

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

BOARD OF TRUSTEES MEETING MINUTES

Thursday 08 August 2019

5:30PM

PRESENT:

Sandy Hastings (Principal), Marcel Frei, Ester Vallero, Jude Clarke, Matthew

McDonald, Lisa Taylor, Carmel Wade Samson Karst, Jules May (Staff

Trustee)

IN ATTENDANCE: Sue Leadbetter (Deputy Principal), Nigel Easson (Deputy Principal),

Sandra Rauch (Minute Secretary)

1. WELCOME/KARAKIA: E Vallero welcomed all to the meeting.

3.

SPEAKING RIGHTS: Sue Leadbetter (Deputy Principal), Nigel Easson (Deputy

Principal), Anna Reid

4. MINUTES OF THE PREVIOUS MEETING 20 June 2019

Motion:

Moved: E Vallero

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

5. **MATTERS ARISING**

5.1 Beckenham Governance Manual (Trustee Handbook)

Motion:

Moved: S Hastings

Seconded: J May

That we add the following (in bold) statement to our Handbook under 'Appointment and Term of Office' on page 4.

The school's communities elect Board members once every eighteen months with members appointed for a three-year term. The Board will have six elected parent representatives and one staff representative. There is a provision for the appointment of co-opted members.

With the endorsement of Ngāi Tahu, the Board will co-opt an iwi representative to the board. Carried

Change of dates for upcoming Board Meetings 5.2

The Board Meeting in September has been rescheduled from Thursday, 12 September 2019 to Wednesday, 11 September 2019 and will be held in the Green Room. The October Board Meeting has been rescheduled from Thursday, 31 October 2019 to Wednesday, 30 October 2019.

Outward Communication on behalf of school

E Vallero carried out the role as Communication Representative previously but is going to step down due to her new responsibilities as Board Chair. The outward communication will go through the newsletter from now on. Carmel Wade volunteered to pick up this role.

6. CORRESPONDENCE

6.1 Inward

Motion: Moved: E Vallero

That all correspondence has been accepted and will be discussed later in the meeting under the section 'General' or 'Principal Report'.

6.2 Outward:

NONE

8. AGENDA TOPIC(S)

8.1 General

PB4L

The PB4L Programme is Ministry directed and funded. The programme helps staff to identify challenging behaviours and to develop systems to support and teach alternate positive behaviours. The PB4L training takes 3 years, after those 3 years the school is expected to continue as a PB4L school without MOE support.

It has been discussed that the taught positive behaviours should be shared with the parents so they can implement the behaviours at home.

Term Dates 2020

The school needs to be open 384 half days per school year and has the flexibility to start early in the beginning of the year or to finish early in the end of the year to manage workload and professional development properly.

Motion:

Moved: S Hastings

Seconded: M MacDonald

That the Term dates 2020 start on Thursday, 30 January 2020 and finish on Wednesday, 16 December 2020 with two staff only dates to be advised.

Carried

8.1.1 Principal's Reports

8.1.1.1 Principal's General Report

Co-option of Samson to the Beckenham Te Kura Board of Trustees

Motion:

Moved: E Vallero

That the Beckenham Te Kura o Pūroto Board of Trustees co-opt Samson Karst as an iwi representative on our board, endorsed by Ngāi Tahu, effective from May 2019.

Carried

Roll growth classrooms

Beckenham Te Kura has been informed that we have been allocated funding for two roll growth classrooms. The Ministry of Education will advise further details in due course.

8.1.1.2 Report to the Board on the Annual Plan 2019 (Year 2 of our 3 year Strategic Plan)

Motion:

S Hastings

Seconded: L Taylor

That the Report on the Annual Plan be accepted.

Carried

Motion: Moved: S Hastings

Seconded: E Vallero

That the Principal's Report be accepted.

Carried

8.2 Asset Management

8.2.1 Finance

Monthly Commentary

Motion: Moved: J Clarke

ke Seconded: M McDonald

That the Finance Report for 30 June 2019 be accepted and approved.

Carried

8.2.2 Property Update

Heating Issues

The school continues to have heating issues with the underfloor heating unit for Tahaki (the unit near the sandpit). The BMS technician is continuing to work closely with us to rectify the issue.

Beckenham Outdoor Spaces

The Pukaki Play was opened on the 04 July 2019. C Wade is currently getting the plans redrawn and this will be shared with the school community, staff, BOT and children. The Outdoor Spaces Team will then create a staging plan for implementation and costing.

8.3 Health and Safety

N Easson and L Taylor met to discuss the 'Health and Safety at Work Act 2015. A practical guide for boards of trustees and school leaders.' Their long term goal is to revisit each step in the guide and to review the school's 'Health and Safety Systems' accordingly.

8.4 Policy Review - SchoolDocs

The Health curriculum is up for consult with the school community.

J Clarke will join a member of the school's leadership team to support with the consultation process.

9. GENERAL BUSINESS

Kauri Year 7 / 8 Ski Trip

A detailed Health and Safety Action plan including high health needs has been put in place and discussed.

Motion: Moved: S Hastings Seconded: J May

That the proposal for the Year 7/8 Ski Trip, scheduled for 6 September 2019, be approved.

Carried

PTA Request for use of hall for R18 event with Liquor License

The school's PTA are supporting the school's Year 7/8 teachers with planning a fundraising event in our school hall. The evening is a Quiz night, and they will be selling alcohol (wine and beer) and serving food. The event is R18 so no one under the age of 18 will be present.

It has been discussed that the exception to serve alcohol at fundraising events hosted by the PTA will be reviewed in the next board meeting.

Motion: Moved: S Hastings Abstained: E Vallero Seconded: M MacDonald That the board approves the PTA's request for the Quiz night and Liquor Licence.

Carried

10. Next meeting: Wednesday, 11 September 2019 at 5.30pm

Meeting closed at 8.45pm

APPROVED....(Chairperson)

DATE 25 10/19

TABLE OF ACTION POINTS

Due	Item	Action	By Whom
		Building relationship with PTA - Sandy to circulate google doc and Board members to add their names	S Hastings
	5	Governance Manual: Read & put comments on document which will be discussed in the next meeting	All
	8.2.1	Donations & Contributions - add to enrolment form automatic payment option	S Hastings
	8.2.1	Council Rates -Check with City Council reason for increase of rates	S Hastings

APPROVED.		DATE	25	[(
(Chairnerson)				