



# Beckenham Te Kura o Pūroto

BECKENHAM TE KURA O PŪROTO

BOARD OF TRUSTEES MEETING

HELD ON THURSDAY 1 APRIL 2020 AT 7.30PM

**PRESENT** Sandy Hastings (Principal), Matthew Macdonald, Ester Vallero, Jude Clarke, Jules May, Lisa Taylor, Marcel Frei, Sampson Karst

**IN ATTENDANCE** Nigel Easson (Deputy Principal), Sue Leadbetter (Deputy Principal), Vanessa Skilton (Board Secretary)

**APOLOGIES:** Nil

**ON LEAVE:** Carmel Wade (for duration of 2020)

**CONFLICTS OF INTEREST:** No change to register

**ZOOM CODE OF CONDUCT FOR BOT MEETINGS**

Circulated for all to read.

**KARAKIA – Presented by Sampson**

**Karakia tīmatanga**

<i>Ma te whakapono, ma te tumanako, ma te titiro, ma te whakarongo, ma te mahi tahi, ma te whakamomori, ma te aroha, ka taea e matou.</i>	<i>By believing and trusting, By having faith, By looking and searching, By listening and hearing, By working and striving together, By sheer desire and determination, By all being done with love, We will succeed</i>
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**1. CONFIRMATION OF MINUTES**

***Motion Moved:Sandy; Second: Ester***

***That the minutes of the previous BoT meeting held on 27<sup>th</sup> February, having been circulated and modified, be approved as a true and correct record of that meeting. Carried***

## 2. MATTERS ARISING FROM ACTION ITEMS

### 2.1 Website

Sandy has asked Jacky to go through the website to update. Lisa asked if there were details of the size of photos required for the website. Will need updated photos of the BoT to add to the website as details are currently old.

### 2.2 Donation Change

Thank you letter to be sent to parents in relation to the donation change

### 2.3 Zone Amendment

Matthew believes that an extension in relation to the zone amendment should be requested as there were a few amendments to consider

***Ester moved that we requested a two-week extension on the zone amendment submission close date, due to the Covid19 Pandemic. Carried.***

**Actions:** Sandy to contact Tom Scollard to request extension; Sandy to advise community of the extension through the newsletter.

## 3. CORRESPONDENCE

Distributed to BoT to read. Covid19 emails in their own folder to make reading a little more fluid.

***Chairperson moved that the correspondence be accepted. Carried***

## 4. CHARTER

Lisa concerned how Covid19 might impact on the Annual Plan. No change to strategic plan however have added Health & Safety note in Annual plan to review the pandemic plan, as well as including the recruitment of a Team Leader & DP at the start of the year. Whilst appointments are usually Business as Usual, two Leadership appointments suddenly at the start of the year are significant in terms of the process and induction, as is the potential pandemic planning which should be all noted in the annual plan as areas which will take time and focus.

Included in Spending of the SIPS funding of \$333,333 that needs to be spent

***Lisa suggested the need to add Roll Growth Classrooms to the annual plan. Action item***

Sandy has indicated that some items in the Annual Plan may end up needing to be parked for this year, given that the pandemic and the induction of new staff will be taking up a lot of time.

***Motion moved: Sandy; Second: Lisa***

***That the Charter be accepted, with noted amendments, added to the website and submitted to the Ministry of Education. Carried***

## 5. 2019 STUDENT ACHIEVEMENT TARGETS - ANALYSIS OF VARIANCE

Two areas of emphasis: Mathematics and the Diverse Learners & Wellbeing Project. Sandy noted it presented a very unusual way of showing targets with a different approach, they focused on children who learned differently so writing up their targets were complicated. A lot of the outcomes were positive for the children and staff. A lot of growth, learning and understanding for teachers and support staff.

The measurement of targets is objective, however, also relies on teacher judgement to assess where they are at different levels. They are moderated between teams and staff, and in some cases across schools. The ideal is for children to achieve 3 sub-levels of change over 2 years of school.

There is a separate Maori & Pasifika graph with measurements (8 students), needs to be shown side by side with the cohort (38 students) to get a better visual as a little hard to judge. One of school's roles is to ensure Maori and Pasifika children are achieving, so need good comparison with other students. Comparison from 2018 to 2019 shows all M&P students have shown achievement, some have accelerated progress.

Sandy commented that the Mathematics achievement is not at the level that the school would like it to be comparatively to Reading and Writing. This is a national issue, not just at Beckenham. When Rob joins the team his expertise in Mathematics will bring in a new level of knowledge and practice to use and help teachers.

Ester asked if there is anything that families could do to assist with mathematics? Something for Rob to consider, possibly more education for parents such as running parent sessions.

Marcel would like to see a conclusion statement to advise where we are at and give some recommendations or focus on what the school need to focus on moving forward.

Ester commented there was a group piloting DMIC up north for Pasifika kids with alot of positive feedback. Sandy has indicated its been relaunched again with a big push to northern schools.

