

BOARD OF TRUSTEES GENERAL MEETING

HELD ON WEDNESDAY 23rd FEBRUARY 2022

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

Speaking Rights: 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

No amendments recorded.

2.0 ELECTION OF BOARD CHAIR

Because it is an election year, the presiding member is happy to continue until the election. Board agrees Matthew to remain as Board Chair.

3.0 CONFIRMATION OF MINUTES

Action items reviewed.

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

Moved: Matthew Carried

4.0 MATTERS ARISING

Nothing tabled.

5.0 CORRESPONDENCE

In 220128 - 2021 Remuneration Disclosures (Hours) - Solutions & Services

There are 8 members of the Board excluding the Principal. The Board had held 8 full meetings of the Board in the year. The Board also has a Finance member and a Property member that meet monthly and quarterly respectively. As well as these regular meetings, including preparation time, the Chair and other Board members have also been involved in ad hoc meetings to consider student welfare matters including stand downs, suspensions, and other disciplinary matters.

In 220212 - Letter re Principal's Allowance (CPPA)

Read.

6.0 PRINCIPAL'S REPORTS

COVID

Discussed the impact of time on SLT spent to prepare for COVID. MOE bulletins are shared with the Board. Staff and kura community are taking all the changes incredibly well.

Learning at Home preparations

Learning at home sites are all up and running, although not requiring use for the most part.

PTA

Meeting cancelled.

ERO

John Booreboom is visiting on Thursday to do some compliance work.

Staff PLD discussed.

Assurances

Term 1

Risk Management

Done through the Health and Safety report

Police-Vetting of Non-teaching Staff

I can assure the board that all non-teaching staff have had the requisite Police Vetting carried out. We keep this information in a confidential file, and re-do vets every three years. This is one of the compliance documents that John Booreboom from ERO will be auditing on Thursday.

Roll - 472 as of today

Matthew gave thanks to Sandy for all her work with managing things so well throughout the COVID changes.

6.1 2022 DRAFT Annual Plan

Nothing new has been added to the annual plan. Everything remains the same as identified or working on last year. We still have the same goals, but some are going to be harder - for

example the Ferndale relationship will be hard to connect into under current COVID settings. We are focusing on the things we know we can still focus on.

Lisa noted that the Board gave the annual plan objectives a through scrutiny last year and there isn't anything to add.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve that the annual plan be adopted and accepted.*

Move: Sandy **Second:** Suran **Carried.**

7.0 **ASSET MANAGEMENT**

MOE had miscalculated the property size of our school, and they have now corrected this, which means our property funding has dropped now MOE has the correct property size. We were recorded at 1.79 hectares compared to 1.25 hectares. This is a \$2000p/a reduction.

7.1 **Finance Report**

Noted again the decrease in property funding.

Motion: *The Board approves the inclusion of a budget for the 2021 Statement of Financial Position and a budgeted Cash Flows which are derived from the Board's 2021 operating and capital purchases budgets.*

Move: Sandy **Seconded:** Matthew **Carried.**

Commentary read. Noted SIPs funding to be allocated.

7.2 **2022 DRAFT Budget**

Discussed. Current draft budget has a \$53000 deficit. Our biggest expense is our teacher assistant salaries. Lisa noted it feeds into the leave conversation that is to be had around what support the MOE will provide for schools for COVID related leave. There are increasing costs across the board, and subscriptions have increased substantially over the past few years. \$400 deposit lost for Camps that are cancelled. Camps typically run at a financial loss to the school so we will not be put back further by these this year as they have been cancelled.

Discussed power. Sandy noted that with new plants (heat pumps) we have an opportunity to request another review our Heat, Light and Water allocation.

Action: *Sandy to review our electricity bill when it is up for renewal and report back to the board.*

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

Moved: Lisa **Seconded:** Marcel **Carried.**

7.3 Property Report

N4L (Network 4 Learning)

Our N4L network upgrade is taking place. The last review was done before the rebuild. During the rebuild we got the like for like technology. There is now new technology that we are being upgraded to.

