



Beckenham Te Kura o Pūroto

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

5.2 Change of dates for upcoming Board Meetings

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.

5.3 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.

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.....
(Chairperson)

DATE.....25/10/19.....