

Board of Trustees GENERAL Meeting

HELD ON THURSDAY 25th February 2021 AT 5.30PM

Present: Matthew Macdonald, Richard Scott, Marcel Frei, Anna Reid (staff trustee), Lisa Taylor, Jude Clarke, Sampson Karst, Suran Dickson, Sandy Hastings

Late: Nicole Forster - *arrived at 6.02pm*

Apologies: Sue Leadbetter (DP)

Speaking Rights: Jo Smith (DP), Reihana Dougherty (minute secretary)

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 WELCOME

Meeting opened at 5.36pm

New board members; Richard Scott, Suran Dickson, Anna Reid (staff Trustee) were welcomed by Sandy Hastings. Introductions were made around the table.

2.0 CONFLICT OF INTEREST REGISTER

Amendments recorded in the BOT Conflict of Interest Register

3.0 APPOINTMENT OF BOARD ROLES AND PORTFOLIOS

Sandy Hastings took over as chair of the meeting, to facilitate the election of the Presiding Member of the Board (Chair).

3.1 Election of Presiding Member (Chair)

Open for nominations. Jude Clarke nominated Matthew Macdonald. Seconded by Marcel Frei. As there were no other nominations, Matthew Macdonald was declared duly elected.

As the new Board Chair, Matthew Macdonald took over the chairing of the meeting.

3.2 Board Code of Conduct

Revised the Code of Conduct expectations and limitations. Board members agree to direct conversation through the presiding board chair, Matthew Macdonald, who will liaise directly with the Principal (Sandy Hastings) as one voice, on matters that may arise in between Board of Trustees meetings.

Beckenham Te Kura o Pūroto Board Code of Conduct form signed by all members. Secretary collected, to be filed digitally.

3.3 Appointment of Deputy Chair

A discussion was had around the need for a deputy chair, and the board agreed to run with the Presiding Member only, as was successfully done in the previous term. Board members will step up as needed should the Presiding Member be unavailable from future meetings for any reasons.

3.4 Appointment of H&S Convenor

Suran Dickson duly appointed. Brief run through given; portfolio obligations and expectations, including estimated meeting timeframes and time commitments for each portfolio holder. Suran will liaise further with Jo Smith.

3.5 Appointment of Whānau Engagement Convenor

Sampson Karst duly appointed.

3.6 Appointment of Finance Portfolio Holder

Jude Clarke duly appointed to the finance portfolio.

Action - Board to bring in another finance person for succession to Jude, around October.

3.7 Appointment of Property Portfolio Holder

Marcel Frei duly appointed.

3.8 Appointment of Communications Portfolio Holder

Lisa Taylor duly appointed.

3.9 Appointment of Outdoor Spaces Team

Richard Scott duly appointed to the Outdoor Spaces Team.

The team is made up of a board member, a PTA member, a staff member and the Principal.

Nicole Forster arrived at the meeting at 6.02pm

4.0 PREVIOUS MEETING MINUTES

Confirmation of minutes from the Board of Trustees meeting held on the 7th of December 2020.

Amended 8.0 Property Report to include building completion by the end of Term 2.

Moved: Lisa Taylor

Seconded: Marcel Frei

Carried.

Action Points Reviewed - as noted on the Board of Trustees Action Points document.

5.0 MATTERS ARISING

Board asked whether the house removal company has shifted the shed, and purchased cargo nets, and line marking. No - but is on the Outdoor Spaces immediately pending list. Grant application has not been put in yet, all been approved by SIPS, but not actioned yet. Will be discussed further in the outdoor spaces meeting.

6.0 CORRESPONDENCE IN/OUT:

Motion: That the correspondence in and out be accepted.

Moved: Sandy Hastings

Seconded: Lisa Taylor

Carried.

7.0 AGENDA TOPICS

7.1 **Returning Officer's Statement**

An election was held for a staff trustee, Anna Reid was declared duly elected.

7.2 **Induction of New Board Members**

While reviewing the Board induction folder, it was suggested that all board members familiarise themselves with its content.

7.3 **Appendix 2**

School Trustee Elections - Appendix 2 form was to be completed. This needs to be completed by every new trustee following an election, co-option, selection, and when there is a change in Principal or Chair.

***Action** - Reihana to confirm all board members have completed the Appendix 2 form.*

7.4 **2021 Strategic Plan**

With lots of work and consultation last year, this 3 year strategic plan was adopted by the board in Nov 2020. We identified 9 priority areas, where we will put our focus throughout the year. Board of Trustees owned document.

Sampson left the meeting at 7pm.

7.5 **Draft Charter and Annual Plan**

From the strategic plan the senior leadership team have been working on the annual plan, which sits within the charter, which is a legally required document by the Ministry of Education. It starts with a narrative and story about the school. No changes were made to our visions and values. No changes were made to the cultural diversity plan. The new strategic plan has been added. The annual plan in draft form has been added.

***Action** - Sampson our Whānau Engagement Convenor, to ensure nothing missed in the 2021-2023 Strategic Plan, under Cultural Diversity.*

Lisa queried what work is left to do on the charter to move it from draft to final. The outstanding work remains on Student Achievement Targets, which will be brought to the next meeting.

***Action** - Senior Leadership team to complete Student Achievement Targets for next meeting.*

Reference to Kahui Ako - we are in this community learning partnership to connect with other schools, including secondary schools. Sandy is not convinced we have made significant progress, or sustainable difference in children's achievement and learning as a result of this, over the last 4 years. The benefits of this partnership is we have received 2 within school teaching roles. Anna and Lisa currently hold the leadership positions under this partnership. We have also been able to develop good connections with other schools.

