

Board of Trustees GENERAL Meeting

HELD ON THURSDAY 27th May 2021 AT 5.30pm

Present: Sandy Hastings, Matthew Macdonald (Chair), Anna Reid (Staff Trustee), Sampson Karst, Suran Dickson, Richard Scott, Lisa Taylor, Jude Clarke, Sue Leadbetter (DP), Jo Smith (DP), Reihana Dougherty (Minute Secretary)

Late: Marcel Frei

Apologies: Nicole Forster

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

Time Meeting Started: 5.35pm

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

Each trustee considered if amendments needed to be added.

2.0 CONFIRMATION OF MINUTES

2.1 Draft Minutes March Meeting

Motion: That the minutes of the March BoT meeting having been circulated and modified at the June meeting be approved as a true and correct record of that meeting.

Moved: Matthew **Carried.**

2.2 Action Points

Updated.

3.0 MATTERS ARISING

Nothing tabled.

4.0 CORRESPONDENCE

4.1 **IN - Secular Education Network: Religious Instruction Guide for Boards of Trustees.**

Noted that we do not offer any form of religious instruction.

4.2 **IN - PTA Quiz Night Liquor Licence Request**

Motion - That the Board of Trustees approve the PTA and Nicky Dunlop to apply for a liquor licence for the upcoming adult only Quiz Night fundraiser.

Moved Sampson **Seconded** Suran **Carried.**

4.3 **IN - Consultation on Speed Limit Changes**

Discussed. Matthew noted that there was a good Beckenham Community turn out at the City Council for the long term plan meeting.

AGENDA TOPICS

5.0 PRINCIPAL'S REPORTS

5.1 **Principal's General Report**

ERO Review Process

Board Assurance Statements for ERO discussed. SLT gave assurance to work through these Board owned documents and bring them to the next meeting.

Action - SLT to bring Board Assurance Statements to the next meeting.

Behaviour

SLT and staff gave updates on what is being done to support positive behaviour and to ensure all children, and teachers are well supported within the hubs.

PB4L on going.

Marcel Frei arrived at the meeting at 5:56pm

Roll Growth discussed.

Principal's Assurances:

1. School Planning and Reporting - Completed
2. Reporting and Recording Accidents and Incidents - **Not yet completed**
3. T2 Risk Management - Completed (by Health & Safety Committee)

4. Digital Technology and Cybersafety, Cyberbullying - Completed
5. Computer Security and Cybersecurity - ***Not yet completed***
6. Student Attendance - Completed
7. Health Education - Completed
8. Abuse Recognition and Reporting - Completed
9. Emergency Evacuation/ Emergency Kit - ***Not yet completed***
10. Staff Usage and Expenditure Reports - ***Not yet completed***

24/7 YouthWork Report, T3 Attendance Report 2020,

Taken as read.

T4 Attendance Report 2020

The Board discussed factors that affect the data in the attendance reports, including the alternative off-site schooling that a small portion of students currently attend, and how they are marked within the attendance report.

Motion: That the Principal's report be accepted.

Moved: Matthew **Carried.**

6.0 ASSET MANAGEMENT

6.1 Finance Report

Lisa noted that the Finance Report says 2019. Sandy will check in with Rachel and get this updated to 2021 before it is submitted.

Jude noted that there was no finance meeting held this month, but a conversation was had with Rachel, there are no red flags on the Finance Report.

Rachel has not sent out statements to families due to the system change to HERO. Only 18% of school donations are in so far. Communication to parents is to come.

6.1.1 R1 Beckenham 2020 Financial Statements (final from the auditor)

Expecting the first half of year budget for teachers to be under used, the latest NE teacher will be deducted from the second half year budget, as well as potential future teachers that will need to be brought into the New Entrant hub.

Action - Rachel to send out school statements within the next week. A how to piece will be drafted for parents to learn how to access these statements via HERO.

Motion: That the Finance Report be accepted.

Moved: Jude **Seconded:** Suran **Carried**

6.2 Property Report

The new build is coming along really well. Richard, Sandy and Jo met with the Project Manager to discuss a sandpit option.

BOSCO

The school is working on some maintenance work for the BOSCO classrooms. New carpet to be installed this month.

Flooding

The water pump has stopped working in the junior playground, the school is finding out who installed it and whether there is a warranty.

Data Loggers

The Ministry has sensors in the buildings to log environmental data for 10 weeks.

Motion: That the property report be accepted.

Moved: Sandy Seconded: Matthew Carried.

7.0 HEALTH AND SAFETY

Health & Safety Report

A Health & Safety meeting was held. The toolbox was checked off.

The "No Vaping" Signage was updated on buildings around the school, as per legislation.

Motion: That the Health & Safety report be accepted.

Moved: Suran Seconded: Matthew Carried.

8.0 POLICY REVIEW

8.1 Term 2 Policies Up For Review

Protected Disclosure (Board & Staff)

Reviewed the policy as a board, queried some changes to wording that will need to be implemented in the review.

Reporting to Parents on Student Achievement (Board, Staff & Parents)

Action: Sandy & SLT to write a new policy for Reporting to Parents on Student Achievement, before presenting it for review.

Visitors (Board & Staff)

Reviewed this policy as a board, and noted some changes to wording that could be implemented.

Jo left at 6.45pm

9.0 **GENERAL BUSINESS**

Board photos taken - group and individual.

10.0 **IN COMMITTEE**

Motion: Moved Matthew Macdonal, Chairperson

At 6.53 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.

Carried

Motion: Moved Matthew Macdonald, Chairperson

At 7.36 PM that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board

Carried

11.0 **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.

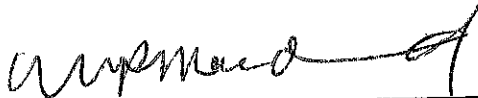
Let the sea be smooth like pounamu.

May the sea be smooth ahead of you

Meeting closed 7.37PM

Next meeting: 24th of June

Confirmed: _____



Date: _____

12-8-21