

Beckenham Te Kura o Pūroto

Board of Trustees GENERAL Meeting

HELD ON THURSDAY 25 JUNE 2020 AT 5.30PM

- Present:** Ester Vallero, Sandy Hastings, Judith Clarke, Jules May, Lisa Taylor (Zoom), Marcel Frei
- Late:** Matthew Macdonald (5:56pm)
- Apologies:** Sampson Karst
- Attendees:** Rob Proffitt-White (Acting Deputy Principal), Sue Leadbetter (Deputy Principal), Vanessa Skilton (Board Secretary)
- 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 determinat</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>

**1. CONFIRMATION OF MINUTES**

**Moved:** *Chairperson*

**Motion:** *That the minutes of the previous BoT meeting held on 13<sup>th</sup> May 2020 having been circulated and modified be approved as a true and correct record of that meeting.*

*Carried*

**2. CONFLICT OF INTEREST REGISTER**

No amendments

**3. MATTERS ARISING**

We have a history of long meetings, and the goal suggested for the meeting tonight is that we finish by 7.30pm.

**Website** - Board members updated, just waiting on photo from Lisa (to send to Jackie)

#### **4. CORRESPONDENCE**

Referenced and linked in Agenda

- In: 0.1 (3 docs) Communication from N4L to advise they are working on increasing our data bandwidth, based on our increased use. (ref Property report)
- In: 02.1 20\_06\_09 ERO COVID 19 Evaluation Approach (ref Principal's report)
- In: 03 Invite to attend special session with NZ Police (ref Principal's report)
- In: 04 (3 docs) Proposal from Wayne Jaimeson, CES, to act as our Returning Officer for upcoming Mid-term Elections (ref Principal's report)
- In: 05 (2 docs) Email thread re enrolment zone proposal, and summary of submissions (ref Principal's report)
- In: 05.3 RE:Responses to enrolment zone proposal (from Tom Scollard, 24/6/20)
- In: 05.4 Beckenham Te Kura o Puroto Zone draft submission (from Tom Scollard 24/6/20)
- In: 06.1 Reply from David Hobern re: Beckenham Te Kura o Pūroto Roll Growth Classrooms
- In: 06.2 Further Reply from David Hobern re Beckenham Te Kura o Pūroto Roll Growth Classrooms (25/06/20)
- Out: 01.1 Beckenham Te Kura o Pūroto Roll Growth Classrooms
- Out: 01.2 email to David Hobern 21 Feb 2020
- Out: 01.3 email from Matthew Macdonald to David Hobern 28 Feb2020

**Moved: Sandy**

**Second: Jude**

**Motion: That the Correspondence In and Out be accepted**

**Carried**

#### **5 PRINCIPAL'S REPORTS**

##### **5.1 Principal's Report on Annual Plan**

No comments or questions

##### **5.2 Principal's Report June 2020**

###### **5.2.1 School Post-Lockdown**

Anyone with cold staying at home, GP are advising to be tested. As of 24<sup>th</sup> June no tests required

###### **5.2.2 Education Review Office (ERO)**

A representative has not yet contacted the school.

### 5.2.3 Learning conferences

Start next week: 30 June – 2 July starting at 2.15pm each day (school closing at 2pm each day)

### 5.2.4 Term dates 2021 proposal

Five options were presented, developed in consultation with the teachers, the school felt that only 2 options were suitable and finally narrowed it down to the 4<sup>th</sup> Option:

- 28 January start of year
- 2 February learning conferences
- 4 February start of classes
- 15 December final day of school year

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

***Motion: That the BoT adopt dates shown in Option 4 as the term dates for 2021 Carried***

*Matthew arrived at 5.56pm.*

### 5.2.5 Strategic Plan proposal.

June is the time to start developing a new 3-5 year Strategic Plan.

Sandy showed plan as below:

#### **1. Review Current Plan**

What is ongoing?

- BOT (6 August)
- Staff
- Students (questions or survey)

#### **2. Update new plan**

What is new? Term 3

- Consult with community/BOT
- Parent/caregiver survey
- Wanau Hui focused or wider
- Decide on questions
- Strengths and Opportunities
- Are our kids prepared? (ask year 9's?)

### 3. Synthesise Proposal

#### 4. BOT meet to draw together and finalise - 5 Sept from 2-4pm

#### 5.2.6 Zone update

Four submissions received. We considered all of them and made one change to the submission, i.e. to accept the suggestion made by O'Beirne & Barber. The revised proposed zone is still consistent to the MoE request to reduce the enrollment zone to reduce overcrowding. One submission advocated to reinstate Bowenvale Ave to the proposed zone but unfortunately this would not help with the overcrowding issue so we could not accept that suggestion. Sandy shared with the Board the comprehensive submission that Tom Scollard has written on behalf of the school, including the request that the MOE consider the slight adjustment as noted above.

***Moved: Chair***

***Motion: That we present the submission as written by Tom Scollard as the proposed enrolment zone change to the MoE. Carried***

#### 5.2.7 Invitation to attend Special Session NZ Police

This is a full day workshop on emergency preparedness. The dates are either 14 or 15 September from 9-3pm. Rob and Sandy to attend.

#### 5.2.8 Mid-term elections

- Would like to prevent the issue that occurred in the last elections whereby the post did not work properly.
- Agenda for next meeting to promote election process.
- Ester, Mathew and Jude are up for rotation.
- CES has presented a proposal to act as Returning Officer for the upcoming mid-term elections.

