

Board of Trustees GENERAL Meeting

HELD ON THURSDAY 16 SEPTEMBER 2021 AT 05:30PM

Present: Matthew Macdonald, Richard Scott, Marcel Frei, Anna Reid (staff trustee), Lisa Taylor, Jude Clarke, Sampson Karst, Suran Dickson, Sandy Hastings

Late: Nicole Forster

Apologies: Sue Leadbetter (DP)

Attendees: David Cross (Beckenham Cricket Club)

Speaking Rights: Jo Smith, Reihana Dougherty (board secretary)

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

Moved: Lisa **Seconded:** Matthew **Carried**

3.0 MATTERS ARISING

HERO feedback: Feedback is always appreciated through the board, and from our whānau, so we can gauge how the information and communication from school is being received once sent out.

SLT is ensuring we document any issues with HERO, to keep improving it.

Lisa asked about the weekly newsletter - and whether this is still going to be going out via email? Going forward we are looking to move this onto HERO, to keep all of our communications in one place.

David Cross from Beckenham Cricket Club arrived at 5.45pm (David introduced and given speaking rights)

David introduced the Board to the Beckenham Cricket Club (BCC). The club is 96 years old, and wanting to build up to its 100th year. David is here to see what opportunities for future collaboration with Beckenham Te Kura o Pūroto and the Cricket Club there are.

The Club is doing a heritage project, and digitising all old photos. David wondered whether this is an opportunity to work with the school to deliver a local history curriculum.

The Club is also looking to make upgrades and wants to see whether there is room within the new build of the pavilion, that the school can utilise, they want to drive improvements in the park that will benefit our kura as well.

The shared spaces and facilities available are; a common area, the bar - including an ongoing Liquor Licence with CCC that can be shared as required, 2 changing rooms with showers, an accessible toilet, urinal, and ladies toilet.

In terms of community integration with education, David & BCC would like to know if there is anything they can do to collaborate with our kura.

SLT mentioned we need a long jump pit, and in terms of a process Sandy asked what would be the next step.

David explained that the BCC has told the community board what they are keen to do, looked at funding options, discussed field drainage with the community board - and invited the Outdoor Spaces team to join in these discussions in future.

David left at 6.01PM

Action point: Sandy and Richard (Outdoor Spaces) are to meet with David again and find out what can be progressed further at the park, and how Beckenham Te Kura can support.

4.0 CORRESPONDENCE

Letter from Hon. Jan Tinetti - in response to the Christchurch Girls High survey put together by students. A reminder of the work that has been done to our health and sexuality curriculum.

Linwood High School - not in a position to know what they can offer until their site at Te Aratai is complete.

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

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

5.0 PRINCIPAL'S REPORTS

ERO Evaluation Plan

Sandy noted she feels our ERO partner has really listened to what we are doing and transcribed it well within the plan. The new ERO process means they have not yet been able to confirm when and how the reports will be written and/or published.

Principal's General Report

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.

Completed

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.

Completed

Roll Growth

Discussed the numbers of 2021 Y6 children who are so far confirmed to stay on in 2022. In total we have a 550 pupil capacity, and we currently have 513 children.

SLT are expecting our staffing entitlement any day, based on the 1st of July roll, and projections. Once we receive our staffing numbers, we can ask for a revision if it is too low. It is helpful to have as many confirmed 2022 New Entrants as possible, if we need to review.

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

Moved: Sandy **Seconded:** Jude **Carried.**

6.0 FINANCE REPORT

Solutions and Services Commentaries Jan-Jul 2021- read.

Solutions and Services Jan- Jul 2021 report showed a deficit against budget of 11K for the period . This was due to depreciation of 45K being left out of the budget. As of Aug, we were back in surplus.

Depreciation to be added monthly by Finance Offer.

Auditor Proposal 2021-2023

John Hooper has been the auditor at Beckenham since well before Sandy's tenure began. We have a good working relationship with John, and wish to retain working with him going forward.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees accept the audit proposal of John Hooper as our Auditor for the next 3 years*

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

Camp donations: currently sitting at 69%

7.0 PROPERTY REPORT

The water pump is going OK. Working Bee has been postponed until further notice. The fencing guy for the Hangere New Build is finishing in the first week of school holidays, October 4th, with some fencing already completed.

Use of School Buildings Outside School Hours policy

The board discussed tweaking the current policy to ensure that any Hall users that would likely have alcohol on site, must request this through the board, to be PTA or Staff only, at the board's discretion.

Discussed Hall Hire process.

Motion: *That the tabled amendments to the Use of School Buildings Outside School Hours policy be accepted.*

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

Jo left at 6.45PM

8.0 HEALTH & SAFETY

Health and Safety Report

A H&S meeting was held in Level 3 with the H & S Committee. Last time (2020) we created all of the documents from scratch, which made lockdown easier this time as we had kept really good records.

Level 2 is going well. New whānau of new entrants who have started within this time have been amazing at staying off site during Level 2. Teachers are trying to provide as much pastoral care as possible to them at the school gates.

Motion: *That the Health & Safety report be accepted.*

Moved: Matthew

Seconded: Anna

Carried.

9.0 POLICY REVIEWS

Term 2:

Reporting to Parents on Student Achievement Board, staff, and Parents

Term 3:

Behaviour Management Board, staff, and Parents
Concerns and Complaints Board, staff, and Parents

Action Point: *Policy Review meeting to be held by Sandy, SLT and Reihana.*

10.0 **GENERAL BUSINESS**

Update was given on the PTA meetings. An acknowledgement to the PTA for all of their mahi they have put in during these times which have been incredibly tough to plan in.

Voluntary hours were completed.

Matthew (Chair) noted the fantastic job done by all staff and the leadership team on another successful but unexpected lockdown scenario.

11.0 IN COMMITTEE

At 7.11PM 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 7.34PM that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board

12.0 CLOSING

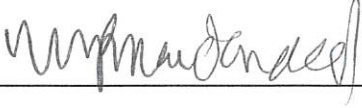
Karakia Whakamutu

*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*

Meeting closed 7.39pm

Next meeting: Wednesday 3rd November 2021

Confirmed: 

Date: 23.2.22

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