

Board of Trustees GENERAL Meeting

HELD ON THURSDAY 31st March 2021 AT 5:30PM

Present: Matthew Macdonald (Presiding Member/Chair), Richard Scott, Anna Reid, Jo Smith, Jude Clarke, Sampson Karst, Sandy Hastings (Principal), Reihana Dougherty, Sue Leadbetter, Nicole Forster, Suran Dickson

Late: Lisa Taylor

Apologies: Marcel Frei

Absent without Apology:

Attendees:

Speaking Rights: Sue Leadbetter (DP), Jo Smith (DP), Reihana Dougherty (Minute Secretary)

Meeting started at: 5.34 pm

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 CONFLICT OF INTEREST REGISTER

Amendments added.

2.0 CONFIRMATION OF MINUTES

2.1 Draft Minutes

The board had a read through of previous minutes. It was noted that Nicole needed to take on a portfolio.

Nicole to join in with the Outdoor Spaces team. **Actioned within the meeting.**

2.1 Action Items

A new spreadsheet has been created for Action Points (AP's). Reihana is to keep the Action Point's updated on an ongoing basis.

Action - Sandy to link the Action Point spreadsheet to the minutes for the next meeting.

Matthew spoke to Nicola Arnott (PTA Chairperson) about board presence at the PTA meetings. A spreadsheet has been created to schedule Board members for PTA meeting dates. Within the meeting we scheduled reps for the next 2 PTA meeting dates, and the Board decided 2 meetings ahead will be as far forward as we schedule.

Schedule dates for PTA meetings. **Actioned within the meeting.**

Action - The next PTA schedule is due to be revised at the meeting on the 24th of June 2021.

The Board of Trustees recorded their Voluntary Hours on the provided spreadsheet.

Action - Marcel to complete the Volunteer Hours Record for the month of March, by the next meeting.

Motion: That the minutes of the previous BoT meeting held on the 25th of February 2021 be approved as a true and correct record of that meeting.

Moved: Matthew Macdonald

Carried.

Lisa Taylor arrived 5.46pm

3.0 MATTERS ARISING

Nothing tabled.

4.0 CORRESPONDENCE IN

4.1 SBVP Rescheduled

Info about Vaccination programme (School Based Vaccination Programme 2021) being postponed, and rescheduled at a later date.

4.2 Louise Sams

Parent offer of a school donation through business marketing, proposal received. Sandy mentioned a similar matter brought to the Board in previous years. Matthew raised concerns that the school would be inundated with requests from other parents if we accept one offer. **School to take a neutral position.**

Action - Lisa Taylor to write a response on behalf of the board.

Jude queried whether this kind of advertising could go on the PTA board. The board referenced the PTA fundraiser, done a few years ago. There is a board out the front of the school that markets businesses on the signage. Jude enquired if we have a policy on

advertisement.

Action - Reihana and Sandy to enquire if there is an advertisement policy on School Docs, before the next meeting.

Motion: That the correspondence be accepted.

Moved: Lisa

Seconded: Matthew

Carried.

5.0 AGENDA TOPICS

5.1 Student Achievement Targets 2021

5.1.1 Literacy

This is our first year working with a new literacy assessment that has been introduced, with a focus on structured literacy. Assessment is based 'phonological awareness'. The school expects low scores to begin as the comprehensive questions are new to the students, with previous assessments based on visual recognition of letters, words and comprehension. While we are carrying out this assessment right across the school, students from Y1 - 3 are our target cohort this year. Foundation literacy learning is generally done in the first 2 years at school, and into the third year. By the end of Y3 our goal is for children to be working at purple or gold on the colour wheel (Level 2 of the Curriculum). We know that many children have previously struggled to get beyond Level 1 in literacy due to foundational gaps in their phonological awareness.

This programme was chosen by the school, and the MOE has begun providing resources to schools for this programme.

Nicole highlighted the huge advantage for children with dyslexia. Sue highlighted the benefits included for those with speech and language difficulties, or barriers.

These assessments will be communicated to parents in the learning conferences that are coming up in the next few weeks. Tamariki (children) will be retested annually, with a mid year literacy test. These will be reported back to the Board via Sandy at the end of the year.

This data, and assessment against literacy goals, will be being inputted by staff into HERO. The end of year goal is to have digital reports (through HERO) at the end of year learning conferences.

5.2.1 Maths:

No resource teachers are available within New Zealand, for Maths.

The Kahui Ako, has a goal to collect data across the members schools by using the same testing, across all of the schools in the Kahui Ako - right through to Y9/10 at Cashmere High. In line with this, Beckenham Te Kura o Pūroto will be using e-asTTle testing as one of

their maths assessment data points. This will help build a better understanding of the overall maths strengths and gaps.

