

Board of Trustees General Meeting

Held on Thursday 12th August 2021 at 5.30pm

Present: Matthew Macdonald, Richard Scott, Marcel Frei, Anna Reid (staff trustee), Lisa Taylor, Jude Clarke, Sampson Karst (via Zoom), Suran Dickson, Nicole Forster, Sandy Hastings
Attendees: Linda Youl - Ministry of Education, Learning Support Service Manager
Speaking Rights: Jo Smith, Reihana Dougherty (board secretary)
Apologies: None

Meeting started at: 5.30pm

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

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve that the minutes of the June General Meeting be accepted as a true and correct version of that meeting.*

Moved: Matthew **Seconded:** Jude **Carried**

3.0 MATTERS ARISING

Nothing tabled.

4.0 IN COMMITTEE

At 5.40 PM the meeting moved into a Public Excluded Session for the reasons of legal and professional privilege and to protect the privacy of the natural persons.

At 6.45 PM that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board

5.0 CORRESPONDENCE

Motion: That all correspondence, in and out, as tabled be accepted.

Moved: Matthew Carried

6.0 PRINCIPAL'S REPORTS

ERO

The Senior Leadership team had a meeting with John, from ERO. The focus is on structured literacy.

Term Dates

Motion: That the Board adopt Option 2 with Term 1 2022 beginning on Tuesday 1 February, and the school year concluding on Thursday 15 December.

Moved: Sandy Seconded: Matthew Carried

HERO

The school administration and senior leadership team are meeting to discuss communications through HERO. Hero offers good insight and analytics that allow us to see if people have access to the communications, or if communications have been read.

Action point - a reminder is to go out to whānau via HERO or the Newsletter, once a month, with information and requests for school donations. Rachel to oversee (Finance Officer).

Canterbury Principals EXEC. CPPA.

Sandy has been nominated for the role of president. She will be finishing in her role on the New Zealand Principals' Federation Executive at the end of this year, and would like to be able to give more support to the local principals' association. The Board gave their full support to this.

Roll

The roll is currently sitting at 507.

Out of zone enrollments currently sit at approximately 45.

Action point - Sandy to provide the board with projections for next year roll growth.

2021 Summary of Start of Year e-asTTle Reading Data

Term 1 e-asTTle Year 5 - 8 reading data was tabled and discussed.

Assurances The Principal assured the Board the the following actions and checks were completed:

Reporting and Recording Accidents and Incidents

Complete an internal audit of procedures, and assure the board that staff have been briefed and are implementing the procedures correctly.

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. We are working with HERO at the moment to understand how we keep the contents of this confidential within staff.

Computer Security and Cybersecurity

Assure the board that the school's computer security and cybersecurity are reviewed and up to date.

Safety Management System

Report to the board on the internal audit conducted by the health and safety committee/ delegated person of the school's health and safety compliance and practices.

Surrender and Retention of Property and Searches

Assure the board that all procedures relating to search, surrender, and retention have been followed. Confirm that all authorised staff have confirmed their status in writing, and ensure that a written record has been kept of all instances of search, surrender, or retention of property.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve that the Principal's Report be accepted.*

Moved: Sandy **Seconded:** Matthew **Carried.**

Suran left the meeting at 7.35pm

7.1 24/7 T2 Report

Update from Dave Bisgrove, our 24/7 Youth worker, tabled and read.

7.2 Term 2 Attendance Matters Report

Tabled and read.

8.0 ASSET MANAGEMENT

7.1 Finance Report

Camp cost recoveries from Camp 2020 are at 87%.

School donations are tracking at 41% for 2021. Monthly reminders will be sent out.

7.1.1 2021 Budget Approval

Summary: The budget is still in draft, and needs to be finalised. Significant actual variations have been adjusted and the final budget was tabled for approval.

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees approve that the board adopts the final budget for 2021.

Moved: Jude **Seconded:** Matthew **Carried.**

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees fund bringing a coffee cart in for teachers on the next staff only day.

Moved: Marcel **Seconded:** Matthew **Carried.**

Action point - Jo or Reihana to organise the coffee cart for the next staff only day on 27th August.

7.2 Property Report

Action point - Send a note, or video from students, to the ministry with a thank you for the success of Hangere, with the support of Ministry workers - Julia Dines, HRS and Richard at Logic.

Bosco Lease

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees approve the application for Approval in Principle to the Secretary of Education to set up a lease agreement with BOSCO

Moved: Matthew **Carried.**

Line Marking

6 '4 square' squares have been kindly painted by a parent in our school community.

Action point - Sandy to follow up with a thank you to the parent who did the line marking.

Fencing discussed with (SIPS) funding.

Motion: That the Property Report be accepted.

Moved: Anna **Seconded:** Matthew **Carried.**

9.0 HEALTH AND SAFETY

Motion: That the Health & Safety report be accepted.

Moved: Richard **Seconded:** Matthew **Carried.**

Y7/8 Ski Trip Safety Action Plan

Jo highlighted that we need COVID processes added, as well as medical event plans.

Motion: That, subject to Jo's finetuning and adding of a COVID process and medical event plans, the Beckenham Te Kura o Pūroto Board of Trustees approves the Y7/8 Ski Trip Safety Action Plan.

Moved: Sandy

Seconded: Matthew

Carried.

10.0 POLICY REVIEW

Term 3

Behaviour Management

Board, staff, and Parents

Concerns and Complaints

Board, staff, and Parents

Action: policy meeting to be held with Reihana and SLT prior to the next meeting.

11.0 GENERAL BUSINESS

PTA Schedule - done for the remainder of the year.

General discussion

- Reviewing Level 4 lockdown plans - the SLT are reviewing Level 4 lockdown preparations.
- Seesaw - at this stage, no decision has been made to continue with Seesaw.
- Chromebooks - in the event of another lockdown, chromebooks would be easily readied for distribution.
- RSV - No known cases among students, known preschool siblings with the diagnosis.

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.

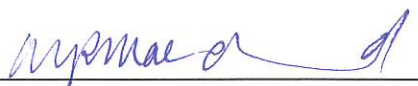
Let the sea be smooth like pounamu.

May the sea be smooth ahead of you

Meeting closed 8.28pm

Next meeting: Thursday 16th September

Confirmed: _____



Date: _____

16.9.21

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