

Board of Trustees GENERAL Meeting

HELD ON WEDNESDAY 01 DECEMBER 2021 AT 5.30PM

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

Late: Lisa Taylor

Absent without Apology: Nicole Forster

Speaking Rights: Sue Leadbetter (DP), Jo Smith (DP), Reihana Dougherty (Minute 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 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 November General Meeting be accepted as a true and correct version of that meeting.*

Moved: Matthew Carried

3.0 MATTERS ARISING

Nothing tabled.

4.0 CORRESPONDENCE

Christchurch South Final Enrolment Scheme

Discussed and agreed, good and fair outcome, with amendments added from the consultation.

5.0 PRINCIPAL'S REPORT

COVID

Sandy presented how the regular changes are sitting across all decisions and operations in day to day school life. We are still getting almost daily bulletins from MOE (Ministry of Education). The traffic light system starts on Friday 3rd Dec for the rest of the country. The decision has been made by the Ministry that all schools will stay at Alert Level (L2) guidelines until the end of the year. This hasn't been communicated well from the MOE externally.

A query has been received by a parent regarding the Y8 Graduation (to be held on Tue 14th Dec) and querying why it is still online - given the rest of the country moving into an "orange traffic light" phase. As schools are not adopting the traffic light system until next year, we will be unable to make this a viable outcome.

Board discussed all of the options and potential outcomes. Pro's and con's to both online and in person. It was agreed that the Online recorded option is what we will be doing this year, given the guidelines we are working within.

Sandy has organised a professional videographer company to come in and capture this. We have a group of students involved in planning this. They are really enjoying this involvement opportunity.

Matthew queried why MOE have left this so vague, seemingly without making a set call and leaving schools to make these calls. Discussed by Board.

The Board and SLT agreed we need to put out communication to parents to explain the MOE's positions on school's going into traffic light systems beginning 2022, so there is some clarity behind our decision to keep this event online.

COVID Attendance & Learning

Teachers having to teach face to face as well as online learning is a potential complex challenge on the horizon if we have active COVID cases in the region, community or school. Discussions were had around this, and understanding was given on what things are looking like in other regions and schools.

In Ōtautahi, the MOE are looking to re-deploy 4 staff to be set up as a COVID taskforce, to field COVID questions for schools.

Responsibility on staff, and adults to model behaviour. Masks. Remembering why we are doing this - for the kids,

Roll

Roll is sitting at 529

5.1 Review of the 2021 Annual Plan

HERO Reporting Update

Working in stages with HERO has been really beneficial to teachers. There is still more to learn and utilise. There are more elements to be added in for reporting on Student Achievement, maths dials are to be added next year.

There is no access for students to post on hero yet, with no plans for this to happen in the near future, it is just a built in feature for HERO should we wish to utilise it.

Quality control on reports has been a core focus. Upskilling offered to teachers through comment adding was easier with a paper based system which allowed professional development through discussion with Teachers. Jo has spent a lot of time checking each child's report.

Feedback from parents is that there wasn't much time to look at the report before meeting with the child's teacher for conferences. Board members requested a bigger gap be given between receiving the report and learning conferences next time. SLT explained that we kept this time period short for this year with the intention of being able to help parents with ensuring; they can access HERO, knowing where to look for the report, and have been able to access all the information within the dials. Eyes set on the outcomes for next year, upskilling whānau and teachers.

Teachers noted with the change from paper based reports (which are generally handed to parents from the child), that most of the children at the learning conferences hadn't seen their report or had a conversation with parents.

SLT noted that despite reports going from teachers to parents, it is written to the child - with feedback for them in mind, and we really want to encourage that conversation to still include the child.

Gifted Learners

This was not a new focus this year, but will be a new focus for the year to come, Sue (DP & SENCO) will be working with our RTLB. BTKOP (Beckenham Te Kura o Pūroto) has been referred for a diverse learners project as a focus for next year - the Gifted and Talented Education Programme. We will work with support from NZ Centre for Gifted Education. RTLB will give us some funding to have them walk alongside us. SLT are very excited for this opportunity.

Te Reo Māori

This continues to be a focus for our staff. Te Ahu o Te Reo Māori is a Ministry of Education funded initiative that has been introduced as a development opportunity for kaimahi through the regions using different iwi providers. SLT will be promoting this course for our staff next year, and we are hoping to send staff in clusters so there is the opportunity to have people practising and strengthening their reo Māori together.

Matariki Celebration & Hangi

We had other plans for more whānau engagement which weren't able to happen given the climate with COVID this year, and lockdowns.

We were expecting to engage with Mātauraka Mahaanui through our Kāhui Ako, but there has been no progress with this since June. Sampson mentioned they have gone in house at Ngāi Tahu, to grow the team. This will ensure schools have access to further and strengthened support and opportunity.

