

Board of Trustees GENERAL Meeting

HELD ON WEDNESDAY 3RD NOVEMBER 2021 AT 5.30PM

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

Apologies: Marcel Frei, Nicole Forster

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

Meeting started at: 05:36 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

Amended notes to Finance report in the September 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: Matthew **Carried**

3.0 MATTERS ARISING

No general meeting matters tabled, discussion continued *In Committee*.

4.0 CORRESPONDENCE

No correspondence tabled.

All board members receiving Ministry of Education Covid-19 Bulletin updates via email.

5.0 PRINCIPAL'S REPORT

Sandy noted we have had 4 more children enrolled today, they are in addition to the roll numbers stated in the Principal Report.

The Board extended congratulations to Sandy on her presidency for CPPA.

COVID-19 and working at Alert Level 2

Process discussed.

HERO Update

Jo updated the board on our HERO uptake. HERO is working OK as our new student management system, like with any CRM there are little pieces to work more on. Our next step is delivering school reports through HERO, and ensuring we are getting set up correctly now, so we can move forward with the right processes and information in place for the future.

Lisa asks how HERO are improving their services, and what their product roadmap looks like. Lisa has offered her time and expertise to put together some questions and scenarios with Sandy, if needed, to put to the HERO team.

Sandy's response was that HERO improvement, including their product road map, is not visible to us. Thanked Lisa for her offer. We will revisit this if need be in the future, but it is not currently on top for priorities. Jo informed the Board how we raise help requests with HERO, and what the response looks like currently. Jo has been in conversation with other Kura, and will continue to gather feedback on what is working well, and what is not working well with HERO across the board to get an idea of outcomes.

Staff Only Days

Suran queried how many students showed up on Staff Only Day. Board led into conversation on how we are sending out communications, and how well they are being received by our kura whānau..

Communication to parents is through HERO. Lisa noted that email is still preferable for a lot of parents.

Discussed HERO notification settings that can be changed so HERO alerts are sent to parents email addresses, rather than a notification on the app. This is working well for some members who have already set this up, and we will share how to do this with the wider community as well.

Action Point: *Reihana to include in the Newsletter, step by step instructions, with screenshots, of how to change HERO settings so updates can be received via email.*

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

Moved: Matthew **Carried.**

6.0 FINANCE REPORT

Meeting was held today with the Auditor, Rachel (Finance Officer) & Jude, this went well. Income and expenses are all in line, and we are operating from where we expected to be at.

School Donations are at 76% of the 75% we expected to receive.

There was a query from a parent around the cost distribution of the school donation and what exactly it goes toward. Sandy offered insight that this school donation does not mean \$150 goes towards that particular child for set resources, rather it helps our kura provide resources and opportunities across the school for all ākonga. A general explanation around this will go out again in the newsletter.

Camp donations are at 77% received for the year.

Draft 2021 Budget

Sandy will present a Draft Budget for 2022 to the Board for the next meeting in December.

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

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

8.0 PROPERTY

No report tabled - verbal discussion held.

Julia Dines from MOE emailed Sandy to let her know that the sandpit that is due to be installed by Hangere, is leaving Auckland on Nov 5th. The archgola is to be installed first.

Cubbies storage lockers currently being fabricated for Hangere.

SIPs Funding

- Sandy had a conversation with Karren Madden (Property Advisor) at MOE in regards to SIPs funding.
- Applications for SIPs funding need to be in by the end of the year.
- There is a new process to follow if we want to do our own project management, instead of an external agency.
- If a project requires less than 100K, we don't have to put it on GETS (Government Procurement Tendering system). Projects above 100K will need to be added.

The Board asked whether we would be able to request an extension on SIPs application due to covid. Sandy & Richard will meet to discuss the funding process (A/P).

Action Point: *Sandy & Richard to meet and discuss the application process, to then apply for SIPs funding.*

Action Point: Get a paper trail started of what we are spending \$\$ on in preparation for the application.

Areas to spend:

BTKOP has just over 200K from previous SIPs funding, and roughly 30K in outdoor spaces from the PTA to spend.

Fencing

Around tremendous, and between junior playground and park. Quotes for this are roughly 45K in total.

The Board queried whether we can apply for funding to help with this. Sandy explained the criteria required from MOE for this. Sue expressed that we may have a child who would put us in the criteria that would allow us to apply, and we will look further into it.

Playground Development

Quotes in hand for the removal of playground and surface roughly 100K, replacement of playground around 80-100K.

PA system

Our current system is intermittent and scratchy, and doesn't reach the park, or BOSCO. The bell (which runs through the same automatic PA system) is also not heard while at the Adventure playground.

We have had sound technicians out, they think the system put in has not been fit for purpose, and have quoted us approximately 2.5k to put some extra speakers in. Or a full replacement will cost approximately 12K.

The Board enquired whether we can get funding from MOE for the speaker system as it is of importance in regards to Health & Safety.

Linemarking, still to be done, getting quotes.

Sandy noted that projects under 50K don't need to have a project manager. We would prefer to look at little projects as this will allow us to put more funds into purchasing.

Action Point: Sandy to enquire if we can get funding from the Ministry for the PA system.

Pump is now working fine, the drain company has been in to clear this.

9.0 HEALTH & SAFETY

Tabled and read.

Clear understanding of COVID protocols across the Board.

Given the uncertainty around Covid, wellbeing was raised. We have strong ākongo focus across the school, but it was highlighted that adults may be struggling too, which is something to consider for our staff who are supporting our tamariki.

Sandy also noted that since the Canterbury Earthquakes, we still have an EAP offer of 3 counselling sessions for every staff member, staff to be reminded that this is there if they

need it. EAP is an external counselling service that offers staff the ability to connect anonymously.

Motion: *That the Health & Safety report be accepted. That the Board of BTKOP engage the services of CES to act as Returning Officer for the upcoming Board Elections*

Moved: Suran **Seconded:** Matthew **Carried.**

10.0 POLICY REVIEWS

Action Point: *Reihana to send Policy Review to BOT and ask for Questions and Feedback.*

Sampson would like to see evidence of how we are supporting Staff's Te Reo Māori journey.

11.0 GENERAL BUSINESS

PTA Meeting Schedule

The PTA have extended an invite to join their last meeting, if BOT members can attend it would be much appreciated. Reihana to communicate dates, once received.

Action Point: *Reihana to communicate dates from PTA to BOT once received.*

Election trustee process for our next election

We have always used CES as our returning officer for Board Elections. This works extremely well and ensures transparency and 'distance' around the process from the board and the school management. This is one of the areas of core business of CES, and they are well set up to provide an efficient and effective service.

Motion: *That the Board of BTKOP engage the services of CES to act as Returning Officer for the upcoming Board Elections*

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

12.0 IN COMMITTEE

At 6.53PM 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 7.12PM that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board

13.0 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 7.15pm

Next meeting: Wednesday 1st December 2021

Confirmed: 

Date: 23.2.22

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