The e-asTTle test takes 40 minutes, in general. It is an online adaptive test, used within the Kahui Ako, for Y4 upwards. A number of factors can influence the results for individual children and no testing is perfect, however, this assessment gives us a snapshot to gauge an idea of where students are tracking. The second test (end of the year) will hopefully show progress as students sit online testing for the second time. The e-asTTle test, which is designed for Y4 - Y8 students.

The SLT are looking at where they want children to be at the end of the year - at or above achievement. Sue highlighted that often what we see is if we help support children who are a little bit lower on testing results, we will in turn help everybody. The SLT noted that children who are tracking at the very bottom, already have extra support in place.

Matthew queried why, within the Student Achievement Data, it seems as time goes by the children's achievement results get more and more spread out. Sandy explained that there is disparity between the ages within the testing. Younger children start at the beginning, where there is no assessment tool for determining that they are 'well below' expectation. Teachers will know whether children in this early age group are achieving below average, but the data doesn't show it yet, instead grouping everyone at this stage closer together. The data is more likely to pick up on areas of strengths and development as time and testing goes on.

Suran queried whether e-asTTle allows for national comparisons with other schools. Sandy confirmed it does. When we put in data, we can see previous e-asTTle tests. Other schools using e-asTTle will also be able to see previous test data.

Motion: That the Student Achievement Targets 2021, (Maths and Literacy) be accepted.

Moved: Sandy

Seconded: Matthew

Carried.

Acknowledgement given to Anna Reid for all the work she has put into the Student Achievement Targets.

6.0 PRINCIPAL'S REPORTS

6.1 Principal's General Report

The main focus has been on assessment targets. The SLT and the Presiding Member, Matthew Macdonald, will meet with Dr John Boereboom from ERO, on April 1st 2021. The purpose of the meeting is to explore a suitable area for evaluation which is linked to the strategic plan.

Relationships and Sexuality Education. The Ministry of Education put some funding out to deliver video content on the topic of relationships and sexuality education. UC won this contract, and Sandy was approached for engagement by Tracey Clelland, from the University of Canterbury (UC), to do some filming for the project on behalf of the Ministry of Education, to provide examples for teachers across the country of good practice in the delivery of this curriculum. Filming took place last week, with Sandy, Nicky, Jenny, a parent

and some students all being involved. UC paid for relievers for the teachers involved.

New Sexuality Education resources have been provided by MOE, which have just arrived, although it was noted that there is no funding, and no professional development available to go with it. No changes made to the curriculum.

International Students

Chances are quite low to enroll International Students, given the current COVID situation. The SLT has received an email enquiry from UK parents, whose children were subsequently enrolled as an in zone, domestic enrollment as their VISA was approved.

The board confirmed that International student enrollments are accepted at the Board's discretion, whether in zone or not.

It is our practice to increase the International Students Fee by 3-5% annually to keep up with inflation

Motion - That the international student enrolment fees for 2021 be set at a total of \$13,124.00 per annum.

Moved - Sandy

Seconded - Matthew

Carried

Parent Education workshop

As tabled earlier in the meeting, under Student Achievement Targets (5.1.1), we offered two structured literacy workshops this week (Tuesday 30 March) with our Resource Teacher of Literacy, Caroline Morritt. They were both held on Tuesday, one at 3:15pm and the other at 7pm. We had 20 parents at the 3:15pm session, and 45 parents at the 7:15pm session. We will certainly try and offer these again in Term 2. A video of the afternoon workshop has also been shared with whānau

Caroline Morritt, our Resource Teacher of Literacy explained our new approach to teaching reading and writing. Based on the science of reading, Beckenham Te Kura o Pūroto uses an explicit, systematic structured literacy approach to build a strong literacy foundation.

Richard suggested an update sent to all parents, might help parents and caregivers understand the new way of learning. Especially for Year 3 students who will age out of this assessment next year.

School Planning and Reporting

Student assessment data is to go into the charter by the end of week, to then be submitted.

Action - Sandy to submit the charter at the end of March once all data has been included.

Reporting and Recording Accidents and Incidents

Jo is working on this, and has almost brought it to completion. We have moved our student accident register to our new Student Management System - HERO.

We are now in the process of trying to create the capacity to include a staff accidents and incident reporting area within HERO, although we have a need to keep this confidential to other staff, yet still visible to the SLT. We are working with HERO at the moment to

understand how we are able to do this. We would like to replicate this as it is for the Hauora Room reporting.

Roll Information

The roll continues to grow with New Entrants coming into the school. We have also had three enrolments for Year 7/8 boys in the past two weeks. Two have started, with the third starting at the beginning of next term. All three were unexpected enrollments.

Based on current enrollments, our expected end of year roll is 501 students for 2021.

Motion: That the Principal's Report be accepted.

Moved - Sandy

Seconded - Lisa

Carried.

7.0 ASSET MANAGEMENT

7.1 Finance Report

Whilst last year's 2020 budget projected a deficit of \$86,168, the actual actual end-of-year result was a surplus of \$190,179. COVID helped with the final number in 2020, and we received funding for various projects.

