

Board of Trustees GENERAL Meeting

HELD ON WEDNESDAY 25TH MAY 2022 AT 05:30PM

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

Apologies: Lisa Taylor

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

Meeting started at : 05:30PM

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

Reviewed - no amendments added.

2.0 CONFIRMATION OF MINUTES

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

Moved: *Matthew*

Carried.

2.1 Action items viewed.

Sandy to confirm Te Whānau are to perform at our Whānau Hui. PTA Whanau Hangi coming up.

Sampson had an informal chat with Hana O'Reagan at CORE Ed - there are extension courses available, 3-4 teachers could be done with a rolling course, the school would foot the bill for this. Could be covered if it were a larger programme. Sandy confirmed we have 5 staff completing various levels of Te Ahu o Te Reo Māori course.

Electricity review on the to do list for this term.

3.0 CORRESPONDENCE

Out: 22/4/8 Withdrawal as a Signatory to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice

Out: 22_04_12 text to Community Board Members re Tennyson St crossing

In: 22_04_13 Intention to withdraw as a signatory to the Code of Practice

In: 22_05_04 MOE re Permanent Appointment 2022 - staffing entitlement

In: 22_05_23 Sabbatical Support Request

In: 22_05_25 Eastern Toe - Works Update - Asbestos removal work

Noted that Sandy asked for this update to be shared transparently with the community.

In & Out: 22_05_17 Information for our School Community from the Dept of Corrections. In response to the information shared to the community from the Department of Corrections, Sandy notes we have had no feedback from parents. Richard noted that there has still been discussion within the community about the letter. Some parent feedback is that they are wanting to have more things like the keeping ourselves safe programmes - which was cut short by COVID.

Further discussion was had. Richard asked if there had been a replacement for Constable Ross, to run the keeping ourselves safe programme. We haven't been advised of any replacement at this stage..

Action: Jo & Sandy to add some feedback into the Newsletter to address concerns among whānau in regards to the Dept. of Corrections notice

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees approve that the Correspondence is accepted.

Moved: Sandy

Seconded: Matthew

Carried.

4.0 PRINCIPAL'S REPORTS

COVID Management

Numbers are still going up and down. 8 cases noted in one day, but none the day before or the day after. Attendance is sitting above 80%.

ERO

Matthew asked when John Booreboom (ERO) would be in again, the impression SLT got from ERO was that there was going to be regular check ins, and a walk the path together relationship on-going. Not sure when the next connection will be.

Noted ERO staffing changes internally, unsure of the next meeting.

Roll Information

The roll is slowly increasing, not like in the previous years where there were larger spikes of enrollments shown in the data between BOT meetings. The arrival of COVID in Chch has contributed to that, where parents of NE students were holding off starting whilst we went through the first wave of COVID in Term 1. We are at 484 currently. Discussion was had around the pre-enrolment of New Entrants, Sandy will be putting a reminder into the

newsletter for those with 4 year olds in our area who intend to go to Beckenham Te Kura, to enrol at the office now.

Action: Sandy to add a call out for new entrant enrollments in the Newsletter.

4.1 Term 1 Attendance Report

Tabled. Note that the data is a bit skewed due to COVID.

Explanation given to BOT for understanding Code "F", for attendance while the family is isolating.

Noted there is some truancy from families who are really struggling to get their child to school. This is affecting less than 7 kids, there is a lot of anxiety around coming to school for these tamariki, families are really struggling with attendance.

We have various transitional plans for children attending part time.

Lots of whānau are beginning to travel again to go see their whānau overseas.

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

Moved: Sandy

Seconded: Suran

Carried.

Literacy

Maths & Literacy has been discussed heavily with Sandy / Jo and it has been decided that we will stick with the same programme as last year.

The only change will be, instead of aiming for Y1* students to be sitting at 80%, we have now set the targets to 70%.

**Year 1 of doing the literacy/maths programme and testing*

Discussed. Some pockets of good achievement noted already. Jo noted an improvement of achievement for Māori learners with this programme.

The Budget this year proposed to increase the amount of literacy support across the school, with the aim to have a 0.4 entitlement for a teacher to support literacy and maths in each hub.

Maths

We are still using e-asttle data, with the concept being the same as last year. E-asttle is the tool we are using for the purpose of tracking achievement, but not the only tool we are using for testing.

The target is 70%, and we would like to be working towards 80%, but this will take time.

This year we have a higher number of children who haven't sat an e-asttle test at the beginning of the year. Out of 200 students, we have 19 who didn't sit it at all - most likely because of COVID absences resulting in missing the test and the catch up tests.

The e-asttle test is sat in T1, and then again in T4.

We have a few students who we wouldn't have do this testing as it wouldn't give us an accurate result for them, and/or the testing situation would be detrimental to their success. As previously discussed, an element of e-asttle is a reading test, which can be tricky for some learners.

Graphs and testing data reviewed.

Richard noted it was a massive spread. Sandy agreed, and noted some children are doing amazing things, while some are really struggling. We are putting a lot of focus on basic facts and gap filling for students.

Matthew queried if it was safe to assume that a child working at 2i (lower end) stage had support. Sandy confirmed they did have LOTS of support, and for many of those students, also lots of other things going on in life also.

Matthew thanked Jo, Sandy and the teachers who have all put lots of work into this.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve the achievement targets for 2022.*

Moved: Sandy

Seconded: Matthew

Carried.