Hangere Build

Hangere is all done now and ready to go.

***Action:** Sandy to contact Julia from MOE to see if there is any money left over from the budget for line marking or any sheds etc.*

Richard discussed the playground water pump. Solution proposed that we take all the bark out from under the green slide, to prevent pump blockages. Quote for this in hand.

Richard discussed fencing. One portion is up. This is an area we were going to fund ourselves, which has now been fully funded by the Ministry of Education.

Proposal to have Richard Gardner from Logic Group to project manage (PM) the rest of the fencing project, this would be paid by MOE and Richard Gardner would deal with the design and procurement. We are hoping to fence in 2 more phases. The next stage is to enclose the new entrant area, by the netball courts and along to Tony's shed, as the priority.

Temporary fencing for the New Entrant area proposed while we await permanent options.

Outdoor Spaces - Junior Playground Replacement

Richard got 4 quotes for this. PlayCo was discussed as the best option. The cost includes removal of playground, removal of matting, installation of new playground and new matting.

Matting options discussed. Possibility to add playground tiles, with an opportunity to add a culture narrative into the tile pattern.

An external PM is required for the value of the work. This will be funded from our SIPs budget. Richard Garner is proposed to undertake this role also.

SIPs funding discussed. \$50-\$60K will be remaining, and the Board will need to consider future projects, once these big tasks are completed.

***Motion:** The Board accepts the proposal from PlayCo for the Junior Playground replacement project and approves applications for SIP funding to be submitted.*

***Move:** Richard*

***Seconded:** Lisa*

Carried.

***Motion:** The Board accepts the proposal from Richard Garner of Logic Group to project manage the Junior Playground replacement project.*

***Moved:** Richard*

***Seconded:** Suran*

Carried.

Sandy gave massive thanks to all of the work that Richard Scott, and Gayle McNaughton have done with the Outdoor Spaces mahi. They have really driven these projects.

Action: Lisa to send a thank you note to Gayle for her work.

8.0 HEALTH & SAFETY

Covid-19 Protection Framework Plan

Discussed these ever evolving documents, all things COVID related. These are what staff are working off day to day. Matthew, Suran and Sandy met to look through this document at the beginning of the year. Suran noted she feels really reassured from a governance perspective that every 't has been crossed', and that the work and document has been very thorough, following good government guidelines. It is clear so much work has gone into this and it is much appreciated.

Matthew asks how often it is being reviewed. Jo noted it is quite often, especially as updates are constantly changing. 25% of most days is spent on this at the moment. Going through bulletins etc. as every week things have been tweaked and tightened as needed.

Discussed COVID phases.

Acknowledgements given to Jo for all her work.

BOSCO

We have a really strong relationship with BOSCO, Juanita has been ensuring we are on the same page with communications and protocol. Y5-8 in one room, Y1-4 in another, separate rooms/food/toilets. Staff allocated to each group. A lot of time and energy has gone into their processes. No trips in April school holidays. Really adapting with us to the guidelines. Acknowledgements given to Juanita for all of her proactive work, and support.

Action: Lisa is to send a thank you note to Juanita for all of her hard work.

8.1 Health & Safety Report

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

Moved: Sandy

Seconded: Matthew

Carried.

9.0 POLICY REVIEWS

Will review at the next meeting.

10.0 GENERAL BUSINESS

10.1 PTA Schedule

PTA meeting for 23/02/2022 was cancelled. We will review this later in the year, potentially at the next meeting.

10.2 BOT Election Dates

These need to be published in the Newsletter. We will add this as an agenda item to discuss for the next meeting. We also need to review the tenure for 3 members. Samson's tenure also needs to be confirmed.

Action: Reihana to add election dates to the next agenda, and newsletter.

10.3 Elect Finance Officer

Marcel Frei duly elected by the Board as the Finance Officer.

10.4 Code of Conduct

Signed by all members.

12.0 IN COMMITTEE

At 7.03 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.

At 7.23 PM 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 at: 7:24pm

Next meeting: Wednesday 30th March 2022

Confirmed: 

Date: 30.3.22

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