Māori Achievement Clusters

This is a highly sought after programme that we are hopeful to join. It is currently oversubscribed and hard to get into. It involves Principals coming together to raise Māori Achievement, from leadership, right through the kura to ākonga.

5.1 T3 Attendance Report

The data is somewhat misleading for Term 3, as any lockdowns mean everyone is marked as present which doesn't give us an accurate reflection.

Jude asked if we have truancy issues at BTKOP. Sandy explained that we don't have truancy issues from a perspective of children leaving home and not getting to school, or leaving throughout the day. The problems we face are the few families that have challenges with supporting regular attendance for their tamariki, for various reasons. The school is aware of these families and looks to maintain support wherever possible.

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

Moved: Sandy

Seconded: Matthew

Carried.

6.0 FINANCE REPORT

Audit & Annual Budget

Jude presented findings following a finance meeting with Rachel (Accounts Officer). BTKOP is running at a surplus to the annual budget, the surplus may not be as great as anticipated as there is a budget line to be added for a staff retirement package - that is equal to \$11,000.

Feedback from the auditor was that the accounts are very tidy, thank you given to Rachel as only very minor details and feedback were needed.

HERO

HERO is working well for Finance, payments are coming through with Stripe. Rachel and Jude have looked at other potential apps that may be able to incorporate PTA payments as well.

CPPA Funds

Sandy's CPPA presidential appointment means some additional funds will be coming through for the year, to cover the costs incurred by the school for her to attend meetings and fill the role. This will be towards a figure of \$16000 a year to cover the school for whatever costs are incurred. This can be used at the school's discretion, for relievers, admin time or any other costs associated.

In addition to this, we will have 2 Principals added to our payroll, which are funded through the CPPA but are paid to the school of the President of the CPPA - Sandy, and Beckenham Te Kura o Pūroto.

These are 2 retired principals who are funded by the Ministry of Education to provide mentoring for the 200+ primary school principals across Canterbury.

Donations

The PTA has donated 12.5K this year. 8K was given as the normal approximate donation the PTA had been intending to provide. 4.5K additional was given for tables and teepees for Outdoor Spaces. The Board is incredibly grateful for the support of the PTA, especially considering the year (2) of setbacks for fundraising events they have faced.

School Donations are at 83% of our budgeted amount (75% of the actual cost was budgeted for). Accounts went out to whānau on Monday.

Senior camp costs received are at 84% of budgeted (75% of total cost).

Draft Budget is in progress.

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

Moved: Jude **Seconded:** Marcel **Carried.**

6.1 ICT Capital Purchases Programme 2018-2025

3 years ago, Nick Bruce created a renewal budget for our ICT leases - to be reviewed on a 3 year cycle. This helps ensure we know what we need to budget for, and spread costs.

Previously this was used solely for iPads and Chromebooks, and we hadn't considered some of the other technologies - like the mobile teaching stations (which include a TV).

This worked really well, and the intention, with the Boards permission, is to use this again to help spread costs and think towards the future purchases. With the key difference being on a 4 year cycle, instead of 3, and factoring in the other technology items.

Looking for approval to use this system as the capital purchasing register/budget over the next 4 years.

Depreciation for the current 3 year cycle for ICT is approximately 90K. With approximately 20K per year budgeted for purchasing costs.

Suran queried whether we need to factor in the costs of devices increasing by 2025. Sandy thought yes perhaps we could add 2% on per year in future, but this will just be the initial framework to guide us.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve that the ICT Capital Purchases Programme 2018-2025 be accepted.*

Moved: Sampson **Seconded:** Matthew **Carried.**

8.0 PROPERTY REPORT

There has been progress made on the Junior Sandpit. The archgola has gone up and should be completed over Christmas break, ready for the start of next year.

The December deadline for SIP funding has been changed to the start of January. We have approximately \$250,000 in the allocated funding budget, with a list of projects to fund with this.

Sandy will be requesting more time to review our potential spending projects before the deadline.

Potential ideas:

- shade / shade sails
- push for a new PA system on a Health & Safety front
- front entrance way to the school

Fencing

The MOE funding for fencing the whole school has been approved, due to the needs and safety of our ākongā.

Rebecca Price (Ministry of Education), Richard and Sandy met to review the boundary. Rebecca from MOE is writing a report. As soon as it has been scoped, MOE will likely project manage this. Priority is to start from the garage and around treemendous. Lots of support will be provided from TA's for the ākongā.

A 1.8M fence is to go around the whole property. The same as we currently have for the Sandwich Road scooter area - good quality, and can still see through it. A rolling driveway gate will be added for access for the ferndale van.

Sandy wants to ensure we give clear messaging to the community so they know they can still access the site to use the playground etc. outside of school hours.