7.6 Y7/8 Camp Wainui

The Board has final sign off for this camp, as per health and safety requirements for overnight school trips. There are personalised plans in place for specialized care for children with; allergies, epilepsy, anxiety, or any other need. Parents going on the camp have a book of all the plans, and have been through it. A health form has been filled out by all staff, parents and children's guardians that are attending the camp.

Action - add COVID plan to the camp safety action plans. Sandy to ensure this happens.

Motion: That the Y7/8 camp safety plans be accepted on the provision that a COVID Level 2 plan is added.

Moved: Sandy, *subject to the addition of the COVID plan.* **Seconded:** Matthew. **Carried.**

8.0 PRINCIPAL'S REPORTS

8.1 Principal's General Report

Points discussed from the tabled report:

ERO engagement - changed to be in line with our review cycle, partnership for 3 years. New model being piloted in 75 schools across the country. Started T4 2020. ERO partner is Dr John Boereboom, he has had one zoom meeting with the senior leadership team and has indicated that the next meeting will include the Board chair, and be in 2-3 weeks.

Urgent Response funding - granted at the end of 2020, to support target students and ensure we get all of our tamariki back to school. We applied for 40 children for whom we thought COVID has caused a lot of interruption, either to their attendance, well being or learning. Applied for 21.5K in funding, successfully granted 20K.

Intro to 2021 Leadership - we are allocated leadership units based on our roll. We have been allocated 28 units, we are only using 27, in case we need the extra unit after appointing a new Deputy Principal, in the second half of 2021.

Te Mana Raupō Kāhui Ako (Community of Learning) - generates 2 more leadership positions, equivalent of 2 more leadership units. As a result of the Kahui Ako we have 32 units to give out around the school. Expectations from this are that we will work on literacy and math with these positions.

Assurances from The Principal:

Term 1

School Planning and Reporting

We are required to submit our Charter (including our Strategic Plan, Annual Plan, and Student Achievement Targets) and Analysis of Variance to the Ministry of Education by 1 March each

year. I am proposing that we plan to move this timeframe out to the end of March to allow the staff and new board the time they need to engage with this important documentation.

Not yet completed

EEO

I can assure the Board that "All employees and applicants for employment are treated according to their skills, qualifications, abilities, and aptitudes, without bias or discrimination, and that the EEO policy has been adhered to throughout our appointment processes"

Completed

Reporting and Recording Accidents and Incidents

We have moved our student accident register to our new Student Management System - HERO. We are in the process of broadening that capacity to include a staff accident and incident reporting area. This is being undertaken by Jo Smith, and will be confirmed at the next meeting.

Not yet completed

Police Vetting for Non-Teachers

I can assure the board that Police Vetting of all non-teaching staff is up to date and regularly monitored to ensure that a 3-yearly cycle of renewal is undertaken.

Completed

Motion: That the Principal's report be accepted.

Moved: Sandy

Seconded: Matthew

Carried

8.2 T4 2020 24/7 Report (tabled)

Cashmere New Life Church provides a mentor, Dave. He supports Year 7 & 8's for 10 hours a week. The church fund a third, finds sponsorship for one third, school fund a third. \$8000P/A for 10 hours a week. Discussion shared with children is not religious content.

8.3 T4 Attendance Report (tabled)

Each term, attendance data is sent to MOE, as required. Data understandably improved over COVID. We are ensuring we look at the data with an understanding of who the data is about i.e. ethnic data Page 6.

9.0 ASSET MANAGEMENT

9.1 Finance

Rachel from Accounts has met with Jude and Sandy, to discuss the finances, no red flags to be aware of. Rachels workload has been significant, starting early November and dealing with the end of one financial year, and the beginning of another, along with the switch from etap to HERO.

If camp payment from T4 2020 isn't returned, \$5000 is to be written off at the end of T1 2021. 2020 Year 8 families sent reminders. Added to 2020 Year 7's statements, as well as 2021 camp.

Motion: That the finance report be accepted.

Moved: Lisa

Seconded: Matthew

Carried

Action - Reihana to add to the newsletter a thank you for donations, and a reminder that we are still accepting them.

9.2 Property Report (tabled)

Motion: That the property report be accepted.

Moved: Matthew **Carried**

10.0 HEALTH AND SAFETY

No report as H&S committee is due to meet. We have had a fire evacuation drill, and Jo is actively working on updating the high-needs health plans, action plans for children with particular needs, and evacuation kits.

11.0 POLICY REVIEW

To be actioned at the next meeting.

12.0 GENERAL BUSINESS

The PTA appreciates having a board member attend PTA meetings. A schedule will be provided at the next meeting.

Action - Reihana to create a schedule and communicate with trustees, to add them to the schedule.

13.0 IN COMMITTEE

Motion: That the meeting moves into committee.

Moved: Matthew **Carried.**

At 7.33PM 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 7.48PM the meeting resumes in Public Session and confirms that the business discussed in the Public Excluded Session remains confidential to the Board.

14.0 OTHER MATTERS

BOT members are to record their total amount of voluntary hours, including time spent in meetings. This data will be collected and included for the auditor general.

Action - All board members are to record their volunteer hours in the spreadsheet provided.

Board agrees to bring the meeting forward from April, to Wednesday March 31st, to review the charter and assessment data.

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 widespread.
Let the sea be smooth like pounamu.
May the sea be smooth ahead of you*

Meeting closed 7.50pm

Next meeting: Wednesday 31st March 2021

Confirmed: Uppmendant

Date: 31.3.21

Action list. (click here to see the current action list)