**Sandy to add Summary / conclusion statement into Analysis of Variance. Action Item**

***Motion moved: Sandy; Second: Ester***

***That the 2019 Analysis of Variance be accepted, added to website and submitted to Ministry of EducationCarried***

#### 6. HEALTH CURRICULUM REVIEW

The school requested responses on the Health Curriculum Review and received some good feedback with 18 teachers responding to the staff survey, 19 parents responding to their survey, which was available on email and in the newsletter, and 4 parents attending additional meetings. All ideas were useful and very positive feedback from everyone.

***Motion moved: SandySecond: Lisa***

***Board of Trustees adopt Health Curriculum for 2 yearsCarried***

## **7. REPORT ON 2020 ANNUAL PLAN**

Tabled and no comments or changes

## **8. PRINCIPALS REPORT**

Zone amendments

***Motion (agreed to by email Tuesday 31 March)***

***That the Board of Trustees write to both St Martins and Thorrington Boards of Trustees to advise each Board that we have no objections to their proposed zone amendments, as advised on 14 February 2020***

***Moved: Sandy Hastings Second: Ester Vallero Carried via Email***

### **Covid19**

Lisa thanked the school for lending school Chromebooks in such a short timeframe, as it alleviated any extra stress to families. Sandy advised that about 16 Chromebooks were loaned out in total. Nigel also wanted to acknowledge Nick with his amazing work to get a website developed to share with parents with basic activities for the 3 days left of term.

### **Communication**

A letter from a parent sent to Marcel was briefly discussed anonymously which addressed a lack of communication or support from the school. The school felt like they adequately addressed the issues raised in the letter, so were unsure if the parent had received or read the correspondence, or if they had realised that the school holidays had been brought forward two weeks by the government. Marcel has asked the parent if they had seen the information, awaiting response. Lisa felt there was a lot of information sent home with the kids. Sue had a lot of feedback from a parent with children from several schools and was told that Beckenham was by far the most effective and stood out with the communication

Communication leading up to term return will be left up to the school, with some guidance from MoE. The challenge is to make sure all kids have equity of learning opportunities from home. The Year 5-8's can learn online now provided they have the connectivity required and parents support. They all have access to Google Classrooms with a lot of interaction and have passwords and email addresses. Years 1-3 don't currently do learning online, so the challenge for teachers is to support parents without adding extra pressure.

Social connection with the teachers every morning with a zoom morning tea if people are able to go. Ester to visit at 10.30am to acknowledge how well the team have come together and give appreciation of their efforts.

### **Assurances**

Sandy advised all assurances have been met

### **Roll Information**

School will likely hit 500 again by the end of the year, based on current actual enrolments and the additional likely unexpected enrolments.

***Motion Moved: Sandy Second: Ester***

***That the Principal's report be accepted. Carried***

## **9.0 ASSET MANAGEMENT**

### **9.1 Finance**

Financial Summary – January / February 2020 tabled. Jude advised unable to see how we track compared to budget as had not been approved. Nothing unexpected for incoming or outgoing.

The Grant from Southern Trust was approved for \$7,500 for the Year 7/8 Camp in Dunedin however will have to return the money.

No significant change to Budget from previous meeting as were unable to meet with Sandra to discuss items due to lockdown.

Heat, Light and Water can be addressed by Sandra while she is working from home as she has all the information. Sandy has spoken to Lemonwood Grove School regarding their air conditioning units that they had retrofitted recently, they had their funding go up to \$89k from MoE, compared to our \$24k and are a similar sized school. Ester suggested whether we could use SIPS money for Solar Power which could be a good option. Nigel advised there is a Sustainable Grant available for that as well that could go toward Solar Power \$5 to 100k grant available.

### **Sandy to add to Strategic Plan to get independent report to utilize a Sustainable grant. Action Plan**

Due to Covid19 pandemic, staff expenses and the activity costs will be down, which will be a short-term benefit for 2020. Lisa is concerned that some parents may not be able pay donations and we may need to factor this in the budget..

Relievers are an area we can potentially pull back on to reduce expenses. With the pandemic, MoE have advised that all staff including support staff will be paid as normal for the next 2 weeks at least. Unknown at this stage whether staff will be paid if they are not able to attend when school reopens due to health issues of teacher/support staff or their children.

Sandy will check with teachers as to how many students are able to log-in ok. Sandy understood that only 5% were unable to log-in. Some households may not be able to due to stress and other situations while in lockdown. Every home will look very different with what they are going through. The school should hopefully hear about families struggling, or possibly lost income, and be able to offer some support.

***Motion Moved: Judith; Second: Ester***

***That BoT approve 2020 Budget with the understanding that there is a deficit that we actively track to reduce costs. Carried***

### **9.2 Motions for Approval from Annual Accounts Preparation**

Annual accounts report is ready in draft form to send to MoE

#### **Statement of Responsibility**

Motion:

“The Board authorizes the Board Chairperson and Principal to sign the Statement of Responsibility for the 2019 Annual Accounts on the Board’s behalf when confirmation is received that the audit has been completed”

***Moved: Chairperson. Carried***

### **Statement of Financial Position**

Motion:

That the Board approves the inclusion of a budget for the 2019 Statement of Financial Position and a budgeted Cash Flow which are derived from the Board’s 2019 operating and capital purchases Budget”

