



Beckenham Te Kura o Pūroto

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

BOARD OF TRUSTEES MEETING MINUTES

Thursday 28 March 2019

5:30PM

PRESENT: Michael Balmer (Chair, joined meeting at 6.15pm), Sandy Hastings (Principal), Ester Vallero (joined meeting at 6.25pm), Miranda Knapton, Jude Clarke, Matthew McDonald, Cath Barrie (Staff Trustee)

IN ATTENDANCE: Lisa Taylor (Visitor, joined meeting at 6.05pm), Sue Leadbetter (Deputy Principal, joined meeting at 6.45pm), Nigel Easson (Deputy Principal), Sandra Rauch (Minute Secretary), Samson Karst

1. **WELCOME/KARAKIA:** M Knapton welcomed all to the meeting and introduced Samson Karst to the Board.
2. **APOLOGIES:** Raewyn Davis
3. **SPEAKING RIGHTS:** Sue Leadbetter (Deputy Principal) and Nigel Easson (Deputy Principal), Samson Karst (Visitor)

4. MINUTES OF THE PREVIOUS MEETING 20 February 2019

Motion: Moved: S Hastings

Seconded: J Clarke

That the minutes of the previous meeting of the Beckenham School Board of Trustees held on Wednesday 20 February 2019, as circulated, be accepted as a true and accurate record of that meeting.

Carried

5. MATTERS ARISING

- NONE

7. CORRESPONDENCE

7.1 Inward

- Seven Christchurch co-educational state secondary schools have been directed, under section 11H(1) of the Education Act 1989 (the Act), to develop or amend an enrolment scheme in order to prevent overcrowding. This consultation on zone changes will have a bigger impact on High School students than on Primary School students according to S Hastings. There are no concerns at this point with regards to the impact on Beckenham students..
- The document "Racism and the Code of Professional Responsibility for Teachers" is a very helpful document from the Teaching Council about responding to staff whose behaviour, either at school or on social media, is contrary to the Teaching

Code of Professional Responsibility. This well written document has been published after the Christchurch Mosque attacks on 15 March 2019.

- Te Mana Raupō Kāhui Ako (Community of Learning) has published their first Newsletter for the Community.

7.2 Outward:

- Card sent to Caitlyn and Jake Tinnelly congratulating them on the birth of baby Penelope.

8. AGENDA TOPIC(S)

- The BOT 2019 Self-Review Plan is an update on last years plan and helps the school to stay on track. The Plan contains annual reporting from staff on Reading Recovery, Learning through Play, PB4L, Diverse Learning (Wellbeing Report), Digital Technologies Curriculum & Te Ao/Te Reo Māori. An ongoing cycle of self review is undertaken through the 3 Year review schedule through School Docs.

- BOT Election - Appointment of Returning Officer

Motion: **Moved: S Hastings**

Seconded: M Knapton

That the Board of Trustees will appoint Canterbury Education Services (CES) to undertake Returning Officer Services for the 2019 Board of Trustees Election.

Carried

- 2019 Reading Recovery Report

Reading Recovery was developed in New Zealand and has been a New Zealand led programme for 30 years. The programme is an effective early literacy intervention designed to significantly reduce the number of children with literacy difficulties in schools. Beckenham Te Kura o Pūroto has five trained teachers. The Reading Recovery is an intense programme and usually more boys than girls are taken into this programme. The importance of on-going monitoring within the Reading Recovery programme and wider school has been reviewed. It is the responsibility of the Reading Recovery teaching staff in collaboration with teaching teams to monitor and support those students who have been in the programme. Data, strategies and support will be shared to ensure the students are accurately tracked following Reading Recovery. Communication with whānau has been improved to ensure whanau understand what the programme can do and how they can support their child while they are receiving Reading Recovery intervention.

9. GENERAL

9.1 Principal's Report

- Report to Board on the Annual Plan 2019 - "Learners at the centre"

The Annual Plan comes from the 2018-2020 strategic plan. Due to many new staff this year, some of the goals have been put on hold at this stage.