Draft Annual Accounts 2020

Jude noted that on Page 12 of the document, under 'Government Grants (2), Use of Land and Buildings Grants', the exact same number entry from a journal comment made by MOE. Unsure where this number (\$270,750) came from.

Donations

In reference to Page 12 of the document, under 'Locally Raised Funds (3), Revenue, Donations'. This total includes a combination of PTA, outdoor spaces funds, and family donations.

SIPS fund

We have more funds available for property projects from this fund which the Outdoor Spaces team will be able to utilise for further development.

Action - Sandy to apply to draw down from the SIPS funds for last part of the landscaping project from last year.

Depreciation of Property, Plant and Equipment

In previous years this has been under budgeted. We have now budgeted for more.

Curriculum Resources

We have a planned overspend of our curriculum resource budget. The \$14,000 budgeted has already been spent on literacy, due to starting a new literacy program and buying all of the resources upfront.

Action - Sandy to table a review of how we are tracking against the 2021 budget, including the current actuals, at the next Board meeting.

Acknowledgement given to Rachel's work and dedication in her role as Accounts and Payroll Administrator.

Documents required by Auditor(John Hooper) regarding the 2020 Annual Accounts

- **R1 Statement of Responsibility**

To be signed for auditor by Chair and Principal, actioned within the meeting.

- **9-20 SAAR Certification Form**

To be signed for auditor by Chair and Principal, actioned within the meeting.

- **R8 Representation Letter**

To be signed for auditor by Chair and Principal, actioned within the meeting.

Motion - That Matthew (Presiding Member/Chair) and Sandy (Principal) proceed to sign the 3 documents listed above.

Moved - Sampson

Seconded - Jude

Carried.

7.2 Property Report

10 Year Property Plan

Roll out begins of the 10 Year Plans (10YP) again in Canterbury. During and after the earthquake, property funding in Canterbury was frozen, and hasn't been accessed since the earthquake. This frozen funding was repurposed by the MOE for the Canterbury Schools Rebuild.

As Beckenham was one of the first few schools that came out of the rebuild from the Christchurch Earthquake, the school will now be entering back into the 10YP programme.

A property assessment will take place shortly. Environment monitoring data loggers will go throughout the buildings to measure; lighting, temperature, sound levels, CO2, and humidity to gather information on how the new building is performing. This information will be sent directly to the Ministry.

Priority needs include: Infrastructure, health and safety.

Roll Growth Classrooms

The new building is progressing well. Fortnightly progress meetings are being held, with Sandy and other staff/Board members being able to attend every second meeting.

The school's needs to purchase appliances for the new building: a new rangehood, cooktop, and oven. This purchase will come from the Furniture and Fittings allowance of \$19K that we will be given for fitting out this new building.

Action - Reihana to purchase rangehood, cooktop, and oven, and ensure we have a good warranty period on products purchased.

8.0 HEALTH & SAFETY

Health and Safety Report

Suran spoke to the meeting and confirmed that the Health and Safety Committee is following the process in due order, covering off assurances to the Board.

2 questionnaires have been sent out to be signed and completed by all staff:

Staff Workplace Hazard Controls

An agreement to abide by Health and Safety rules was sent to all staff - possible scenarios outlined within the document covers these off.

Reporting and Recording Accidents and Incidents

A questionnaire on staff wellbeing including medical needs was sent out to all staff. This is to be held in confidence within the SLT, on a need to know basis. This year the H&S committee has asked for insight on staff that may be useful to support them individually, especially if we need to move through COVID Alert Levels.

Smoking and vaping signage

To be updated when resources become available. This is due in May 2021.

Action:Reihana to source signage and arrange for installation to meet the new legislative requirements

Motion: That the Health and Safety report be accepted.

Moved - Suran

Seconded - Lisa

Carried.

9.0 POLICY REVIEW

To be carried over to the next meeting.

10.0 GENERAL BUSINESS

Other Matters section of the minutes has been removed, with the expectation that any matters will be brought to Matthew or Sandy prior to meeting, and tabled openly.

Action - Reihana to take Board Photos (group photo and individual photos), at the next meeting.

11.0 IN COMMITTEE

At 7.06 PM 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 7.16 PM the meeting resumed in Public Session and confirmation is made that the business discussed in the Public Excluded Session remains confidential to the Board

12.0 CLOSING

Karakia Whakamutu

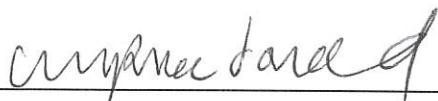
*Kia hora te marino.
Kia whakapapa pounamu te moana.
Kia tere te karohirohi ki mua i a koutou.
Hui e, tāiki e.*

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

Next meeting: Wednesday 27th May 2021

The 4th of November meeting is to be moved due to a clash with the Music Festival. Meeting to be moved to 3rd November.

Meeting closed 7.26pm

Confirmed: 

Date: 24-6-21

Actions list. ([click here to see the current action list](#))