5.0 ASSET MANAGEMENT

5.1 Finance

Financial Summary - April

Tabled & read. Richard noted the reliever's fund is already at 83% of the 50K budget. There is a risk we will go over significantly, although it is something we will likely not be able to do much about. A lot of this is related to COVID, there may be an opportunity to recover a small part of this through funding, but we need to provide relievers regardless.

School Donations are ahead of schedule, we are at 63% of donations received back.

Other opportunities may be to look for more grants, however these are often quite a bit of work, for little financial return.

Forecasting a deficit, reliever budget may add on to this.

Sandy noted we aim to budget as conservatively as we can; if we don't need to spend it, we won't. Some things need to be spent on regardless of the budget - i.e. relievers.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve that the April Financial Summary be accepted.*

Moved: Marcel

Seconded: Sampson

Carried.

Auditor's Reports:

2021 Annual Financial Statement

Notes from John Hooper (Auditor) - a successful year, with a healthy financial position at year end. Beckenham Te Kura o Pūroto should be commended for their effort.

Thanks from John given to Rachel and Sandy for a high level report.

Matters for consideration - iPad and ChromeBook depreciation. Overall a really good audit.

2021 Auditor's Management Letter

Note that this was signed at the last meeting.

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

Moved: *Marcel*

Seconded: *Matthew*

Carried.

5.2 Property

Flooding in front of the Admin area

A plan has been put together to solve this, hopefully. Some nearby council pipes in Beckenham Park can take the stormwater, rather than the current drains discharging to Sandwich Road. Some money will need to be allocated from the SIPs budget - approx 40K.

Having had a drain layer in, and a civil structural engineer, the easiest course of action appears to be to drain the water through to the council piping in Beckenham Park. MOE and CCC approved.

MOE Funded Fencing project

The fencing is going reasonably well, with the second stage finished and gate monitors established to help with entry. The third stage is in progress, with a few design pieces to work through and ensure the fencing works for the space, in particular the hall and the ferndale drop off. Expecting this to be done within the next few weeks.

No time frame yet for a complete finish.

SIPS Funding

The tender for the junior playground is live on GETs.

We have had a site visit from the project manager. Tender period is 4 weeks. There are about 2 weeks left in the tender process.

There was 253K available in SIPs funding, with 40K now allocated for the admin flooding. This leaves approximately 213K for the junior playground. With all the quotes for tender being under 200K we may be able to get some speakers, if needed, or consider other options.

Hangere Building Project

There are a number of final items that are getting done using the final funds from the Hangere build budget, including Hangere gutter covers, Sandpit covers, two replacement drinking fountains, two wooden storage sheds and line marking.

10 Year Property Plan

There is a meeting tomorrow with Tracey Saunders from SSL Consulting to share information needed to get the school back onto the 10 Year Property Plan cycle, which provides 5 year drops of funding.

All schools in Ōtautahi/Christchurch had their property funding frozen when the earthquakes happened, with funds being pooled and going into the rebuilds. Schools in the area are just starting to get back on their 10 year cycle.

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

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

6.0 HEALTH & SAFETY

Toolbox reviewed as per requirements at H&S meeting.

Long discussion had surrounding the Centaurus Road crossing, which has become a health and safety concern, and the council's response to this.

Covid update

It is being managed well. There is a higher number of staff in isolation this term. Children still wearing masks, the challenge is they are not coming with their own masks and are relying on school for these. School has just used the last box of our small sized (kids) masks. MOE has no supply of child sized masks left for us to order. We are still able to order larger sized masks, which we are doing.

Gates around Hangere, and the Staff car park were discussed.

Caretaker training

Tony is getting some heights training, for work done on the roof and/or gutters.

Flu Vaccine for Staff

Approximately 25 staff received the flu vaccine, funded by school as part of an annual Staff Wellbeing initiative. Sampson asked if the nurse came to the school to give these. Yes, Jo gave thanks to the Board for supporting the wellbeing of staff.

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

Moved:** Suran **Seconded:** Anna **Carried.

7.0 POLICY REVIEWS

***Action:** Each BOT member to give feedback on the Policies and subtopics up for review, by the next meeting.*

- Reporting and Recording Accidents and Incidents
- Behaviour Management
- Bullying and Online Bullying

- Surrender and Retention of Property and Searches

Jo left at 6:42PM

8.0 PTA Schedule

The next PTA meeting is tonight, immediately following the Board Meeting. Sandy will attend. Nicole will attend the next meeting.

The PTA has a new chair - Jason Orchard.

9.0 Board Election Update

Succession and induction planning discussed. Date set for the upcoming election.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees agree that the triennial Board of Trustees election is to be held on the recommended date of Wednesday the 7th of September 2022.*

Moved: Matthew Carried

We have 5 seats up for renewal, the Board discussed retention of members to get an idea of those who would like to continue on.

Matthew is likely to end his term as Chair at the end of the year, which will then mean a bi-election will be required.

As Anna was elected in a bi-election to replace a leaving staff member, her term also finishes at the time of this election and the staff trustee role will need to go to election.

Actions: *Members intending to not stand for re-election to the BOT to communicate their intentions with Matthew before the next board meeting.*

Action: *Members to start putting feelers out for those who would be interested in being on the board, including the Newsletter.*

9.0 IN COMMITTEE

At 6:52PM the meeting moved into a Public Excluded Session for the reasons of legal and professional privilege and to protect the privacy of the natural persons.

At 7:15PM that the meeting resumed in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board

10.0 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 7.16pm

Next meeting: Wednesday 29th June 5:30 - 7:30PM

Confirmed:  Date: 29.6.22

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