



Board of Trustees General Meeting

HELD ON THURSDAY 7TH DECEMBER 2022 AT 5:30PM

Present: Matthew Macdonald (Chair), Marcel Frei, Suran Dickson, Thomas Barta, Richard Scott, Nicole Forster, Anna Reid, Sandy Hastings

Apologies: Sampson Karst

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

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 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 added.

2.0 CONFIRMATION OF MINUTES & ACTION ITEMS

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.

Action items discussed and updated.

Sandy and Reihana to meet in T1 2023 and review our 'custom' policies compared to the updated school docs policies.

Sandy to follow up with a few parents r.e. Board Appointments.

Insurance AP update given. Insurance costs for BOSCO rooms, and skyline shed (tonys garage) tabled.

Crombie & lockwood, and MOE insurance schemes discussed. 2023 budget discussed. Asset register, and risk management discussed.

Marcel will circulate the info (regarding insurance) that Rachel has sent him amongst board. We will put on the agenda for next time to make a decision.

3.0 PRINCIPAL'S REPORTS

2022 Annual Plan Reviewed

3 year plan discussed. Currently in Y2 of 3 year strategic plan.

Suran asked if Sandy has spotted any gaps. Sandy noted a few gaps; PB4L was something we have been doing every year but noted it was not written into the plan, and Trauma Informed practice was not in the strategic plan but is something we know is important and have started doing. We were aspirational on student achievement targets.

DRAFT 2023 Annual Plan

Motion: *That we adopt this our annual plan for 2023.*

Moved: Sandy ***Seconded:*** Marcel ***Carried***

Next year we will need to develop another 3 year strategic plan.

Principal Report

COVID discussed & our protocol.
Kapa Haka discussed.

Assurances tabled (noted within Principal Report)

Abuse recognition and reporting will be covered next year.

Roll discussed.

Thanks given to Matthew for his contribution to the Board.

Congratulations given to Sandy for her reappointment as CPPA president for another 2 years.

Motion: *That the Principal Report be accepted.*

Moved: Sandy ***Seconded:*** Suran ***Carried***

Student Achievement Targets - Analysis of Variance - Mathematics

SLT Disappointed with Maths results.

Matthew asked why we are slipping with maths - at a national level, not specifically our kura.

Discussed at length.

SLT noted that Maths tests can often be a literacy test as well. There is a whole lot of reasons why the data is not as good as they could be, the bottom line is they are not where we want them to be.

Action: Get the data from e-asttle as to where we sit compared to other schools. This could be from e-asttle or from the kahui ako and compare the data. Jo or Sandy to action.

Anna queried the curriculum levels used on the Maths student achievement targets as they seem to be a sub-level higher than expected. Sandy will check and ensure these are correct.

NZ maths curriculum and levels discussed.

Suran asked if we can review the data from other schools from a governance perspective

Matthew asked if we are using the most used / common test. Yes - eAsttle and PAT (Progressive Achievement Tests) are the two most used tests. We have chosen to use eAsttle as it gives more useful information for next steps in teaching, and it is the one the Kahui Ako has also chosen to use..

Richard ask where the challenges are, is it the learning, or the teaching or something else? Sandy said this is what we are trying to work out. The Kahui Ako are testing as a collective too. Next year, 1 teacher from each teaching team will join the maths PD, rather than just the Maths lead, which we expect to result in more effective change and monitoring.

Marcel discussed the parent view on HERO. Does kura tell parents where your child is meant to be at? Feedback taken on board by SLT. We are planning to get feedback from whānau on reports in the new year too.

2023 - Next Steps

A Mathematics curriculum team will be pulled together with a teacher from each team. This will be led by the Maths Within School Teacher. This team will take part in termly Professional development led by Rob Proffit-White that will be taken back to teams and changes will be implemented within teams.

Team Leaders will be undertaking professional development in using data to identify and track student progress, to help inform teaching and learning with a particular focus on under-achieving students.

The Within School Teacher and Senior Leadership team will be undertaking termly observations of all teachers and giving feedback on mathematics teaching.

There will be further PLD for teachers in Term 1 2023 around improving their use of the information that can gained from these assessments to inform teaching to ensure progress and achievement.

Team Leaders are taking part in a Middle Leaders course next year, which has a focus on leading effective teaching through the monitoring and evaluation of assessment data.

Student Achievement Targets - Analysis of Variance - Literacy

Last year we introduced structured literacy. We started with staff & whānau upskilling.

Data discussed.

Year 1 met the targets. Y2 not quite at the target. Māori students exceeded the target. Māori are priority learners and we saw considerable shifts for our Māori ākonga.

2023 Next Steps

Continue to upskill Teaching Assistants in Structured Literacy.

AST (Across School Teacher) to continue to support staff in their knowledge and practice in Structured Literacy as we move to the embedding and sustaining stage.

Induct new staff in the school wide approach to Structured Literacy.

Continue to focus on developing guidelines for the transition from Structured Literacy once a student has completed the scope and sequence.

Budget allocation for the ongoing replacement of damaged readers

Thanks given to the Board for the budget allocation to support this new approach.
Screening test discussed for Y7/8.

Motion: that the BoT approve the analysis of variances to be submitted to MOE

Moved: Sandy **Seconded:** Nicole **Carried.**

4.0 FINANCE REPORT

YTD figures discussed. There is still some funding to come in this year, we are looking to come in at budget or slightly under.

Funding, grants and equity payments discussed.

Documents tabled and read.

HERO discussed.

Motion: *Move that the Finance Reports are accepted.*

Moved: Marcel **Seconded:** Richard **Carried**

2023 Draft Budget

Thomas asked, why we budget for a deficit. Sandy discussed. Noted that we factor in what we actually know about. We have not factored in grants.

Board fees queried by Suran. These are a result of the Election, discussed.

2 camps next year.

Motion: *The Board will adopt this as our 2023 draft budget.*

Moved: Sandy **Seconded:** Marcel **Carried.**

Board passes on thanks to Rachel.

5.0 PROPERTY REPORT

Berm update given.

Drainage update given. Discussed all options.

Action: If no other options are available, Richard will find someone to fill in the bottom of the slide, as a temporary measure until we can fix the drainage.

Junior Playground

Kids have been climbing the shade sails from the new roof above slide outside of school hours. The roof will be removed to prevent this.

Hammock purchased. Will be installed in the new year. About 10K left in SIPS Junior Playground budget. We will request to get that transferred to the SIPS drainage budget

Motion: *That the Board accepts the Property Report.*

Moved: Richard **Seconded:** Matthew **Carried**

6.0 HEALTH & SAFETY

Taken as read.

Junior Playground discussed- it was noted the older children are not allowed on it during the school hours.

Motion: *That the Board accepts the Health & Safety Report.*

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

Proposal for Year 7/8 Camp - Wainui, 6-10 March, Term 1 2023

Total figure for camp expenses is approx 23K. Projected income to help cover this cost will be approx \$12000 plus fundraising.

Once we have done fundraising. We will ask whānau for the difference for each child, and we anticipate that not all whānau will be able to cover this cost.

Next year we need to evaluate whether we do camps annually or bi-annually for Y 7/8.

Motion: That the Board approves the Year 7/8 Wainui Camp for 2023. To go ahead based on this proposal.

Moved: Sandy

Seconded: Thomas

Carried

7.0 IN COMMITTEE

At 7.47PM 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 7.51PM that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board

Matthew farewelled. Sandy thanked Matthew for everything he has done during his time on the Board.

Thanks given to everyone on the Board. It has been a big year.

8.0 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 7:56pm

Next meeting: 23 February 2023

Confirmed: 

Date: 23/2/22

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