

**BOARD OF TRUSTEES GENERAL MEETING**

**HELD ON THURSDAY 23rd FEBRUARY 2023 AT 5:30PM**

- Present:** Marcel Frei, Sampson Karst, Thomas Barta, Suran Dickson, Anna Reid, Reena Brinner, Richard Scott (Online), *Sandy Hastings*
- Apologies:** Nicole Forster
- Speaking Rights:** Reihana Dougherty (Minute Secretary), Jo Smith (Tumuaki Tuarua), Sue Leadbetter (Tumuaki Tuarua), Matthew Macdonald

Meeting started at: 5.40pm

**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>

Whānaungatanga. Reena welcomed to the board.

**1.0 CONFLICT OF INTEREST REGISTER**

Amendments added.

**2.0 BOARD OPERATIONS**

Sandy opened the meeting as Chair, and called for nominations for a presiding member. Marcel nominated Suran. No other nominations were tabled.

**Motion:** *That the Beckenham Te Kura o Pūroto Board of Trustees duly appoint Suran Dickson as presiding member.*

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

The Board thanked and congratulated Suran. Chair handed over to Suran.

**Ratification of Email Motion:** *That the board record the email motion (18/2/2023) "That Reena Brinner be selected to fill the casual vacancy on the board as a result of the resignation of Matthew Macdonald."*

**Moved: Sandy      Seconded: Anna      Carried.**

## **DELEGATIONS**

Delegations and responsibilities discussed.

**Motion:** *That the finance committee members are delegated authority to review the monthly finances and report to the board at each meeting*

**Moved: Suran      Carried.**

**Motion:** *That the board directs that (except where the board at its discretion otherwise determines), in the absence of the principal from duty for periods not exceeding 2 weeks and for the full period(s) of such absence, the deputy principal shall perform all the duties and powers of the principal.*

**Moved: Suran      Carried.**

**Motion:** *That the board delegates authority to the Principal for administering requests for staff leave, with or without pay, of up to five consecutive days.*

**Moved: Suran      Carried.**

## **Upcoming Suspension Meeting**

The board will need to convene for the purposes of a suspension meeting by next Friday, 3 March.

**Motion:** *That all current board members (excluding the principal who is unable to participate under legislation) are delegated authority to be members of the board's student suspension committee acting under the terms of reference for this committee.*

**Moved: Suran      Carried.**

The suspension meeting will take place on Thursday 2nd March. Sampson Karst put in his apologies for the suspension meeting.

**Motion:** *That the Board co-opts Matthew Macdonald on to the Board for the purpose of supporting the Board with the current suspension process, until the end of that process.*

**Moved: Suran      Carried.**

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

Action items discussed, and updated.

Reihana to add additional action items relevant to the minutes - policy, roof H&S.

**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: Suran      Carried.**

#### **4.0 CORRESPONDENCE**

24/7 Report for the Board discussed.

**Action:** Sandy will look into whether this report can be shared with the wider whānau in our community.

**Motion:** That the Correspondence is accepted.

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

#### **5.0 BOT SELF REVIEW & AGENDA TOPICS**

2023 BOT Self-Review and Agenda Topics Schedule discussed.

**Motion:** That the BOT accept the 2023 BOT Self-Review and Agenda Topics Schedule.

**Moved:** Suran      **Carried.**

#### **6.0 PRINCIPAL'S REPORTS**

Read and discussed.

Sandy has been accepted onto Springboard Trust Leadership development programme for principals which will support SLT and the Board with the future annual plan. There have been no guidelines yet from the MOE regarding the new planning and reporting requirements, which are still in draft and under consultation..

Professional Growth Cycle (PGC) discussed. Sandy is joining a PGC group of 4 Principal's who will form a professional learning group. The PGC will replace an annual appraisal for all Teachers. The SLT are in the final stages of developing a new PGC for teachers.

**Motion:** That the BOT accepts the Principals Report.

**Moved:** Sandy      **Seconded:** Anna      **Carried.**

#### **Maths student achievement targets - updated**

At the previous meeting, a mistake in the mathematics data was noted. Updated graphs and data were provided to the board, with the changes noted. The expected level for each year group had been made a level higher than they were meant to be.

The corrected data was presented and, while there was some improvement in the results, there is still plenty of work to be done in terms of where our students are achieving.

**Motion:** That the Analysis of variance for Mathematics targets be accepted

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

#### **Attendance Term 4 2022**

Summary attendance report discussed. Noted the impact of covid still on the data.

## Draft Charter

Reviewed and discussed.

## 7.0 FINANCE REPORT

Update given from Marcel.

It was noted that the current years donations are starting to come in.

The final budget will be tabled at the meeting, and the auditor reports will be reported to the Board intime to be at the MOE for the deadline of 31 May.

Cyclical Maintenance discussed.

