



Beckenham Te Kura o Pūroto

BECKENHAM TE KURA O PŪROTO

BOARD OF TRUSTEES MEETING

HELD ON THURSDAY 27 FEBRUARY 2020 AT 5.30PM

PRESENT	Sandy Hastings (Principal), Matthew Macdonald, Ester Vallero, Jude Clarke, Jules May, Lisa Taylor, Marcel Frei
IN ATTENDANCE	Nigel Easson (Deputy Principal), Sue Leadbetter (Deputy Principal), Vanessa Skilton (Board Secretary)
APOLOGIES:	Sampson Karst,
ON LEAVE:	Carmel Wade (for duration of 2020)

Karakia tīmatanga

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

WELCOME Sandy welcomed Vanessa as new Board Secretary. Nigel also wanted to pass on thanks to CES for the assistance given in 2019 when they were required for BOT Elections.

CONFLICTS OF INTEREST

No change to register

IMPORTANT NOTE: Principal to act as Chairperson until Election is held

1. CONFIRMATION OF MINUTES

Chairperson moved that the minutes of the previous BoT meeting held on 5th December 2019 having been circulated be approved as a true and correct record of that meeting. Carried

2. MATTERS ARISING

2.1 PTA

Ester mentioned that she has been liaising with Liz from PTA and they have agreed to attend respective meetings to strengthen relationships.

2.2 Alcohol Policy

Ester contacted Ministry of Health, to check that we are adhering to the correct guidelines, which we are. As part of the School's Hall hire Agreement, it was requested to include a clause that there alcohol may not be served without the prior agreement from the Board of Trustees. The policy does not allow alcohol to be served for any outside bookings. PTA selling alcohol must get license and approval from council and BoT.

2.3 Immunisation Data

Completed - further details listed below under Principal's Report.

2.4 Council Rates

Still outstanding

2.5 Board meeting dates

To be discussed at conclusion of meeting

3. ELECTIONS

Nominations and Election of Chairperson and Deputy

This being the first meeting of the year, nominations for the Board Chair role were called.

Motion Moved: Lisa

Second: Jules

Nomination for Chairperson being Ester Vallero

Carried

Deputy Chair – agreed that the BoT have same set up as 2019, if the Chairperson is unable to chair a meeting then a Deputy would be appointed on an ad-hoc basis.

Allocation of other responsibilities listed below.

- **Whānau engagement Convenor** - Sampson
- **H&S Convenor** - Marcel
- **Finance** – Jude
- **Property** - Mathew
- **Comms** – Lisa

It was noted that Jude, Matthew and Ester's three-year term on board will be up in 4th Term 2020

Update Board page on Website – Lisa and Sandy – Action item

4. CORRESPONDENCE

As per link on Agenda

4.1 Tennyson Street

Ester has asked the Community Board to bump this crossing area up to top of the list for dangerous crossings. The Star Newspaper contacted Sandy and she was happy to go on record to say that the Board is concerned with the safety of children, parents and teachers. Christchurch South Community Patrol have also added their support by going on duty at the crossing in the afternoons from about 3.05-3.30pm

4.2 CHC South Intermediate – increased charged for provision of Y7/8 technology

The Board Chair has replied to Chch South Board regarding the planned the Technology cost increase, however no responses have been received to date. Any changes would need to be negotiated and go through the Ministry.

4.3 Zone Amendment

Lisa will put forward a submission in favour of the proposal and would also like to encourage the community to also send some support. The zone amendment information has been published to the community, in the local paper, and directly to stakeholders. Submissions must be in by 5th April deadline.

Sandy to add to newsletter to remind the community about the zone amendment process– Action item

4.4 Donations

Lisa asked if there had been any feedback on the new donation structure with the blanket charge of \$150 per child. Some parents are a little unsure still, however it has been explained that they are no longer charged per event, the exception being Camp and other trips. Parents will automatically receive electronic receipts as of 1st April. Paper copies to the families who not online.

Sandy to ask Sandra (Accounts) to ensure that Parents are automatically sent electronic receipts as of 1st April. Paper copies to the families who are not online. – Action Item

Motion moved: Ester

Second: Sandy

That the correspondence in and out be accepted

Carried

5. CHARTER

We do not have student achievement target details available for reading, writing and mathematics yet, these will be available during March. A final draft of the Charter will then be circulated to the Board for their approval, after which it will be added to the school website as well as sent to MoE.

Currently the Annual plan addresses the strategic plan, and the school is due for a new 3 year strategic plan to be developed mid 2020. Some thought over the coming weeks as to what we can include in the 3 year Strategic Plan.

The school has \$333k to spend on property which we believe will need to be used by end of 2021, so as part of the Strategic Plan we need to make sure the allocation is spent. The School also has some exciting plans to implement digital technology in 2020.

