



Board of Trustees GENERAL Meeting

HELD ON THURSDAY 19 November 2020 AT 5.38PM

Present: Sandy Hastings, Lisa Taylor, Marcel Frei, Matthew Macdonald, Sampson Karst, Ester Vallerio (Chairperson), Judith Clarke, Jules May,

Late:

Apologies:

Attendees: Susan Heukels (Board Secretary)

Speaking Rights: Rob Proffitt-White (Acting Deputy Principal), Sue Leadbetter (Deputy Principal), Jo Smith (Associate Principal)

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

Amendment to September Minutes

Moved: Sandy Seconded: Ester

Motion: *The Board accepts with regret Carmels move to Auckland and her resignation.*

Carried

Noted that August minutes should have reflected the acceptance of Carmels resignation

Moved: Ester

Motion: *That the minutes of the previous BoT meeting held on 10 September 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

4.0 CORRESPONDENCE

Referenced and linked in Agenda

Out: 1 20/09/11 Letter to Somerfield Te Kura Wairepo re zone amendment
Out: 2 20/09/11 Update on Roll Growth Classrooms
Out: 3 20/09/11 Letter to George Wall Update on Roll Growth Classrooms.pdf
Out: 4 20/09/11 Letter to MOE confirming adoption of new enrolment scheme home zone.pdf
Out: 5.1 email to Chch South 20Oct20 re Technology MOU
Out: 5.2 Technology MOU (Beckenham) 2020 signed Beckenham

In: 1 20/09/11 from St Martins principal re zone changes
In: 2 20/09/25 Te Kura o Huriawa Zone alignment scheme
In: 3.1 Chch South email 23Sept20 re Technology MOU
In: 3.2 Chch South Technology MOU (Beckenham) 2021 Not signed
In: 4.1 20_10_20 Jules Resignation
In: 4.2 1_11_20 Hannah Resignation
In: 4.3 15_11_20 Chris Stace Retirement
In: 4.4 10_09_20 Anne Resignation
In: 4.5 12/10/20 Resignation Sandra Rauch
In: 4.6 151120 Chris Stace Retirement

Moved: Ester

Motion: That the Correspondence In and Out be accepted

Carried

7.0 PRINCIPAL'S REPORTS

7.1 Principal's Report on Annual Plan

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

7.2 Principal's General Report

7.2.1 Year 7/8 Technology provision at Christchurch South Intermediate

Sandy and Ester met with CHC Sth Intermediate and agreed to increase fees year on year by CPI rather than having an accumulative lump sum increase. During the discussion CHC Sth Intermediate asked if we had any other alternative providers in mind. Sandy warned there is a potential issue of perception of the parent

community by going to another provider if they were also considering Christchurch South School as an option.

ACTION: Further discussion on potential for alternate technology provider will be prudent in March 2021

Moved: Sandy

Seconded: Matthew

Motion: *The Board accept the MOU for Christchurch South Intermediate provision of Technology for 2020 (agreed by email and returned to Christchurch South Intermediate)*

Carried

Moved: Sandy

Seconded: Matthew

Motion: *The Board accept the MOU from Christchurch South Intermediate for Technology Provision for 2021*

Carried

7.2.2 HERO Update

The school is embedding HERO with all staff and children added in. It is going well. There is still a lot of work to be done to get this up and ready for the start of 2021

Jo left the meeting at 7pm

7.2.3 Zone Update

Per report. Sandy has responded to parents who had asked for changes to the zone.

7.2.4 Strategic Plan Update - Meeting held Thursday 24th October

Sandy spoke to the MoE report and highlighted some of the NELPS. The annual plan will be linked to these. Ester and Sandy made the observation that many of the NELPS already link into our strategic plan.

Sandy invited feedback on the 3yr Strategic Plan and the Board generally felt that it is now a lot clearer and pleasing to see it is more concise.

Ester noted that we had spoken about some assurance that staff well-being was on the Principals radar and reserved capacity existed to deal with unexpected events (i.e. Covid 19). Esther noted her appreciation of the work that has gone into preparing and writing of the Strategic Plan and the overall quality of the document.

