



**BECKENHAM TE KURA O PŪROTO
BOARD OF TRUSTEES GENERAL ZOOM MEETING
HELD ON WEDNESDAY 13 May 2020 AT 7.30PM**

PRESENT: Ester Vallero, Sandy Hastings, Matthew Macdonald, Judith Clark,
Sampson Karst, Lisa Taylor, Marcel

APOLOGIES: Jules May

ATTENDEES: Rob Proffitt-White (Acting Deputy Principal), Sue Leadbetter (Deputy
Principal), Vanessa Skilton (Board Secretary)

ON LEAVE: Carmel Wade (for duration of 2020)

KARAKIA – Presented by Ester
Karakia tīmatanga
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.

1. CONFIRMATION OF MINUTES

Moved: *Chairperson*

Motion: *That the minutes of the previous BoT meeting held on 1st April 2020 having been circulated and modified be approved as a true and correct record of that meeting. Carried*

2. MATTERS ARISING

2.1 Website

Jacky has been going through the website and updating everything that she can, Ester noted that the BoT names are clickable however are broken links. Sandy to request Jacky set up to send to BOT@beckenham.school.nz and auto forward to Ester personal email: vallerosta@gmail.com

2.2 Donations

Thank you is still to be sent out due to the lockdown. Donation figures are not shown in the March commentary, school has currently received 32% of payments which is like 2019. Jude has asked Sandra if any parents had set up payment plans etc and awaiting details.

2.3 Heat, light and water review

Can be addressed after meeting with Sandra and can discuss at the Special Finance Meeting on 27th May. Heat, Light and Water application to be done this year and next year, so can be deleted from the action list.

Moved: **Chairperson**

Motion: **That discussion on finance be deferred to an additional Special Finance meeting to be held on 27th May at 7.30pm on Zoom**

Carried

3. CORRESPONDENCE

Provided to BoT on the agenda links for below:

- Out: 1 Letter to St Martins BOT re proposed zone amendments 20_4_2
- Out: 2 Letter to Thorrington BOT re proposed zone amendments 20_4_1
- In: 1 Cashmere High -Final Approved Enrolment Scheme Description and map 2021.pdf
- In: 2 final notification of amended zone to community 30 April 2020.docx
- In: 3 Eruera Tarena; Kia Puta Ki Rangiātea - Reaching New Futures

Eruera Tarena – Reaching New Futures

School would be interested in getting involved with Eruera Tarena projects, will consider ideas for future discussion and add to the school plan. Possibly integrate with the next whānau hui, however, we need to get more guidelines around gatherings which we will know soon.

Sandy will request Steve Cooke to add “Eruera Tarena – Reaching New Futures” to the Te Ao Māori agenda for their next whānau hui. Sandy to also add to the school newsletter for parents to prepare.

Moved: **Chairperson**

Motion: **That correspondence be accepted**

Carried

4. PRINCIPAL'S GENERAL REPORT

4.1 Reporting and Assessment

A student must have a report before High school will accept them. Given the current situation school is unsure if this will be a requirement, no advice has come through from MoE yet.

4.2 New Teachers

Lisa indicated the difficulty with parents not being permitted to enter the school grounds to take children to classrooms, some have new teachers this term, and parents have not had a chance to meet them. Sandy will investigate if she can offer a zoom meeting with Tracey and Laura. Also consider producing a video or blog and add information to the newsletter.

4.3 Health and safety amendment

Today an update came through that parents cannot come onto grounds unless they sign the contact tracing register, the school does not have the capacity to coordinate the register with 200+ parents coming onto the grounds at the same time, so made the decision to have no access at all.

4.4 Attendance Survey

Survey was sent to parents for them to advise if their children will be attending. If a child is absent, then school will contact them by phone. If the parent did not respond, and the child did not turn up, then the school would contact the parent. Jackie will need to phone the 60 families who did not respond to the survey. The school has 331 families, 271 responses to the survey. School is confident to have 90% children return on Monday.

It's possible that some families may start asking for extra support in case parents or children may be anxious about the return to school. The School has produced a video coming out tomorrow to give some positivity to parents and children.

4.5 Disciplinary Issues

No known cyber bullying during the lockdown. The school's Family Zone software has picked up that a small handful of children have been on non-school related website sites.

4.6 Roll Information

Eight children enrolled during lockdown and started learning during lockdown, they are attending school on Monday, also without previously met the teacher.

4.7 Term 1 24/7 Youth work Report

Dave Bisgroves report tabled. Sandy emphasised that his support has been fantastic throughout the lockdown.