Sandy – add achievement targets during March, re-circulate to BOT for approval then also advise ministry and circulate. Action Item

6. PRINCIPAL'S REPORT

6.1 Attendance

It was advised that if there is a severe issue with attendance, then the BoT have to take the child to court, and not the ministry. There is not a huge issue with children not attending school, however those usually effected are being monitored and assistance given where possible.

Further discussion on Families taking holidays outside school holidays because it's cheaper to do so. Teachers are asked by parents if they can have school work to take with them, however it is not the school's procedure to provide this, instead teachers encourage parents to get children to complete a diary or blog while away.

6.2 Immunisation status

Current figures indicate that there are 86% fully vaccinated children, although indicative numbers should be closer to 95%, however 8.3% have not provided info and we are unable to stop children from attending.

6.3 Roll Figures

Sandy indicated that the school is still projecting to have over 500 this year, this will fluctuate until the end of the year. Some students have left without parents advising which can make it hard for teacher allocation and budgeting purposes.

Motion Moved: Sandy Second: Ester second
That the Principal's report be accepted

Carried

7. ASSET MANAGEMENT

7.1 Finance report

Currently showing an Operating Deficit of \$40k for 2019.

Liz – PTA arrived 6.43pm

Discussion about the ideal formula for teacher to student ratio is 1 : 29 for year four to eight, school is currently staffing at 1 : 25. Numbers in year 7 and 8 not quite enough for 4 classes. 1 : 25 for year 2 to 3, and 1 : 15 for years 0 & 1.

Matthew arrived 6.49pm

School is currently staffed based on 498 students once we start going well over that number then will request more staffing. The school will request additional Teaching Assistant funding when we know the special requirements for students or ESOL.

Matthew has feedback about \$150 donation request. We will get more of an idea if the fixed amount is working by the end of the year. If parents need a payment plan set up, then they should approach the office for special assistance.

Ester would like the school to send thankyou to all parents at the end of term in relation to the donation changes. Action - Sandy

7.1.2 2020 Budget

Finance details over the past 3 years are difficult to compare due to 3 different finance staff over 18 months, the coding for 2018 was not very accurate so the current figures

should be a more accurate reflection on financial position. Accounts team can finalise budget once 2019 figures come in which will be April (due to March 30 EOFY)

Overall funding from the MOE is roughly the same as 2019 and does not take into account significant increases in rates, heating, light and water costs. Sandy would like to have a review for heating, light and water now and compare the same time next year and then approach MoE with findings.

Sandy suggested we have potential to decrease costs regarding relievers. Currently the Ministry of Education contribute 70k, and the school funds an additional \$70k towards relievers. Whilst a deficit budget is not ideal, the school does have sufficient cash reserves to be able to cope with this in 2020.

Sandy continue to work draft budget and present to next meeting – Action Item

Sandy – checking if sent anything was sent to MOE to cover for rates. Action item

Sandy – to work with Accounts offer to file a Heat, Light and Water Review with MoE

7.1.3 Library

School has a new library system which is amazing, it was suggested that maybe the PTA could potentially assist with money for new library books.

7.1.4 Dunedin Camp

Dunedin camp payment from parents is \$195 per child, actual cost is \$400 per child. The camp is further subsidised with grants, and there will still be a shortfall for camp which will effectively be subsidised by the school. Some parents still haven't paid from camp last year so school will need to send a reminder.

7.1.5 Electronic Notification to Parents and Students

A discussion on whether it's worth spending some funds on software that would allow important notifications to be sent instantly to parents, teachers or students such as Floods, snow days, or other events that might impact school attendance. Sandy has investigated different apps however decided for the cost of sending a couple of texts a year, its not worth the outlay for anything extra.

No motion to adopt the Budget as a few amendments to be made by 31 March 2020.

7.2 Property Report

7.2.1 Brief topics of discussion

- Nigel advised that there have been a few jobs that have been completed.
- Jules thanked the BoT for the Cooler units in rooms, they are working very well.
- Liz has some quotes from Harvey Norman and Noel Leeming for appliances that need to be reviewed. The allowance is for \$100k however costs should come well under that.
- Mathew to follow up on an email that Sandy sent to MOE commenting no replies.
- Carpets are scheduled to be cleaned in May

7.2.2 SIPS funding to be added to next agenda for discussion – Nigel Action Item

7.2.3 Motions approved by email

- \$66k Greenspace - see report 19 Dec 2019
- \$100k Board engage School Support - see report 25 Feb 2020

8. HEALTH AND SAFETY

8.1 Tool 2 Bot Checklist

Brief discussion about the list and it was recommended should revisit at the end 2020 to review. Lisa to come to next H&S meeting as a handover to Marcel who is taking over the H&S BOT representative role. Provide regular reports again for Tool 2 Bot checklist as the year progresses.

8.2 Tsunami

Evacuation points need to be addressed at the next meeting, in conjunction with the detailed council map, as this will be under discussion with the H&S Committee.

