#### **New Classroom Furniture for Learning Spaces**

**Motion: Moved: S Hastings Seconded: J Clarke**

*"That capital purchases of furniture are made not exceeding \$11,000"*

**Carried**

### **10.2 Property Update**

#### **10.2.1 Outdoor Spaces Working Party**

M McDonald has met with parents to discuss what to do with the trees. Another assessment and report on trees is needed. A decision has been made that the current junior sandpit will be kept and re-done. A top up with sand will be needed approx. every two years. P Newton has communicated that all hubs will contribute ideas regarding the set up of the outdoor space.

\$5,000 - \$6000 will be needed to re-do the proposed new outdoor space adjacent to Pūkaki (e.g. fences, sandpit). No labour cost will occur as it's run as a working bee (approx. 3 days worth of work).

**Motion: Moved: Matthew McDonald Seconded: S Hastings**

*The Board approves the spending of up to \$6000 to undertake the Pukaki project, subject to the consultation meeting next week.* **Carried**

### **10.2.2 Meeting with Property Advisor**

S Hastings, DP, Finance Officer and Caretaker met with the school's property advisor. The school is currently out of the "building programme" but still not back to "business as usual". In the interim when changes e.g. to infrastructure, need to be done the school will need to go to the Ministry for funding.

It has been discussed that potentially all buildings will be needed to be used as classrooms this year due to the rapidly growing roll. At this stage we have enough classroom space for 525 pupils. For this reason our Property Advisor advised that we won't qualify to build something new. The Ministry doesn't provide for out of zone kids therefore further discussions are needed. It has been identified that the urinal in one of the Blocks is a Health and Safety risk, along with the fact that the block does not have any hot water, therefore the work on that block will be a priority. The Policy around Heating and Cooling has changed. The school hasn't reviewed those costs yet. The Property Advisor has suggested to monitor the electricity costs over 12 months before applying for the review as a review will only be done once. The Meeting with the Property Advisor was overall very positive and S Hastings felt that our Property Advisor is on our side.

### **10.2.3 Signs**

S Leadbetter and S Hastings worked together on the final design of the school signs. A sign will be attached to each building with the building name. The windows of the First Aid room will be covered to block the view through for more privacy. The school sign will be displayed on the window. A new signage for Ferndale will be provided as well. Ferndale and Beckenham Te Kura o Pūroto will be displayed at the building. The school values will be displayed on hard aspects and displayed in the reception area. It hasn't been agreed on a "direction sign" as it is preferred that people go to the office first. We are meeting with Craig from School Branding Matters to confirm the final designs, then will be going to get quotes.

## **11. OTHER BUSINESS**

### **11.1 Tomorrow's Schools Review - Report for Consultation**

C Barrie pointed out the importance of this report and the proposed changes to the Board of Trustees. The changes are under discussion as only 20-25% Board of Trustees at schools are high functioning. Regional Offices would be removed and turned into hubs. The Board of Trustees would still exist but it would lose some of their responsibilities to the hub. Principal and teachers would be employed by the hub and there would be a five year appointment for Principals which could be renewed. According to S Hastings, many things could be improved and done without the hub if more support by the Ministry of Education would be available, however, legislation prevents this from sometimes happening. The current document is raising a lot of questions and does offer a lot of answers, but without very much detail. It's also hard to know what the assumptions are behind some of the statements. Three copies have been sent to the school. The document is available to read online or as download. The Ministry of Education is currently asking for feedback via an online survey.

### **11.2 Calculation of Voluntary hours**

S Hastings reminded Board members to please update the record.

**12. HEALTH AND SAFETY**

Nothing to report.

**13. IN COMMITTEE**

**Motion:** **Moved: S Hastings** **Seconded: E Vallero**  
*In Committee minutes 28 November 2018 are accepted as a true and correct record.*  
**Carried**

14. Acknowledgements to Staff from Board: M Balmer thanked everyone for the unified stand in regards to the food policy.

Meeting date for March 2019: *Thursday, 28 March 2019 at 5.30pm*

**Meeting closed at 8:11pm**

APPROVED  .....  
(Chairperson)

DATE *28/3/19* .....

**TABLE OF ACTION POINTS**

Due	Item	Action	By Whom
	6	Card to be send to Caitlyn Downing	M Balmer
	8.2	Rules and cover in regards to fundraising events with insurance company to be checked.	S Hastings S Rauch
	8.2	Link to Food Guideline from Healthy Food Guidelines to be circulated.	S Hastings
	8.2	Agreement drafted and sent to M Balmer and S Hastings to review. The need for a first aid kit needs to be checked.	R Wiscombe A Wolt R Wiscombe
	9.1.1	NZEI Meetings to be communicated and parents to be informed.	S Hastings
	9.1.1	Student Achievement Targets will be drafted up and presented at next Board Meeting on the 28th of March 2019.	S Hastings
	10.1	Budget 2019 to be finalised.	S Hastings S Rauch
	10.2.1	Communication to parents in regards to playground changes.	M McDonald

	10.2.3	Meeting with Craig to confirm final designs then quotes to be inquired for new signage.	S Hastings S Leadbetter
	11.1	S Hastings will attend the Public Meeting on 21 February 2019. Links to documents will be send to Board of Trustee members.	S Hastings