Moved: *Sandy* **Second:** *Ester*
Motion: *That the Principal's General Report be accepted* **Carried**

5. PROPERTY UPDATE

5.1 Outdoor Spaces

Progress has been made on-site with a few interruptions with the drainage, where the pump required to extract the surface water out on street is not working as it should be. PTA will cover some variations, Matthew indicated there are some areas such as sensory areas will be left as grass until they decide what to do with it. PTA will put in funding applications for other ideas. The school still has \$333k to spend. The project is getting close to completion, with variances the finish is estimated at about 3 weeks including planting. Matthew will contact Jeremy to get an update on the property project.

5.2 Heating

Still awaiting on a 3rd quote. In the west building the heating faults every time it's turned on so currently just have heat pumps operating. Beattie Air believes it wasn't set up properly.

6. HEALTH AND SAFETY

Covid19 H&S Plan tabled. It will be continuously updated as progress is made through each level. Links to the MoE guidelines also available.

Teachers are aware of surface cleaning at the end of each day, 44 locations of hand sanitizer will also need topping up frequently. Hand washing is still encouraged and preferred, however the reality is that not enough spaces to wash hands: toilets and outside wash basins.

There will likely be a higher level of sickness registered as children must go/stay home if they are sick in any way. If a child turns up sick they will be isolated in the office with masks and school to contact family. In terms of staff who are sick, there may be some opportunities to apply for extra cover.

Staff have all been offered the flu vaccine, which is being paid by MoE this year.

7. POLICY REVIEW

Presented via SchoolDocs. Sandy has not had the chance to go through with Rob so will hold until the June meeting. Documents are on the SchoolDocs site if BoT can be read before then.

8. GENERAL BUSINESS

Nil

9. IN COMMITTEE

At 8.32PM 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 8.36PM that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board
Carried

10. OTHER MATTERS

Suggested to add a note into the next newsletter from BoT to thank teachers and staff for their hard work and dedication during lockdown.

11. MEETING CLOSE 8.41pm

Next meeting Zoom if short meeting May 27th 2020 at 7.30pm

Karakia Whakamutu – Presented by Sampson

Kia hora te marino.

Kia whakapapa pounamu te moana.

Kia tere te karohirohi ki mua i a koutou.

Hui e, tāiki e.



**BECKENHAM TE KURA O PŪROTO
BOARD OF TRUSTEES GENERAL (Finance) ZOOM MEETING
HELD ON Thursday 28 May 2020 AT 7.30PM**

The Board of Trustees re-convened the May meeting on 28th May to discuss the Finance Report and 2019 Annual Accounts which were not available at the 13 May 2020.

PRESENT: Ester Vallero, Sandy Hastings, Matthew Macdonald, Judith Clark,
Jules May, Marcel Frei
APOLOGIES: Sampson Karst, Lisa Taylor
ON LEAVE: Carmel Wade (for duration of 2020)

1. 2019 ANNUAL REPORT

1.1 Management Letter

Salient points

- Student numbers grew from previous year by 31 which is more than one full-time teacher
- \$70,000 of additional special education funding received
- Grant and donation income fell by \$11,000
- BOT funded wage costs increased by \$166,000

Areas of comparison for a school of our size:

- Board funded wages to Total Available income (50%) which is over the expected range
- Learning resource expense per child (not including MOE teacher salaries) are over the expected range
- Locally raised funds to total income are only 15% which is at the bottom end of the expected range - this has trended down for the past four years.
- Property Expense to Property Grant is at the top end of the expected range (This should improve going forward when we have done the Heat, Light and Water Review)

Auditor's verbal comments suggested that almost all schools that are struggling to balance their budgets are spending too much in terms of Board Funded Wages to Total Available Income.

Our teacher:child ratios are lower than we are staffed on - as an example, we are staffed for 1:29 in Year 7/8 and we staff our Year 7/8 team with four teachers and

there are currently only 100 students in Year 7/8 - resulting in a ratio of 1:25 meaning we are 16 children under in Year 7/8. If we only put 3 teachers in Year 7/8, we would then be staffing that team at a 1:33 ratio which is high, makes the Year 7/8 team appear unattractive to prospective Year 7s for the following year, and disrupts the 'team' which would hopefully need four teachers in 2021 due to increased Year 6 students coming through to this team.

1.2 General discussion about our costs and income going forward:

A cost-saving measure we have implemented post-lockdown is to reduce the release that our team leaders get, so that they get half a day a week (including Classroom Release Time - CRT) rather than plus CRT). Rob is doing the release in the Kōwhai team for the rest of this year, which will save us another 1.5 days a week in release. We have increased numbers of New Entrants coming in at the moment and our third NE teacher who started two weeks ago will have a full class of 18 children by the end of this term, which is earlier than expected.

Locally raised funds are an area that we could look at improving - as a strategy could we look at ways of increasing this. This includes both PTA and parent donations, contributions to activities (including camps) and grants. Increasing our applications for Grants and our success at this is likely the best way we could improve our locally raised funds.

