

Board of Trustees GENERAL Meeting

HELD ON THURSDAY 6 AUGUST 2020 AT 5.30PM

Present: Ester Vallero, Sandy Hastings, Judith Clarke, Jules May, Lisa Taylor, Marcel Frei, Matthew Macdonald

Late:

Apologies: Sampson Karst

Attendees: Rob Proffitt-White (Acting Deputy Principal), Sue Leadbetter (Deputy Principal), Susan Heukels (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>

1.0 CONFIRMATION OF MINUTES

Moved: Chairperson

Motion: *That the minutes of the previous BoT meeting held on 26th June 2020 having been circulated and modified be approved as a true and correct record of that meeting.*

Carried

2.0 CONFLICT OF INTEREST REGISTER

No amendments

3.0 MATTERS ARISING

Reviewed suggested changes that Judith had made to the last meeting minutes and Sandy accepted those that were valid.

5.40pm - Jules left the meeting for 10 minutes.

Website - Board members updated, just waiting on photo from Lisa (to send to Jackie) - noted this is yet to be actioned. Promised by next meeting.

4.0 CORRESPONDENCE

Referenced and linked in Agenda

- Out: 01.01 from M Macdonald to David Hobern re Beckenham Te Kura o Pūroto Roll Growth Classrooms 26June20.pdf
- In: 01. 3291 Attendance Term 1 2020
- In: 02. 20_07_20 BOT Liquor License request *see Email Resolution, below*
- In: 03. 28_07_20 Submission for Beckenham School enrolment zone amendment
- In: 04. 28_07_20 from NZPF

Email Resolution to note:

Motion: "The Beckenham Te Kura o Pūroto Board of Trustees supports the PTA request to apply for a liquor licence for the (adults only) Camp fundraising event to be held in the school hall during Term 3."

On 21/7/20 it was resolved by email (Moved by Ester, 6 votes in favour, 1 abstention - Ester)

Moved: Ester

Motion: That the Correspondence In and Out be accepted

Carried

5.0 ELECTION PLANNING (Standard agenda item until EoY)

Carmel has resigned from the Board of Trustees and the Board resolved to fill this position which requires replacing via selection through a casual vacancy process. This selection process requires newspaper notification. If 10% of role objects then need to go to bi-election.

Moved: Ester

Motion: That the position now vacant on the Board is filled by selection through a casual vacancy process.

Carried

Actions:

- Sandy to arrange for notification of this process to go into the local newspaper and the newsletter.
- Ester, Sandy and Jules to meet and discuss possible options.

The Board recognises the need to have diversity at the board table and to look at increasing diversity if possible. The need to recognise and remove barriers for potential trustees was also discussed.

Ester encouraged Board members to talk to parents about the upcoming elections in December.

6.0 PB4L REPORT - Anna Reid

Rob talked to the report. Advised that Beckenham School favour children to build their own pathway. Plan to use with children focus groups has been built from Teachers Only day.

Sandy noted that tracking measurements are challenging. The new system (HERO) will assist with data collection.

7.0 TE AO MAORI REPORT - Steve Cooke

Matthew queried the Leader Award last year and Sandy confirmed there are two students championing leadership this year.

Moved: Sandy

Seconded: Ester

Motion: That both the PB4L and Te Ao Maori reports be accepted.

Carried

8.0 PRINCIPAL'S REPORTS

8.1 Principal's Report on Annual Plan

Taken as read. Plan on track. No comments or questions.

8.2 Principal's Report August 2020

8.2.1 Education Review Office (ERO) - POST COVID REVIEW

ERO have sent Ester and Sandy a summary of their recent conversation.

Noted: HERO are being supportive and providing information for the change management process. They are migrating data in the 4th term in order for the school to begin using next year. Both systems will operate side by side until start of Term 1 2021. Sandy, Rob and Sue are visiting Kaiapoi North School tomorrow to discuss their transition experience which occurred 2 months ago.

Noted: that HERO and Xero can talk to each other.

