



Beckenham Te Kura o Pūroto

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

BOARD OF TRUSTEES MEETING MINUTES

Wednesday 11 September 2019

5:30PM

PRESENT: Sandy Hastings (Principal), Ester Vallero (arrived at 6.20pm), Marcel Frei (left at 7.50pm), Lisa Taylor, Jude Clarke, Matthew McDonald, Carmel Wade

APOLOGIES: Sampson Karst, Jules May (Staff Trustee)

IN ATTENDANCE: Sue Leadbetter (Deputy Principal - left at 7.45pm), Nigel Easson (Deputy Principal), Sandra Rauch (Minute Secretary)

1. **WELCOME/KARAKIA:** S Hastings welcomed all to the meeting.

3. **SPEAKING RIGHTS:** Sue Leadbetter (Deputy Principal), Nigel Easson (Deputy Principal), Jo Smith, Kerry Mitchell (Ferndale)

4. MINUTES OF THE PREVIOUS MEETING 08 August 2019

Motion: Moved: J Clarke

Seconded: S Hastings

That the minutes of the previous meeting of the Beckenham School Board of Trustees held on Thursday 08 August 2019, as circulated and discussed, be accepted as a true and accurate record of that meeting.

Carried

5. MATTERS ARISING

None

6. CORRESPONDENCE

6.1 Inward

Email from Insurer accepting PTA alcohol licence event (13 August 2019)

NZI have confirmed Beckenham Te Kura o Pūroto event in September is noted and accepted subject to a liquor licence received, and that cover remains in place as normal if that liquor licence is received.

Attendance Survey for Term 2

Each year at the end of Term 2 the school is asked to send the attendance data to the Ministry of Education. The report created by the Ministry of Education is showing an analysis on average attendance at the school for each week of the term. The attendance at the school dropped in the last 3 years. Reason for the drop in attendance is mostly because of unjustified absences such as family holidays during the Term.

6.2 Outward

Notification to the insurers of upcoming event on school site involving sale of alcohol (11/08/2019)

Insurance has been informed about the planning of a fundraising event (Quiz Night) on the 14 September 2019 on school grounds that involves sale of alcohol.

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'. **Carried**

8. AGENDA TOPIC(S)

8.1 General

8.1.1 Diverse Learners - Ferndale & Beckenham Inclusion Project

J Smith and K Mitchell talked about the current progress of the Partnership/Inclusion project. Ferndale and Beckenham staff meet each term half a day to discuss further steps. Current focus is on play based learning which takes place each Friday, children involved are Beckenham New Entrance and Ferndale students.

8.1.2 Whānau Hui

Whānau Hui is a public event, invitations will be sent out on Monday, 16 September 2019.

8.1.3 Development of an 'Alcohol Policy'

E Vallero has approached Public Health about guidelines in regards to events where alcohol is served and kids are at. It has been suggested to review the school's current alcohol policy and meet with the new PTA over the next few months to discuss the possible changes.

8.1.4 Year 7/8 2020 Dunedin Overnight Camp Activity Proposal

Purpose for this camp is to compare the two major South Island cities, Christchurch and Dunedin. This camp will contrast with alternative year camps that will focus on outdoor living and pursuits. Estimated cost per child will be \$180.

8.2 Principal's Reports

8.2.1 Principal's General Report

Roll growth classrooms

The school hasn't received a confirmation from the school's Property Advisor yet. S Hastings met with the Ministry of Education to discuss where new classrooms could be built. Current roll is 496 students, according to the Ministry's calculations the school's capacity is 525 students (21 learning spaces*25 students) which is the reason for the upgrade. Post upgrade the school will have space for 575 students. The work on the new buildings will probably start in the summer holidays 2021. S Hastings will talk to the property team to see if other refurbishments can be done at the same time. Updates will be published in the school's newsletter.

Zone Change update

S Hastings and E Vallero met with the facilitator appointed by the Ministry of Education. He is contacting other schools and will try to arrange a meeting of all parties in the next couple of days. School zones are being reviewed because of overcrowding.

Student Success

Three of Beckenham Te Kura o Pūroto's Year 8 students were shortlisted for Cashmere High School Leadership Scholarships, with two being successful in winning two out of the four on offer.

Roll Information

Current roll (06/09/2019) - 494. Thirteen students are pre-enrolled to start before the end of 2019, taking the school's likely end of year roll to 507. This will be the first time in the known history of the school that the roll has gone into the 500s. The roll had a significant spike in enrolments in the middle of the year, at all levels of the school. Projection for 2020 at the start of 2020 - 452 students.

Motion: **Moved: S Hastings**
That the Principal's Report be accepted.

Seconded: M McDonald
Carried

8.3 Asset Management

8.3.1 Finance

January - July Commentary

Motion: Moved: J Clarke

Seconded: M McDonald

That the Financial Commentary for January to July 2019 prepared by Services & Solutions be accepted and approved.

Carried

Free Proposal Review - International Students

Motion: Moved: S Hastings

Seconded: C Wade

That we raise the International Student Fee for 2019/20 to \$12,500.00 incl. GST per year / \$3,125.00 incl. GST per 10 week Term.

8.3.2 Property Update

Beckenham Outdoor Spaces

The Outdoor Spaces Team is still in the planning process and will need some more details before they can go to contractors and apply for funding. The next meeting will take place in the beginning of Term 4. Among other things, the team will discuss the design for the sandpit and playareas. Designs then need to be approved by the Ministry of Education before the work can begin. The BOT has discussed contributing some funds to the outdoor spaces project to get the design specifications done.

Motion: Moved: M McDonald

Seconded: J Clarke

That the school contributes up to \$3,200 towards the outdoor spaces project for a design from Kamo Marsh Landscape Architects.

Carried

Motion: Moved: E Vallero

That the Property Report has been adopted.

Carried

8.4 Health and Safety

Motion: Moved: E Vallero

That the Health and Safety Report has been adopted.

Carried

8.5 Policy Review - SchoolDocs

The Health Curriculum Guidelines and policies are due for consultation with the school Community.

The Performance Review, and Health & Safety and Welfare Policy will be reviewed by the Board and Staff.

9. GENERAL BUSINESS

Immunisation Status

The BOT has discussed the pandemic plan process in regards to measles. The school will go through the current immunisation status information again and ask parents and staff for updated information.

10. Next meeting: *Wednesday, 30 October 2019 at 5.30pm*

Meeting closed at 8.45pm

APPROVED.....

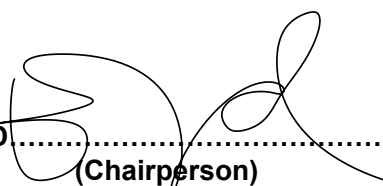
(Chairperson)

19/12/2019

DATE.....

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
		Governance Manual: Read & put comments on document which will be discussed in the next meeting	All
		Council Rates - Contact Ministry of Education	S Hastings
	8.1.3	Alcohol policy - read, make comments & compare with other schools. Look for discrepancies.	All
	8.4	Performance review in Term 3 - review and comment on current policy	S Hastings N Easson
	9	Update immunisation status	S Hastings

APPROVED 
(Chairperson)

19/12/2019

DATE.....