Noted that families do feel that they should be getting a free education, and this year is increasingly uncertain with the current situation with job insecurity. Our approach is different to other schools in that we are transparent about the fact that it IS a donation and not a compulsory payment.

COVID has reduced some costs, and has increased other costs - less relievers, and new costs with bringing in Seesaw - we can't apply for MOE funding for this. Hygiene costs will increase.

New changes in Teacher Aide rates announced last night are expected to be covered by the MOE for this year. Detail on what this will look like after this year is still unclear.

Sandra and Sandy will be monitoring the Banked Staffing very closely.

Noted that the page on the audited accounts that describes the Board has incorrect dates for some board members

Moved: *Sandy Hastings,*

Seconded: *Ester Vallero*

Motion: *That the Annual Audited Accounts (once board members dates are corrected) are accepted and that they be uploaded to the MOE and to our school website.* **Carried**

2. FINANCIAL COMMENTARY FOR APRIL 2020

2.1

Salient points:

- 1/3 of the way through the year, 47% of budgeted income received, 21% of budgeted expenditure; 48% of budgeted income from 'school donations' received.

- Revenue from BOSCO and Hall Hire likely to be less this year due to lockdown period
- Learning Resources (which blew out last year) currently only at 18%
- Only about 30 families (out of 330) have set up automatic payments for school donations.

Action: Sandy to discuss with Sandra further refinement to the payroll part of the commentary so that the Board can monitor staffing costs against budget.

3. **AMMENDMENT TO FEBRUARY GENERAL MINUTES**

As the Feb minutes were about to be uploaded to the website, it was noted they contained two errors in the finance section.

7.1.2 2020 Budget: should read "Finance details over the past 3 years are difficult to compare due to 3 different finance staff over 18months, the coding for **2018** was not very accurate so current figures should be a more accurate reflection on financial position"

Finance report: Should read: "Currently showing an Operating Deficit of \$40K for 2019" (removing the second part of the sentence "~~however we are expecting \$20K to come in from MoE for payment of relievers when a teacher was on sick leave~~") as that funding has already been received and included.

Moved: **Sandy Hastings,**

Seconded: **Ester Vallero**

Motion: ***That the changes as noted above be made to the February minutes. Carried***

4. **Increasing our Income**

4.1 Action: Make an agenda item for the next meeting relating to how we can improve our Grant applications and success so that we can increase our income.

4.2 PTA funds - discussion about how we can work with the PTA to utilise the funding they have, now that we have SIPS funding to put towards the Outdoor Spaces.

Is there an opportunity to suggest to the PTA that they fund the Seesaw licence cost that enabled all of our students to access home learning during lockdown? This would have a positive impact on our budget bottom line, and was an additional and unplanned cost to the budget.

Another new cost we hadn't planned for is the increased use of online learning at school post lockdown, resulting in our WIFI not coping. We have managed to get 4 second-hand Wireless Access Points but each come with a cost of \$99 licence and installation.

Action: Sandy to approach the PTA re the opportunity to fund the above.

4.3 School Donations When New Entrants begin, are we ensuring that they are encouraged to set up Automatic payments -

Action: Sandy to investigate and action how we can do better at this.

We are also mindful that there are increasing numbers of families in our community who are experiencing financial insecurity due to COVID

There is a case for us to write to the MOE and explain we are struggling without the \$150 per child that Decile 1-7 schools are getting - COVID has made this even more challenging.

5. **MEETING CLOSED 8.45pm**


ACTION ITEM LIST

Meeting	Action	Delegated to	Date Due
27 February 2020 3.0 Elections	Update website with Board roles. Website email links are broken. Send to BOT email then forward to Ester's personal email	Sandy & Lisa & Jackie	27 May
27 February 2020 7.1 Finance	Send thank you to all parents at end of term in relation to the donation changes	Sandy	27 May
27 February 2020 Hall Hire	Hall Hire Policy – Add that there must be written request to BoT to request to serve alcohol	Sandy	27 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	27 May
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 10. Other Matters	Note from BoT to thank teachers and Staff to include in next newsletter	Ester	15 May
13 May 2020 5.2 Property report	Send Beattie Air report to Marcel	Sandy	27 May
28 May 2020 2.1 Finance	Sandy to discuss with Sandra further refinement to the payroll part of the	Sandy	June

	commentary so that the Board can monitor staffing costs against budget.		
28 May 2020 4.1 Finance	Make an agenda item for the next meeting relating to how we can improve our Grant applications and success so that we can increase our income.	Sandy/Jude	June
28 May 2020 4.2 Finance	Sandy to approach the PTA re the opportunity to fund Seesaw and Wireless Access point Licences	Sandy	June
28 May 2020 4.3 Finance	Sandy to investigate and action how we can do better at this	Sandy	June

MEETING DATES

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

Confirmed: 
 Ester Vallerio (Chair)

Date: 25/6/20