**Motion:** *That the Board bases the Provision for Cyclical maintenance figures for the 2022 accounts on the 2021 figures with an increase of 6.32%, in line with the inflation calculations provided by Solutions & Services.*

**Moved:** Marcel      **Seconded:** Thomas      **Carried.**

## INSURANCE SCHEMES

Discussed. MOE and Crombie Lockwood scheme discussed. Risks and options discussed for both.

With the Ministry scheme, the benefits included:

1. Low standard excess of \$100 for all contents claims with a replacement value less than or equal to \$1,000, and \$500 for all other claims.
2. No sum insured limit and replacement cover for school contents (except for shade-sails which is replacement value up to 5 years old then depreciation applies)
3. Competitive annual premium – the annual cost of the Risk Management Scheme is currently set at \$10.50 per student\*\*.
4. Ease of administration – the cost is deducted quarterly directly from school operation grant and once joined there is no additional paperwork required at renewal
5. Comprehensive liability cover – automatically including Cyber Risk Protection and Principal's Cover at no extra cost
6. Ministry of Education led non-profit scheme – where the key emphasis is assisting schools wherever possible

The Risk Management Scheme has unlimited cover.

The costing we have been given is based on this information provided by email 18/11 ;

**"Effective 1 January 2023, the membership levy will increase to \$15.00 (inclusive of GST) per pupil/per annum. To help schools adjust, a one-off increase of \$4.50 (GST inclusive) per pupil will be provided to the operating grant of all state and state-integrated schools for 2023."**

Therefore 2023 the cost would be \$9.13 ex GST per pupil , so based on 500 students which would be **\$4,565**, however this sounds like a one off subsidy so the following year it would be the full \$15 (incl GST) so would be \$13.04 ex GST x 500 students so **\$6,520**.

In comparison, the Crombie Lockwood cover required a 'sum insured' based on asset value, with quotes being:

Current Cover \$525,000	\$2,330.00
\$800,000	\$3,485.00
\$1,350,000 - Asset Register Value	\$5,795.00
\$1,750,000 - Asset Value + \$750 per student to cover curriculum resources & consumables on site	\$7,370.00

**Motion:** That the BOT agree to shift our insurance to the MOE risk management scheme cover.

**Moved:** Suran      **Seconded:** Marcel      **Carried.**

## 8.0 PROPERTY REPORT

Report reviewed and discussed.

Sandwich Road Berm, and playground drainage is still ongoing.

The Junior Playground has been completed, with the closure documents finalised. The playground build came under budget. The remaining 13K in SIPs funds has been shifted on to the current drainage budget. We are expecting there will be left over funds in this budget. The remaining funding will need to be promptly spent, by the end of June.

Options for this has been discussed. Potentially shade sails, line marking, or anything else that fits within the SIPs funding criteria.

**Motion:** That the Property Report is accepted.

**Moved:** Richard      **Seconded:** Sandy      **Carried.**

## 9.0 HEALTH & SAFETY

H&S toolbox checked by the Health & Safety Committee. Report tabled as read.

**Motion:** That the Health & Safety Report is accepted.

**Moved:** Suran      **Carried.**

### **EOTC Wainui Camp 2023**

Safety Action Plan (SAP) for camp discussed.

Considerations discussed for further inclusion of risk and potential outcomes into the SAP. Discussion around the need to include a Policy r.e. Parent behaviour. Suran highlighted that perhaps we focus on the risk to the Board that is not currently included within the SAP.

**Action:** Jo & Sandy to meet with Thomas and Nicky to discuss what they cover in their Parent Briefing Checklist, and develop a briefing checklist document for future camps.

**Motion:** That the BoT approves the 2023 Wainui Camp Safety Action Plan.

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

## 10.0 POLICY REVIEWS

Policy process discussed as a reminder, and for new members.

**Action:** Reihana to send out the Policy feedback process to all Board members with links to the Policies that need to be reviewed before our next BoT meeting.

## 11.0 GENERAL BUSINESS

### **PTA Schedule**

Sandy went to the first PTA meeting, BOT was given an update.

The Hāngī and Mid-Winter breakfast are confirmed as events for 2023.

A discussion was had regarding the PTA supporting the Y7/8 Camp Fundraiser. In addition to this fundraising will be done via Calendar Art, Disco, Readathon, and Hot Cross buns for 2023.

Richard will attend the March PTA meeting.

Sampson will attend the April PTA meeting.

Suran will attend the May PTA meeting.

### **Board Communication - BOT email**

**Action:** Suran (Presiding Member), Sandy and Reihana will have a conversation regarding the Board Communication, and creating an email address for the board chair.

## 12.0 IN COMMITTEE

***At 7.20PM 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 7.52PM 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 7:58PM**

**Next meeting: Thursday March 30th 2023**

Confirmed: \_\_\_\_\_

Date: 30/3/23

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