

Board of Trustees GENERAL Meeting

HELD ON THURSDAY 10 SEPTEMBER 2020 AT 5.35PM

Present: Sandy Hastings, Jules May, Lisa Taylor, Marcel Frei (acting Chairperson),
Matthew Macdonald, Sampson Karst

Late:

Apologies: Ester Vallero, Judith Clarke

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: Marcel **Seconded:** Sandy

Motion: *That the minutes of the previous BoT meeting held on 6 August 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

Nothing raised.

4.0 CORRESPONDENCE

Referenced and linked in Agenda

- In: 01 05/08/20 ERO COVID 19 Meeting Summary
- In: 02 19/08/20 Mid Term elections 2020 - email from Wayne Jaimeson.
- In: 03 MOE letter re Beckenham Zone 24 August 2020
- In: 04.1 Beckenham Letter re Technology - August 2020
- In: 04.2 Technology Memorandum of Understanding - *now have an offer of meeting*
- In: 05.1 Mid Term elections 2020 - Proposed Process
- In: (folder) 20/08/17 Somerfield Te Kura Wairepo Zone Docs
- Out: 01 Letter to Christchurch South re technology
- Out: 02 Beckenham Te Kura o Puroto School_location Design Sign Off Letter

Moved: Marcel

Seconded: Lisa

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

Carried

5.0 ELECTION PLANNING (Standard agenda item until EoY)

Per inward correspondence from CES. Online electronic nomination process confirmed with voting still required by mail.

6.0 SOMERFIELD TE KURA O WAIREPO ZONE RESPONSE (see inwards Correspondence)

In reference to the zone map, Sandy rang and clarified the Colombo St boundary and can confirm that only the west side of Colombo St is included in the Somerfield zone. Sandy feels the proposal has no impact on Beckenham School. As Jules observed - everyone has been asked to shrink their zones.

Moved: Sandy

Seconded: Jules

Motion: *Sandy to confirm to Somerfield School that we have no objections to their enrolment scheme amendment.*

Carried

7.0 BECKENHAM ZONE INFORMATION FROM THE MoE

The MoE have rejected our proposed amendment to their proposed home zone change.. Our preference would have been to commence in T1 2021 however the MoE/St Martins have negotiated a T2 start - so we will align as seems sensible. There is no implication for Beckenham School.

Moved: Sandy

Seconded: Marcel

Motion: *Sandy to confirm T2 start date with Thorrington School and advise MoE that we accept their proposed zone reduction and suggest commencement in T2 2021, to align with St Martins and Thorrington.*

Carried

Lisa requested that the family involved in the safety concern proposal be contacted with the outcome.

ACTION: Once the process is finalised, Sandy to contact the family who had safety issues with the proposal and advise MoE rejected our proposal. Ester to sign on behalf of the Board.

8.0 TRUSTEE APPOINTMENT FOR CASUAL VACANCY

Per Principal's report - no further discussion. Hope to have a name by next meeting of someone who is willing to be appointed.

9.0 MATHS REPORT

ACTION: For Board reading and discussion next meeting.

10.0 LEARNING THROUGH PLAY

ACTION: For Board reading and discussion next meeting.

11.0 PRINCIPAL'S REPORTS

11.1 Principal's Report on Annual Plan

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

11.2 Principal's General Report

11.2.1 HERO Update

The contract to shift to HERO from the start of 2021 has been signed. Data migration will begin on 7 Oct. The old system will be used for roll for Term 4, and for the End of year student reports. HERO to be used exclusively from 1 January 2021.

Attendance records in particular aren't being transferred over, so along with some other data will need to be archived.

11.2.2 Camps and Covid Alert Levels

Sandy and Nicky met and discussed camp. Yet to hear from 10 families so Nicky will reach out to them. The camp location itself has implemented restrictions and could ultimately affect viability of the camp as we may not be able to meet the restrictions. Also the maximum is 100 attendees and we have more than that. That alone may be the deal breaker. Nicky will clarify further with the camp venue. Over 95% of parents are happy to send their children to camp.

Note that schools aren't counted in the Covid 100 group limit.

11.2.3 Strategic Plan Update

Good feedback from meetings to date with very constructive ideas.

Rob reported that when the Year 9 students were asked 'what we do well' they reported that teachers at Cashmere have said that children from Beckenham are more confident to approach teachers for advice or clarification. Making a difference in their well-being. Our children are also very comfortable emailing their teachers with a question.

Penciled in meeting for next Wednesday 16th Sept 7.00 - 8.15pm- just Whānau Hui (no kai or children). Lisa requested that the date be published in this week's newsletter and suggested that BoT members contact parents over the weekend.