- Analysis of Variance on the Student Achievement Targets 2018

This report is based on national standards and compares the end of year achievement of the school's target children with their goals. The achievement levels are decided by teacher's, based on a range of evidence, including observation, samples of work and individual testing of each child. Target groups are Mathematics, Writing and Reading. The schools target was that at least 15% of all students in each target group would make accelerated progress. Whilst the targets were mostly met, there was also concern that a number of children appeared to have made no measurable progress in 2018, based on the current measurement approaches..

That Nigel Easson added as signatories to the BOT ASB accounts.

Carried

- Statement of Responsibility

Motion: Moved: J Clarke

Seconded: S Hastings

That the Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2018 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

- Statement of Financial Position

Motion: Moved: J Clarke

Seconded: S Hastings

That the Board approves the inclusion of a budget for the 2018 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board's 2018 operating and capital purchases budgets.

- MOE paid Teachers' Salaries & Use of MOE Land & Buildings

Motion: Moved: J Clarke

Seconded: S Hastings

1. The Board moves:

That the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2018 Statement of Comprehensive Income. The budget shall be equal to the actual teacher salary costs for the 2018 year and will include an income amount and an equivalent expenditure budget.

2. The Board moves:

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 2018. The 2018 figure will include an income amount and an equivalent expenditure budget.

10.2 Property Update

- Property Working Group

A full report provided by Beaver Tree Company will be necessary for safety reasons. There is a chance that the tree is protected because of its age. A full report will cost between \$2,000 to \$2,500.

Signage

One Quote for signage has been received. Order needs to be placed with printer company once other quotes have been received.

11. HEALTH AND SAFETY

- A teacher meeting has taken place after the lock down to discuss the incident and what can be made better. M Balmer, who is working for the fire brigade, will be involved in future meetings.
- The Buses to Christchurch South (Technology) are a concern due to the Ministry of Education policy that uses NZTransport guidelines that state that children can be three to a seat and standing on Ministry provided buses. The principal and Deputy Principal have emailed the Ministry and met with them about these concerns and were advised that the policy comes from Wellington and is not going to be changed.
- Michael Balmer noted the risk to schools of arson and reminded the board that any materials which easily could catch fire need to be removed from the school grounds to avoid arson. This will be communicated to staff and monitored by N Easson
- A sign pointing out that we have security cameras will be installed.
- The Ministry of Education is suggesting to install the outside units for the heat pumps close to the tree where we are planning to build the playground. This is considered

as an Health and Safety issue for the children. The school is looking for other places to install the heat pump units.

12. General Business

• **Election 2019**

M Balmer, M Knaption and R Davis have indicated that they will not be standing for re-election at the upcoming Board Elections in Term 2 which will leave those three seats vacant. Cath Barrie's term as staff trustee is also due to end next term which means the Board will be looking for four new members. The Board will actively communicate information about the Trustee elections process over the next two months and invite potential candidates and encourage them to put an application in. The Election 2019 will take place on 07 June 2019.

13. Acknowledgements

S Hastings thanked M Balmer and M Knaption for their amazing support and commitment during their time as Board members. M Balmer and R Davis (in absentia) were presented with a NZ School Trustee Association Long Service Certificate which is an acknowledgement of 6 years of service.

14. Next meeting: Thursday, 16 May 2019 at 5.30pm

Meeting closed at 8:30pm

APPROVED.....
(Chairperson)

DATE.....

TABLE OF ACTION POINTS

Due	Item	Action	By Whom
		Link to Food Guideline from Healthy Food Guidelines to be circulated.	S Hastings
	7.1	Te Mana Raupō Kāhui Ako Newsletter to be put out to Community	S Hastings
	9.1	To send new Inclusive practice policy to SchoolDocs to upload	N Easson
	9.1	Communicate new learning conference timeline to parents.	S Hastings
	10.1	Budget 2019 to be finalised.	S Hastings S Rauch
	10.1	Amendment Payroll PP 24 figures (Support Staff & BOT funded teachers)	S Rauch
	10.2	Signage order to be placed with printing company	S Hastings S Leadbetter