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

***Motion: That the BoT contract CES to act as Returning Officer at the 2020 Mid-term Bot Elections. Carried***

#### 5.2.9 Senior Leadership document

Jude thanked Sandy for the detail shown in the document. The process of putting the document together was great for clarity of who does what.

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

***Motion: That Principal's Reports be accepted. Carried***

## 6.0 FINANCE REPORT

- Grants 57% includes SIP funding.
- We have received 61% of the projected donation income for this year
- Reminder / thank you to parents for payment of donations to date.
- Payroll needs to be closely monitored as 63.7% of support staff budget (anyone not a teacher) has been spent already (caretaker, library, teaching assist, admins).
- Have received additional funding of \$28k from government ie ESOL.
- Rob and Sue doing some release time as a way to reduce release-reliever costs
- First 8 days sick per sickness school pays, then MoE would pay over that amount.
- Novopay introduced new code Covid. Some schools have already used up their reliever budget.
- We have had up to 50 children in one day away sick.

## 7.0 PROPERTY REPORT

### Outdoor space

- Looks great, and the children are staying off the grass.
- New signage looks fantastic.
- **N4L network upgrade**

Have been bumped up the queue. We would like to thank Stephen Ferguson for his input.

### Roll Growth Classrooms.

- Discussion with the MoE about it has been quiet until today although Matthew indicates that we are still at the same stage as this time last year.
- Meeting with MoE Property team booked for Tuesday 30<sup>th</sup> 9.30-11am. Matthew and Marcel to attend.
- Ideally we need a 4 classroom space and get rid of Pukaki as new Entrants have to move part way through the year.
- Matthew to email them to discuss the long-term development plan before meeting. Email is probably better for following up. Matthew to meet Sandy 26<sup>th</sup> June to send an email.

### Dishwasher

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

***Motion: That the BoT pre-approve the additional spending of \$544 to upgrade the power supply to the hall kitchen, to enable the new dishwasher to be installed.*** ***Carried***

## 8.0 HEALTH & SAFETY

- Rob is looking at ways to better collect incident data
- Staff need a clear process on how to use eTAP and what details are needed to enter
- Always a First aider present on the school site. Kerilea and Jacky both FA certificates.
- Also important to follow up on kids and update details.
- Signed off Tool boxes from term 1.

*Sue left. 7.02pm*

## **9 POLICY REVIEWS**

### **9.1 Documentation and Self-Review Policy for Term 2**

Discussion points for the above policy include:

- Charter.
- Strategic plan
- Report to student and parents on progress and achievement
- Report to school community. We need to add more info to website community communication
- Maintain Comprehensive programme of self-review
- Implementation of Audits and Reports
- Triennial review of Policies and procedures.
- Review triggered by emerging issues and unforeseen events
- Annual review of board performance – Annual reports, ERO report, board roles and responsibilities. Newsletter comments. Other roles each board member is involved in. Minutes reflect involvement.
- Provide analysis of variance

### **9.2 Employer Responsibility Policy**

Discussion points for the above policy include:

- BoT Act as good employer
- EEO policy
- Delegate recruitment and appointment process
- Reporting requirements
- Appoint appropriately trained staff
- All employee records are confidential to Sandy and Sandra, all are electronic.
- Prior to lockdown the BoT discussed a breakfast for staff, would like to do this on 20<sup>th</sup> July Teacher only day.

## **10 GENERAL BUSINESS**

### **10.0 Grant Applications**

- Lisa, Sandy, Jules to chat about opportunities for grants.

- The PTA has agreed to make a donation to cover the licences for See Saw.  
BoT are very appreciative of the donation

**11. IN COMMITTEE**

*At 7.22PM the meeting moves into a Public Excluded Session for the reasons of legal and professional privilege and to protect the privacy of the natural persons.*  
**Carried**

*At 7.41PM 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 VOLUNTARY HOURS SHEET**

Calculation of voluntary hours to be completed

**Meeting closed 7.43pm**

**Next meeting 6<sup>th</sup> August**

## ACTION ITEM LIST

Meeting	Action	Delegated to	Date Due
25 June 2020 3.0 Matters Arising	Waiting photo from Lisa to update BoT page	Lisa	6 Aug
27 February 2020 7.1 Finance	Send thank you to all parents at end of term in relation to the donation changes	Sandy	6 Aug
27 February 2020 Hall Hire	Hall Hire Policy – Add that there must be written request to BoT to request to serve alcohol	Sandy	6 Aug
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	6 Aug
13 May 2020 3.0 Correspondence	Sandy to ask Steve to add "Eruera Tarena – Reaching New Futures" to their agenda for their next hui. Sandy to also add to school newsletter for considering from parents	Sandy	27 May
13 May 2020 5.2 Property report	Send Beattie Air report to Marcel	Sandy	27 May



28 May 2020 4.1 Finance	Jules, Sandy & Lisa to meet to consider Grant applications we might make so that we can increase our income.	Sandy/Jules/ Lisa	August
25 June 2020 5.2.4: Term Dates 2021	publish 2021 Term dates	Sandy	August
25 June 2020 5.2.6 Zone update	Advise Tom Scollard Zoning submission is ready to submit to MOE	Sandy	August
25 June 2020 5.2.8 Mid-Term Election	contact Wayne at CES and engage them as our Returning Officer	Sandy	August

**MEETING DATES**

- 6 August
- 10 September
- 29 October
- 3 December

Confirmed:  \_\_\_\_\_

Date: 6/8/20

Ester Vallero (Chair)