***Moved: Chairperson. Carried***

### **MOE paid Teacher’s Salaries**

Motion:

“That the Board approves the inclusion of a budget for Ministry paid teacher salaries in the 2019 Statement of Comprehensive income. The Budget shall be equal to the actual teacher salary costs for the 2019 year and will include an income amount and an equivalent expenditure budget”

***Moved: Chairperson. Carried***

### **Use of MOE Land & Buildings**

Motion:

“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 2019. The figure will include an income amount and an equivalent expenditure budget”

***Moved: ChairpersonCarried***

## **10.PROPERTY**

### **10.1 Maintenance**

Nigel explained that SIPS money is for ‘nice to have’

5YA – 5 Year Agreement - to spend on health & safety, infrastructure, modernizing or maintenance on buildings. All Canterbury schools have had 5YA frozen since earthquakes which go toward rebuilds. Other usage such as roof repairs, drainage, playgrounds for schools.

10YP – 10 Year Plan – Is mainly Major Property Costs

Annual plan includes items such as Painting

***Motion: Sandy, Second: Lisa***

***Apply the SIPS funding to get extra outdoor speakers and horns at the value of \$5,085 excluding GST which is cabling, installation and equipment Carried***

Nigel would also like approval for a new oven and dishwasher, had 3 quotes: Kitchen n Things, Harvey Norman and Noel Leeming. Decided on the Harvey Norman option as it's similar to a commercial cleaner although not quite as good. Nigel to check warranty for dishwasher.

***Motion: Sandy Second: Ester***

***That the Board approve the purchase of a new oven and dishwasher for the Hall kitchen from Harvey Norman out of Capital Expense (\$5,590.90 ex GST) Carried***

Nigel advises that we need to put a maintenance plan in place before school returns, the HVAC must be serviced. Quote from Beattie Air comes in at \$3,565.00 plus GST for 3 monthly visits: New Equipment, Existing Equipment, Extra Systems and Hot Water Heat Pumps.

Start with Hot Water Heat Pumps which falls under Heat, Light and Water in budget and get more quotes for the rest of the items. Lisa and Marcel have some contacts to contact for quotes.

## **10.2 Playspace**

Greenscapes have been amazing and have been paid for all of the work done.

Sandy thanked Nigel for his assistance for Health & Safety and Property while at the school as this is his last Board Meeting.

## **11. HEALTH & SAFETY**

Marcel and Nigel currently working on Toolboxes 1, 2, 3 & 25

Tool 1 – Health & Safety Policy Checklist

Tool 2 – Duies of the BoT

Tool 3 – School's Officers Checklist

Tool 25 – Health and Safety Checklist for Visitors and Students

MoE will need to direct school more in regard to H&S.

Gary locked everything down, Jude asked if school has any liability if they have an accident? School is not able to be secured, so don't believe liability would be different than normal.

## **12. IN COMMITTEE**

***At 10.00pm that the meeting moves into Public Excluded Session for the reasons of legal and professional privilege and to protect the privacy of the natural persons. Carried***

***At 10.09pm that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board Carried***

**13.** Sandy requested that everyone please add in their voluntary hours in. The front page gets attached to the annual report, and the data is collected by auditor general about voluntary hours given around country.

#### 14. MEETING CLOSED Next Meeting 14 May

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#### Karakia Whakamutu

<i>Kia hora te marino. Kia whakapapa pounamu te moana. Kia tere te karohirohi ki mua i a koutou. Hui e, tāiki e.</i>	<i>Let the calm be wide spread. Let the sea be smooth like pounamu. May the sea be smooth ahead of you</i>
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#### ACTION ITEM LIST

Meeting	Action	Delegated to	Date Due
27 February 2020 3.0 Elections	Update website with Board roles	Sandy & Lisa Jackie	25 June
27 February 2020 7.1 Finance	Send thank you to all parents at end of term in relation to the donation changes	Sandy	25 June
27 February 2020 7.1.2 2020 Budget	Heat, Light and Water Review	Sandy	14 May
27 February 2020	Hall Hire Policy – Add that there must be written request to BoT to request to serve alcohol	Sandy	14 May
27 Feb 2020 4.4 Donations	Sandy to ask Sandra (Accounts) to ensure that parents are automatically sent electronic receipts. Paper copies to the families who are not online	Sandy	25 June
27 February 2020 4.3 Zone Amendment	Sandy to contact Tom Scollard and request the extension to the zone amendment timeframe.	Sandy	14 May
27 February 2020 4.3 Zone Amendment	Add to newsletter about zone extension request	Sandy	14 May
1 April 2020 4.0 Charter	Add Roll Growth Classrooms to Annual plan.	Sandy	14 May
1 April 2020 5.0 Analysis of Variance	Sandy to add Summary / conclusion statement into Analysis of Variance. Action Item	Sandy & Nick	14 May
1 April 2020 9.1 Finance	Sandy to add to Strategic Plan to get independent report to utilize a Sustainable grant. Action Plan	Sandy	14 May

#### MEETING DATES



- 14 May
- 25 June
- 6 August
- 10 September
- 29 October
- 3 December

Confirmed:  
Ester Vallero  
Chairperson  
16/5/2020