Sandy also recognized that the school has operated for more than 100 years without a fence, but that the school's, and our ākongā needs, have changed. With these needs in mind and with the property as it is, particularly in Treemendous, we feel much safer going ahead with the fencing.

Junior Playground

We have quotes in hand for replacement equipment on the junior playground, and for the matting underneath.

Richard shared insight on the process for gathering quotes. For projects below \$50,000, we are required to get 1 quote. For projects between \$50,000 - \$100,000, we are required to have 3 quotes & a project manager. For projects over \$100,000 this needs to go to GETS.

Acknowledgement given to Julia Dines from MOE, who has been great in assisting us thus far.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve the application of SIPs funding to the replacement of the junior playground and soft matting up to the figure of \$160,000 to be accepted.*

Moved: Richard **Seconded:** Suran **Carried.**

Assigning Designated Roles for Outdoor Spaces

Procurement officer:	Richard Scott
Procurement owner:	Sandy Hastings (Principal)
Procurement leader:	MoE property advisor
Procurement sponsor:	Matthew Macdonald
Evaluation team:	Richard Scott Sandy Hastings Marcel Frei
"Technical Expert"	Gayle McNaughton

Outdoor Spaces Update

Gayle and Pōhutukawa did a fantastic job planting 150+ plants near Pūkaki. Cubbies are being installed for Hangere in January.

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

Moved: Sandy **Seconded:** Lisa **Carried.**

9.0 HEALTH & SAFETY

Accidental Fire Drill

A smoke alarm triggered a fire alarm, and subsequently an evacuation. During this time the Junior School Athletics was on. The PA system was unable to be clearly heard throughout the field, which raises a concern for Health & Safety given the use of the field by Beckenham Te Kura o Pūroto.

A staff member broke a limb. A child rolled behind the teacher, the teacher fell backwards and broke their wrist on the 3rd of November. They will be back in the coming weeks, on light duties.

Discussion around camp options, considering COVID and being inclusive.

We can make a decision now about taking a camp to Dunedin for 5 days in March. Risks discussed. Taking students to an event knowing it may exclude some children, does not sit comfortably.

Our constant messaging is and has been: No child should be excluded access to education because of their vaccination status. In comparison we see this with children going to camp, regardless of financial situation because we think it is very important. If we are going to be inclusive we need to be planning for activities that all students can participate in.

Choosing what is manageable and doable is a better option. Possibly look at local trips and have 4-5 days spread across the year.

Vaccinations

Roll out of the COVID vaccine for 5-12 y/o is intended for January.

Motion: *That the Y7/8 Dunedin 2022 Camp is not approved due to the Health & Safety risk of students and staff in the current covid environment and the risk of last minute COVID cancellation, and that the planning and energy be put into 5 days of alternative EOTC days .*

Moved: Matthew **Carried.**

It is with regret that the Board have collectively made this decision.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve that the Health & Safety report be accepted.*

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

10.0 POLICY REVIEWS

Māori Educational Success

Lisa asked how this policy is implemented and what the evidence of it is.

Sandy explained staff have the option to increase their te reo Māori capability through Te Ahu o te reo Māori, as discussed earlier.

Discussed previous Kapa Haka tutor, and what Cath Milio now does with Te Whānau. Discussed why the kapa haka students don't have the opportunity to compete at the intermediate Kapa Haka competition (Tuhono). Lisa asked if there are other opportunities to perform now that we have lost the Culture Fest?

Action Point: Sandy to work with Whaea Cath to explore further opportunities for Te Whānau to perform.

Discussed other resources available, including Te whare Wānanga and Core Education, Ngāi Tahu, Te Hana.

Board agreed this needs to be on the table more than every 2 years to ensure we are really doing well with it.

Action Point: Sampson to look into Core Education and other te ao Māori resources and options

to improve Māori Educational Success

Harassment

Discussed.

11.0 GENERAL BUSINESS

Massive thank you given to Jude Clarke for her tenure over the last 4 years. Her work and contribution has been massively appreciated.

11.1 Set 2022 Meeting Dates

Date possibilities tabled. First 4 meetings will be held on a Wednesday night.

11.2 Roles for 2022

Discussed. Decision to be made at the next meeting. Marcel has expressed interest in the Finance Role. We need to confirm the Presiding Member (Matthew) and Finance.

12.0 IN COMMITTEE

At 8.00PM 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 8.20PM 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

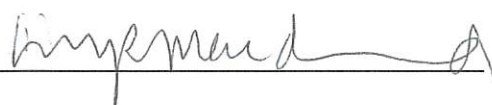
Karakia Whakamutu

*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 8.33pm

Next meeting: 23rd February 2022

Confirmed: 

Date: 23/2/22

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