8.3 Coronavirus

Ester monitoring all the notifications coming through from MOH. Teachers have had some discussions with children about sneezing in elbows and frequent washing hands.

Further discussion about whether the school could teach students remotely if they had to shut. There is provision to do this, there are a couple of families that would need to be set up with electronic equipment and access to the internet.

Sandy to add a reminder in daily notice and newsletter to sneeze into elbows and washing hands. Action Item

8.4 Parking

Nigel voiced his concern about the crossing out front, an incident was noted where a bus that had to stop in the middle of street because there were cars parked in the 3 minute zones, and the children were walking all over the road. It would be good to have the council involved to support the school with this ongoing challenge.

Sandy to add to the newsletter about bus stopping and parents parking – action item.

9. POLICY REVIEW

Ester would like to set up a process where the BoT review 3 policies each term. Because everything is on Google Docs, the committee can make comments and then can discuss at the meetings. Will address Policies to review at the next meeting.

Jules left 8.14pm

Assurances

- Police Vetting of Non-Teachers (as per Principal's report)
- Risk Management (as per Health and Safety Report)

Chair moved that all assurances are correct as advised by Principal

Carried

10. GENERAL BUSINESS

10.1 Liz from PTA

Discussed a joint BoT / PTA presence to establish good communication and help across the school. It was suggested that each attend the other's meetings at the beginning so they can then leave without attending the whole meeting.

Liz requested permission for liquor license for 7/8 comedy night and mid-winter quiz night (18+, no students in attendance).

Motion Moved: Sandy Second: Ester

That the BoT approve the PTA request to hold two events in the school hall where liquor will be sold as subsidiary activity to fund raise for camp. Carried

10.2 PTA Fair

Liz also remarked that Duncan Webb, local Labour MP for the district, emailed to advise that he will attend the PTA fair, and we could request that he judge the Bloke Cake comp. He has indicated that the Labour Party will donate \$150. BoT have advised that they would be comfortable for the PTA to accept donations provided they were not attached to any advertising from political parties.

Liz left meeting at 8.25pm

10.3 Board and staff get together

Matthew suggested that the BoT organise a get together with staff as it would be good to acknowledge the work the staff do, as a good employer, and to mingle with the staff and everyone get to know each other.

Suggested a to have it during school hours as teachers have a lot of PD they do outside school hours. It was agreed that a breakfast and coffee be provided to teachers on Monday 6 April at 7.45am. BoT to provide breakfast, coffee facilities are already available in staff room.

11. IN-COMMITTEE

At 8.29pm 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 8.55pm that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board Carried

12. BOARD OF TRUSTEES MEETINGS

Confirmation of BoT meeting dates for 2020 (all Thursdays, from 5:30-7:30pm):

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

Chairperson moved that BoT Meeting dates for 2020 be accepted

Carried

13. MEETING CLOSED

9.00 pm

Next Meeting 26 March at 5.30pm

Karakia Whakamutu

Kia hora te marino.

Kia whakapapa pounamu te moana.

Kia tere te karohirohi ki mua i a koutou.

Hui e, tāiki e.

Let the calm be wide spread.

Let the sea be smooth like pounamu.

May the sea be smooth ahead of you



.....
Signature Chairperson (Ester Vallero)

4/6/2020

.....
Date

ACTION ITEM LIST

Meeting	Action	Delegated to	Date Due
27 Feb 20 3.0 Elections	Update website with Board roles	Sandy & Lisa	1 April
27 Feb 20 8.3 Health and Safety	Add reminder in daily notice and newsletter to sneeze in elbows and washing hands	Sandy	ongoing
27 Feb 20 5.0 Charter	Add achievement targets to Charter and recirculate	Sandy	1 March
27 Feb 20 7.1 Finance	Send thank you to all parents at end of term in relation to the donation changes	Sandy	1 April
27 Feb 20 7.1.2 2020 Budget	Sandy continue to work draft budget and present to next meeting – Action Item Check if an email was sent to MOE to cover for rates. Action item Sandy – to work with Accounts offer to file a Heat, Light and Water Review with MoE	Sandy	1 April
27 Feb 20 2.2	Add to Hall Hire Policy that there must be written request to BoT to request to serve alcohol	Sandy	1 April
27 Feb 20 7.2.2 Property Report	SIPS Funding discussion add to property plan	Nigel	1 April
27 Feb 20 8.4 Parking	Sandy to add to newsletter reminder about the safety concerns in the 3 minute restricted parking area	Sandy & Nigel	1 March
27 Feb 20 4.4 Donations	Sandy to ask Sandra (Accounts) to ensure that Parents are automatically sent electronic receipts as of 1 st April. Paper copies to the families who are not online.	Sandy	1 April
27 Feb 20 4.3 Zone Amendment	Add to newsletter to remind the community about the zone amendment process	Sandy	1 April