Ester checked that the Action Plan needs to be cognisant of not taking too much on each year so there remains extra space to deal with unexpected events and therefore not overload teaching staff and consider the well-being aspect.

Marcel noted that as a parent reading the plan that it is quite a technical document and felt the themes, values and the flavour of Beckenham School isn't as obvious. Sandy and Rob responded that the Strategic Plan sits within the Charter document which is more expressive around the flavour of how Beckenham operates. Lisa feels the well-being wrap around is important.

The Board discussed the concept of "Beckenham Strategies" and acknowledged the amount of work that has gone in behind the Strategic Plan.

The Board discussed the communication strategy of the Strategic Plan to the school community. Sandy suggested progressively picking aspects of the Plan and addressing them and linking them into the schools newsletter.

Moved: Sandy

Seconded: Jules

Motion: *Subject to putting a wrap around of well-being around it, the Board accept the 3 year Strategic Plan as tabled.*

Carried

7.2.5 Beginning Principal Mentor

Per report - taken as read.

7.2.6 Board Elections, Casual Vacancy and Staff Casual Vacancy

Board Casual Vacancy

A casual vacancy still exists to fill as a result of Carmel's resignation. Ester spoke to Nicole Foster who indicated she was interested and would fit the criteria the Board has previously discussed.

Moved: Ester

Motion: Nicole Foster be selected to join the Board as a replacement for Carmel for an initial 18 month period.

Carried

Action: Ester to communicate the confirmed selection with Nicole and invite her to the next meeting.

Board Elections

The mid-term elections resulted in two nominations being received from Suran Dickson and Richard Scott. Both were declared duly elected as no voting was required. Sandy has emailed them both to congratulate and welcome them. They don't join the Board until 10 December.

There is still one 3yr term vacancy to fill. Three parents have been in touch since the election cut-off advising of their interest. One casual vacancy remains for a 3 year period. Also Esther, Matthew and Judith are leaving the Board. Judith indicated

she would be happy to extend for a further year and Matthew for a further 3 years. The Board felt that having Judith extend would provide continuity in the finance area.

The Board discussed preliminary possibilities for the new Board Chair position and the possibility of co-opting experienced people to the Board outside of the school community. The Board made no decisions at this meeting and decided to table for further discussion at the December meeting.

Staff Casual Vacancy

With the resignation of Jules May, effective at the end of the year, a casual vacancy will occur for the position of Staff Trustee. The Board decided to table the discussion around replacement at the next meeting. In the meantime, all staff will be invited to forward nominations. The Staff Trustee appointment is made by the staff.

Moved: Sandy

Seconded:

Motion: *The Board run an election of the casual vacancy to replace Jules May*

ACTION: Esther to communicate the vacancy to the staff and invite nominations.

7.2.7 Assurances

Per report - No further discussion

7.2.8 Proposed Board Meeting Dates for 2021

Following discussion the Board agreed with the dates proposed in the Principal's report, as follows: -

Term 1 (11 weeks)

Week 4 - **Thu 25 Feb** 5:30-7:30pm

Week 10 - **Thu 8 Apr** 5:30-7:30pm

Term 2 (10 weeks)

Week 4 **Thu 27 May** 5:30-7:30pm

Week 8 **Thu 24 Jun** 5:30-7:30pm

Term 3 (10 weeks)

Week 3 **Thu 12 Aug** 5:30-7:30pm

Week 8 **Thu 16 Sep** 5:30 - 7:30pm

Term 4 (9 1/2 weeks)

Week 3 **Thu 4 Nov** 5:30-7:30pm

Week 7 **Thu 2 Dec** 5:30-7:30pm

There were no objections to these dates so Sandy will send out calendar invites.

Moved: Sandy

Seconded: Ester

Motion: *The proposed dates above become the Board meeting dates for 2021*

Carried

8.0 ROLL UPDATE

End of year predicted roll for 2020 (based only on actual current enrolments) = 503. This compares with 508 at the same time last year.

