

**Board of Trustees GENERAL Meeting**

**HELD ON WEDNESDAY JUNE 24th 2021 AT 5:32 PM**

**Present:** Sandy Hastings, Matthew Macdonald (Chair), Anna Reid (Staff Trustee), Richard Scott, Lisa Taylor, Marcel Frei, Reihana Dougherty, Sue Leadbetter, Jo Smith, Jude Clarke

**Apologies:** Suran Dickson, Sampson Karst

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

*Meeting started at 5.32pm*

**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 determination</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 minutes of the March BoT meeting having been circulated and modified be approved as a true and correct record of that meeting.

**Moved:** Matthew      **Carried.**

**3.0 MATTERS ARISING**

Nothing tabled.

#### **4.0 CORRESPONDENCE**

**In:** NZEI Notification: Employment Relations Leave

**In:** Consultation letter for proposed enrolment scheme change for Christchurch South Karamata Intermediate School

**In:** Chch South Karamata 3318 - Proposed Enrolment Scheme description 2021

**In:** Chch South Karamata 3318 - ES Consultation letter

A **motion** was put forward that our correspondence be accepted.

**Moved** Matthew

**Seconded** Lisa

**Carried**

#### **5.0 AGENDA TOPICS**

##### **5.1 Christchurch South Karamata Intermediate School - proposed zone amendment.**

Sandy spoke to the proposed Ministry zone amendments for South, estimated to begin Term 2 2022.

The Board discussed the summary of the proposed changes. Only Thorrrington students living in the new zone will be able to go to Christchurch South. No other students living at addresses outside of this new proposed zoning will be able to enrol at South.

Lisa noted that there will likely be significant social, and emotional impact on Thorrrington students who will be unable to join their peers as they transition to South if they are no longer in the proposed South zone catchment area.

Marcel notes we need to consider the potential for roll growth pressure at Beckenham.

The Board discussed the proposed zone changes, and acknowledges there are likely children at Thorrrington expecting to go to South, who will now have to go to Beckenham due to proposed zone changes. Thorrrington and Beckenham zones are fairly exclusive, with the west side of the Beckenham loop currently the only shared zoning between the 2 schools.

At the end of next year, and for the next 5 years at least Beckenham will likely receive out of zone Thorrrington students. The Board sees the long term benefits to the proposed zone changes.

**Action Point** - *SLT to ask Thorrrington, or MOE, about what the data looks like for children currently living in the areas of the proposed South/Thorrrington zone change.*

A **motion** was put forward that as a Board we support the Christchurch South Karamata Intermediate School zone amendment, as proposed, but with a noted observation on the possible future roll pressures due to incoming students over the next 5 years.

**Moved:** Matthew

**Seconded:** Marcel

**Carried**

## **6.0 PRINCIPAL'S REPORTS**

### **6.1 Principal's General Report**

SLT have a meeting with ERO at the beginning of next term.

Audit assurance statements are all in hand.

HERO has gone live for accounts.

NZEI bargaining in 2020 achieved 8 Teacher Only Days for teachers over 3 years. Last year we used one, and so far this year we have timetabled three in.

Sandy proposed we take another one in T4 to undertake PDL Safe Handling Training, approved by MOE. (General training, de escalation training. Specific safe handling training for 1 on 1.)

**Motion** - BKTOP to add another Staff Only Day for Professional Development in Term 4 of 2021.

**Moved:** Sandy

**Seconded:** Lisa

**Carried**

#### **Cyber Security Review**

The Board discussed options for providing digital safety education for staff, and security tests for email phishing.

***Action Point** - Lisa to find some data to be shared with staff around Cyber safety. Possibly look at test links to prevent phishing.*

#### **Roll**

We are staffed for 520. Roll currently at 498

**Motion** - that the Principal's report be accepted.

**Moved:** Sandy

**Seconded** Matthew

**Carried**

### **6.2 Waihoru/Spreydon-Cashmere Community Board Meeting with School Principals**

Sandy attended, they presented on Safer Routes to School program, that we can engage again with if we want to. SLT discussed looking at next year, as we currently have enough projects.

## **7.0 ASSET MANAGEMENT**

### **7.1 Finance Report**

Reviewed updated finance report. As of today we have received \$9615.00 for School Payments through HERO.

BTKOP is currently under-using our Teacher Salary fund, which supports 28FTE per annum.

**Motion** that the Finance Report be accepted.

**Moved** Jude

**Seconded** Lisa

**Carried**

## **7.2 Property Report**

A walk through of the new building has been done. Keys in hand on Monday. A small part of Tremendous has been lost to the new build, however we have received a brand new sand pit that will be added, with money for planting in tremendous. Money available for line marking. Left overs to be used for line marking other areas if available.

### **Playground Water Pump**

**Action Point:** Richard is taking on the investigation of the broken water pump.

**Motion** that the Property Report be accepted.

**Moved** Sandy

**Seconded** Marcel

**Carried.**

## **8.0 HEALTH & SAFETY**

### **8.1 Health & Safety Report**

There is a hold up on our Building Warrant of Fitness due to the emergency release, magnetic doors in Ferndale. The council signed off on these 3 years ago, but now it doesn't meet requirements.

The Ministry is going to fund this repair so school's are not sent the fine for this. This work is scheduled to be done during the July school holidays

## **9.0 POLICY REVIEWS**

**9.1 Protected Disclosure** - some discussion and generally happy with this policy

**9.2 Reporting to Parents on Student Achievement** - this needs to be rewritten

**9.3 Visitors** - current policy is working well. Check the new iteration in T3 to ensure it still meets needs.

## **10.0 GENERAL BUSINESS**

**10.1 PTA Schedule** added Marcel and Richard to attend July meeting, Wed 28th July

## **11.0 IN COMMITTEE**

***At 7.53PM 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 8.12PM that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.***

Sue left at 5:04pm

## 12.0 CLOSING

### 12.1 Voluntary Hours

Voluntary Hours added.

### Opening Ceremony For New Build.

Matthew suggested we get in touch with Ngāi Tahu for a name, Sandy to liaise with Sampson r.e. Naming of the new build. Opening Day suggested to be planned for Day 1, Term 3, 8.45am. (Since the meeting, the time has been confirmed as 9:15am Monday 26th July)

**Action Point** - Sandy to discuss with Sampson the suggestion of retaining the name Hangere.

### 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 7:15PM

Next meeting: Thursday 12th August 2021

Confirmed: 

Date: 12.8.21

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