The BoT Strategic Planning session has been scheduled for Thursday 24th 5.30pm. Sandy will send documentation out in plenty of time for review prior to this.

ACTION: Sandy to include in Friday's newsletter and send comms to Board members to remind of dates/times.

Lisa asked if families need to be rung by Board members. Sandy confirmed that would be helpful to be actioned over the weekend. Reminder that it is an adult only event.

11.2.5 Zone Update

Per correspondence and Item 6 and 7 above.

11.2.6 Staff Professional Development

Per report - taken as read.

11.2.7 Hall Hire Agreement - updated

Per Report - No further discussion

11.2.8 Board Casual Vacancy

A notice has been placed in the Star newspaper and in the school newsletter, advising that a Casual Vacancy exists on the Board. Appointment to be made post 17 September.

11.2.9 NZPF - West Coast Principals Association Conference

Per report - No further discussion

11.2.10 CPPA Conference, Hanmer 6-8 September 2020

Per report - No further discussion

12.0 ROLL UPDATE

We have 495 children at the school as at 6 September. There are 8 further students pre-enrolled for the balance of 2020 bringing the roll to 503 at the end of the year.

Proposed: Marcel

Seconded: Lisa

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

Carried

13.0 TERM 2 ATTENDANCE REPORT

Sandy spoke to this report. Being in lockdown in L2 meant everyone was present. The annual report will also be skewed as a result. Lisa queried Pacifika attendance which Sandy confirmed is on the report and represents a small number of children.

14.0 FINANCE REPORT

No finance report tabled this meeting.

15.0 PROPERTY REPORT

Sandy spoke to this.

- The flat part of the Library roof (over the verandah) is being fixed. Will take out windows and pitch the roof.
- The Hall leak and gutter leak is being fixed and the clearlite roof is being replaced with a compliant product. Tony's garage leak will also be fixed. McBride Construction is commencing work on Monday.
- The Location Plan has been sent back but haven't yet had a reply from the Council. Time is tight for this project. A new asbestos report has been completed in preparation for removing buildings. Three schools have been visited and they all seemed fine. A wider verandah and bag storage is likely to be a battle for our requirements.
- Noted that Outdoor Spaces meeting is required.

ACTION: Sandy will send a reminder email tomorrow re Location Plan progress

Email Motion (circulated and agreed on 26 August 2020):

Moved: Sandy

Seconded: Marcel

Motion: *That we accept the MOE proposed location plan for the two Roll Growth Classrooms, by signing and returning their letter.*

Carried

Moved: Sandy

Seconded: Jules

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

Carried

16.0 HEALTH & SAFETY

Met on 24th Aug - Rob advised the agenda was to go through risk management criteria and areas of the school and allocated risk factors involved, per requirement of H&S Act.

This week Tony has tested and tagged all power cords in the school. Laptops haven't been done as there is no requirement for these to be tested.

Moved: Sandy

Seconded: Marcel

Motion: *That the Health & Safety Report be accepted as true and correct*

Carried

Sampson left the meeting at 6.26pm

17.0 POLICY REVIEWS

Three policies for review: -

Learning Support - Sandy will include this policy in this week's newsletter for parent feedback. Sandy and Sue observed that every time there is learner with a new need we are constantly overhauling and tweaking this policy.

Appointment Procedure - this has just been put into action with 2 new appointments and was followed. Works well.

Child Protection - staff have reviewed and no changes required.

Moved: Lisa

Seconded: Marcel

Motion: *Policies reviewed and all approved to move forward.*

Carried

18.0 GENERAL BUSINESS

No further general business.

19.0 IN COMMITTEE

At 6.36PM 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 6.54PM 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: Matthew

Seconded: Lisa

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

Carried

Sandy reminded the Board to complete voluntary hours.

Meeting closed 6.56pm

Next meeting 29th October 2020 - **Jules put in apology for this meeting**

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	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	Actioned 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. 10/9 - Still o/s. No further update
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	Advert placed in the Star newspaper. CLOSED

6 August 2020 5.0 Election Planning	Meet and discuss possible options from casual vacancy advertisement	Ester, Sandy, Jules		Met this morning. 3 people targeted that Esther will approach. Actioned. CLOSED
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 advise MoE rejected our proposal.	Sandy	Sept	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	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	
10 Sept 2020 15.0 Property Report	Send reminder re the Location Plan, as yet to receive a response.	Sandy	Sept	CLOSED


MEETING DATES

- 29 October
- 3 December

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:  _____

Marcel Frei (September Meeting Chair)

Date: 22 October ²⁰²⁰~~2022~~