



## Board of Trustees General Meeting

HELD ON THURSDAY 17TH NOVEMBER 2022 AT 5.30PM

**Present:** Marcel Frei, Anna Reid, Matthew Macdonald, Nicole Forster, Sandy Hastings (Tumuaki), Sampson Karst, Thomas Barta, Richard Scott

**Apologies:** Suran Dickson

**Speaking Rights:** Reihana Dougherty (Minute Secretary)

*Meeting started at : 5:34PM*

### **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 WHAKAWHANAUNGATANGA**

Thomas Barta welcomed to his first meeting. Introductions made and Board Member roles explained.

### **2.0 CONFLICT OF INTEREST REGISTER**

COI register explained to Thomas. No amendments added.

### **3.0 CONFIRMATION OF MINUTES & ACTION POINTS**

Thomas queried whether the water leak has been fixed. It has not. Sandy is following up with Sam Gawn, Property Advisor at MOE.

Thomas queried whether the action point r.e. Insurance has been actioned. This needs to be discussed as part of the finance meeting with Rachel and Marcel, before the next BOT meeting.

#### **Action Points:**

1. *Sandy to follow up water leak at the front of the school with Sam Gawn (MOE)*
2. *Marcel, Sandy, Rachel (Invite to be extended to Thomas) to sit down within the next week to discuss insurance options. Reihana to organise a meeting for next week.*

Insurance framework discussed.

**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.**

Action items discussed and updated.

#### **4.0 CORRESPONDENCE**

In 22\_11\_16 Matthew Macdonald Letter of Resignation

In 22\_10\_17 WALKER, Kal Letter of Resignation

In 22\_10\_05 Caitlin Worsfold Letter of Resignation

In 22\_10\_28 2022 Enrolment Scheme Review for Beckenham Te Kura o Pūroto.pdf

In 22\_11\_07 Consultation letter for Proposed enrolment scheme amendment for Cashmere Primary

- Cashmere Primary 3310 - Proposed enrolment scheme 2022
- Cashmere Primary 3310 - Consultation letter to schools 2022

Tabled as read. Discussed.

#### **BTKOP enrolment scheme reviewed by the MOE.**

The Ministry of Education has reviewed the enrolment scheme for Beckenham Te Kura o Pūroto and determined that there is no need for changes to the enrolment scheme at this time. The next scheduled review for our enrolment scheme will take place in 2025, unless there is a need to review this earlier.

**Motion:** *That a response from the Board is sent back to the Ministry of Education to confirm that we agree that there are no need for changes, and we agree with the enrolment proposal.*

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

**Action Point:** Sandy to action above

#### **Cashmere Primary School - proposed change to enrolment zone**

The Board considered the proposal for CPS enrolment scheme review and determined there was no impact on our kura, or need for further discussion from our Board.

#### **MOE - Consultation on Draft Board Code of Conduct discussed.**

Tukuna mai ō whakaaro - Online Survey to be completed by 21 November or 4 December, members invited to do so if they would like to.

**Action Point:** Matthew to make a submission via the Tukuna mai ō whakaaro online survey on behalf of the board.

## 5.0 PRINCIPAL'S REPORT

APPA trip discussed. AI & Social Media presentation discussed.

### **Assurances**

Health, and abuse recognition assurances are on the to do list.

Evacuation has been covered in Health & Safety.

### **Completed Assurances:**

- Staff Usage and Expenditure (SUE) Reports
- Teacher Registration, Certification, and Police Vetting
- Appointment Procedure
- Length of School Year

**Roll** is sitting on 506 to date.

Staffing fro 2023 discussed.

Provisional staffing for 2023 has been received. We have been given provisional staffing of 23.2 FTTE for a roll of 504 students.

**Motion:** *The the Principal Report be accepted.*

**Moved:** Sandy

**Seconded:** Sampson

**Carried.**

### **Term 3 2022 Attendance Report**

Tabled as read.

### **3291 Attendance T2 2022 Supplementary**

Auditing of lateness and attendance is happening. The Board are concerned that we don't always have replies from parents regarding unexplained absences. Roll procedure discussed. Matthew asked if we could tighten up the procedure with the morning roll for following up with parents who don't often communicate with the school once absence texts have been sent. It was agreed that we could do this.

## 6.0 FINANCE REPORT

Finance overview given to the Board by Marcel.

Admin backpay discussed.

Forecasting for a defecit budget of 90K this year, year to date we are sitting at -31K.

Taken the rest of the report as read.

CPPA Funding explained to Thomas. The accountant noted that no formal agreement is in place with CPPA r.e. the proper use of these funds.

**Action Point:** *Sandy to discuss this with Gary Williams (education manager, funding relationship with CPPA).*

Marcel has looked at the insurance, it has been put up to 10%.

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

**Moved:** Marcel      **Seconded:** Matthew      **Carried.**

## 7.0 PROPERTY REPORT

### **Sandwich Road berm update.**

This is a waiting game between MOE and CCC.

### **Drainage under slide update.**

We have heard back from the contractor and they will be going to look at the drainage with CTV.

### **Junior Playground discussed.**

The opening for this is on Monday. Kura kaimahi are to do the Karakia as Sampson is away.

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

**Moved:** Richard      **Seconded:** Sampson      **Carried.**

## 8.0 HEALTH & SAFETY

Report tabled and read.

EpiPen purchase discussed, and reasoning behind the purchase explained.

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

**Moved:** Matthew      **Carried.**

## 9.0 POLICY REVIEWS

Term 4 Policies up for review by the Board are:

- Alcohol/Drugs and Other Harmful Substances
- Health, Safety, and Welfare Policy

Policy feedback was received via SchoolDocs by all members of the Board prior to this Board Meeting.

Monitoring of staff medication and support process discussed.

No smoking/vaping policy for parents on multi day EOTC (eg camp) discussed.

It was noted that we allow alcohol to be served at PTA events outside of school hours

(subject to Board approval) which seems to be in contravention of the policy as currently worded. A minor amendment is required.

**Action Point:** Sandy to put an amendment to this through to SchoolDocs.

## 10.0 GENERAL BUSINESS

PTA schedule discussed. Sandy will go to the next meeting.

### **Board member resignation**

Matthew is resigning from the board effective on the eve of the next (January) board meeting. We have the option of holding a bi-election, or appointing.

Board diversity discussed. Challenges for being on the board discussed. Marcel suggested we reviewed the inclusivity of the timing of Board meetings.

Sandy noted it would be worth asking staff, who will have a deeper understand through whanaungatanga with whānau as to who may be worth approaching.

The Board agreed that shoulder-tapping someone who will bring diversity of perspective and thinking onto the board would be a good option. Sandy to ask staff for suggestions. It will still need to be put to the community before the board can appoint - the community need to be asked - if 10% of the community wish to have a by-election, the board would have to have an election.

**Action Point:** Sandy to put an email to staff asking for suggestions of names, particularly Asian whānau who make up the third largest group of our tamariki and are not represented on our board.

## 11.0 IN COMMITTEE

**At 7.56PM 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 8.11PM the meeting resumed 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 ended at: 8:12PM

**Next meeting:** 8th December 2022

Confirmed:  Date: 8-12-22.

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