Provisional staffing is guaranteed and is set on 520 pupils for 2021.

Proposed: Sandy

Seconded: Ester

Motion: *That the Principal's report for October/November be accepted.*

Carried

9.0 FINANCE REPORT

Judith spoke to this and confirmed that the school is in a good financial position with an operating surplus of \$337k. Noted that commentary has yet to be made from end of September.

Sandy confirmed there will be changes to this and noted Ministry Project Funds of \$74k SIPS funding has gone in as income but should be in as an asset and capitalised.

Additional income came from Covid, roll increase, heat, light and water review for 2019 and 2020 has yielded additional income of \$31k. We will do a further review at the end of 2020 as we have had new air conditioning units installed and can also do another at the end of 2021.

School donations were at 90% of what was budgeted at the end of September. This represented around 75% of the school. Senior camp contributions were at 68% of actual costs with some further amounts due before the end of the year. The Yr 5&6 contributions were tracking at 87% with the camp yet to occur.

ACTION: Lisa to add to the newsletter a thank you for the donations and remind we are still accepting them. Parents can claim back 3 years at the end of the financial year.

10.0 DRAFT 2020 BUDGET

This will be tabled at the December meeting.

11.0 PROPERTY REPORT

Sandy spoke to this. There was discussion around the gate between a private property and the back of BOSCO on the school fence.

Moved: Sandy

Seconded: Matthew

Motion: *That the Property Report be accepted as true and correct*

Carried

12.0 HEALTH & SAFETY

No report tabled

13.0 POLICY REVIEWS

- Privacy
- Salary Units / Management Allowance
- Classroom Release Time / Timetable

ACTION: The Board to read the above policies before next meeting and bring back any comments to the December meeting for discussion.

14.0 GENERAL BUSINESS

No further general business.

15.0 IN COMMITTEE

At 7.25PM 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 8.47PM 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: Lisa

Motion: *Previous Public Excluded session in September be approved.*

Carried

Meeting closed 8.47pm

Next meeting 3rd December 2020

ACTION ITEM LIST

Meeting	Action	Delegated to	Date Due	Comments
13 May 2020 5.2 Property report	Send Beattie Air Conditioning report to Marcel	Sandy	27 May	Yet to occur. 19/11 - 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. 10/9 - Still o/s. No further update 24/11 - Yet to occur
10 Sept 2020 7.0 Beckenham Zone Information	Once the process is finalised, contact the family who had safety issues with the proposed re-zoning and	Sandy/Ester	Sept	24/11 - Sandy contacted the affected families.

	advise MoE rejected our proposal.			CLOSED
10 Sept 2020 11.2.3 Strategic Plan Update	Include details of the Whānau Hui in Friday 11 Sept newsletter and send comms to Board members to remind of dates/times	Sandy	Sept	24/11 - This has been held CLOSED
10 Sept 2020 9.0 Maths 10.0 Learning through Play	Read the 2 reports and prepare any questions for Sandy at October Board meeting.	All Board	Oct	CLOSED
10 Sept 2020 15.0 Property Report	Send reminder re the Location Plan, as yet to receive a response.	Sandy	Sept	29/10 - CLOSED
19 Nov 20	Include discussion on alternate technology provider in March Board Agenda	Sandy	March 21	
19 Nov 20	Communicate to Nicole Foster her confirmed selection to the Board casual vacancy and invite her to the December meeting.	Esther	Nov 20	
19 Nov 20	Communicate the Staff Trustee vacancy to the staff and invite nominations.	Esther	Nov 20	

19 Nov 20	Add to the newsletter a thank you for donations and a reminder we are still accepting them. Also remind parents of the tax claim for 3 years at the end of the financial year.	Lisa	Nov 20	
19 Nov 20	Review the following policies: <ul style="list-style-type: none"> • Privacy • Salary Units / Management Allowance • Classroom Release Time / Timetable Bring any items for discussion to the December meeting	All	Dec Mtg	

MEETING DATES

- 3 December

Confirmed: Wipmedna

Date: 31.3.21

AP Ester Vallero - CHAIRPERSON