8.2.2 Annual Goal: Assessment for learning

No further comment

8.2.3 Summary of staff PLD: Staff Only Day

No further comment

8.2.4 Strategic Plan Update

Sandy updated the Board on the proposed concept of the Whānau Hui to consult on the Strategic Plan. Noted the times of the meetings may change again in an attempt to get everyone together rather than two separate meetings. Intend to follow up with a survey.

Rob appraised the BoT of the intended triangulated process - Children/parents/community. Five key questions have been developed to ask each group. These questions have been linked back to the values.

8.2.5 Zone Update

No further update available.

8.2.6 Proposed new Staff Only Day

Proposed: Sandy

Seconded: Ester

Motion: That the school is closed on either the first day of term four or Tuesday after Labour Day. Sandy to confirm after consultation with staff.

Carried

8.2.7 Roll Update

Per report - taken as read.

8.2.8 Mid-term elections

Ester, Matthew and Jude are up for rotation. Both Matthew and Jude have indicated that they are unlikely to stand for another term.

Proposed: Ester

Seconded: Jules

Motion: That the Principal's report for July be accepted.

Carried

9.0 FINANCE REPORT

- Jude spoke to report.
- Heat Light and Water review is ongoing as unable to go back 2 years.
- 80% of budgeted school donations have been received.
- BoT honorarium is being paid this week.
- BEC commentary is in the SES folder. Sandy invited any comments to be sent to her.

Proposed: Jules

Seconded: Sandy

Motion: That July Finance commentary and report be accepted

Carried

10.0 PROPERTY REPORT

- Roll Growth Classrooms MOE discussion - thank you to Marcel for minutes.
- Sandy spoke to options for new classrooms and presented plans to the Board.

Sue left meeting at 7.35pm

- Noted underfloor heating maintenance contract is yet to be signed and quotes discussion yet to occur.

11.0 HEALTH & SAFETY

No H&S Committee meeting minutes this meeting.

12.0 POLICY REVIEWS

Deferred until next meeting.

Rob left the meeting at 7.45pm

13.0 GENERAL BUSINESS

Ester reminded the Board to submit their hours.

14.0 IN COMMITTEE

At 7.46PM 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.

At 7.55PM that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board

Carried

Moved: Sandy

Seconded: Ester

Motion: Previous Public Excluded session in June be approved.

Carried

Jules left meeting at 7.57pm

Meeting closed 8.00pm

Next meeting 10th September 2020

ACTION ITEM LIST

Meeting	Action	Delegated to	Date Due	Comments
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	Actioned CLOSED
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	eTap unable to facilitate so these are actioned manually when requested. CLOSED
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	Hui agenda full so Sandy suggested removing in favour of more strategic items. CLOSED

13 May 2020 5.2 Property report	Send Beattie Air Conditioning report to Marcel	Sandy	27 May	Yet to occur.
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	Date yet to be set. Suggested Zoom meeting. Once Grant Application organisations are decided Sandra will complete the applications on behalf of the school.
25 June 2020 5.2.4: Term Dates 2021	Publish 2021 Term dates	Sandy	August	2021 dates have been published and advised to MoE and CES. CLOSED
25 June 2020 5.2.6 Zone update	Advise Tom Scollard Zoning submission is ready to submit to MOE	Sandy	August	Submission has been sent to MOE CLOSED
25 June 2020 5.2.8 Mid-Term Election	Contact Wayne at CES and engage them as our Returning Officer	Sandy	August	Actioned CLOSED
6 August 2020 5.0 Election Planning	Arrange for notification of the Board casual vacancy process to go into the local newspaper and the newsletter.	Sandy	August	

6 August 2020 5.0 Election Planning	Meet and discuss possible options from casual vacancy advertisement	Ester, Sandy, Jules		
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MEETING DATES

- 10 September
- 29 October
- 3 December



Confirmed: _____

Date: 22 October 2022

Marcel Frei (September Meeting Chair)