

BOARD OF TRUSTEES GENERAL MEETING

HELD ON WEDNESDAY 28th FEBRUARY 2024 AT 5:30PM

Present: Marcel Frei (Presiding Member), Reena Brinner, Sampson Karst, Nicole Forster, Thomas Barta, John Ussher, Craig Hurford, Jo Smith (Acting Tumuaki), Anna Reid (Staff Trustee)

Attendees: Reihana Dougherty (Board Secretary)

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>

Welcome given by Jo, no apologies.

1.0 BOARD OPERATIONS

Discussed within the meeting.

Appointment of Presiding Member

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees declares Marcel Frei duly elected as the Presiding Member.*

Moved: Thomas **Seconded:** Nicole **Carried.**

Delegations

Nicole Forster is happy to continue as H&S representative.
Craig Hurford is happy to step in as Property representative.
Thomas Barta is happy to step in as Finance representative.

Motion: *That Thomas Barta is duly elected to the Principal Finance Committee.*

Moved: Marcel **Seconded:** N/A **Carried.**

Motion: *That Craig Hurford is duly elected as the Board Property Representative.*

Moved: Marcel **Seconded:** N/A **Carried.**

Motion: That Nicole Forster is duly elected as the Board Health & Safety Representative.

Moved: Marcel **Seconded:** N/A **Carried.**

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

Moved: Marcel **Seconded:** N/A **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: Marcel **Seconded:** N/A **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: Marcel **Seconded:** N/A **Carried.**

Speaking Rights (to be granted)

Reihana Dougherty; Board Secretary

Sue Leadbetter; Tumuaki Tuarua

Katie McFarlane; Acting Tumuaki Tuarua

Motion: That the board grants speaking rights to Reihana Dougherty; Board Secretary, Sue Leadbetter; Tumuaki Tuarua and Katie McFarlane; Acting Tumuaki Tuarua.

Moved: Marcel **Seconded:** N/A **Carried.**

Whānau and Iwi Trustee (Ngāi Tahu) Update

Sampson gave an update on his decision to step down from the Board. Jo gave a huge thank you to Sampson for his wisdom and support, felt by the Board and wider community, throughout his tenure.

Acting Principal appointment resolution via email (22 December 2023)

Noting the following motion for inclusion in the minutes which was put forward by Marcel and passed unanimously by the Board via email, on the 22nd of December 2023.

Motion passed: That the Board approve the appointment of Jo Smith to the role of Acting Principal commencing on Monday 29 January 2024 and ending on 31 January 2025 (to cover the term of Sandy Hastings' secondment to the Ministry of Education).

Moved: Marcel **Seconded:** N/A **Carried.**

2.0 CONFLICT OF INTEREST REGISTER

No amendments added.

3.0 CONFIRMATION OF MINUTES & ACTION ITEMS

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

Moved: Marcel

Seconded: N/A

Carried.

Jo abstained.

Action items discussed and updated.

4.0 MATTERS ARISING

Noted the following motion which was put forward by Marcel and passed unanimously by the Board via email, on the 22nd of December 2023.

Motion: *That the Board approve the appointment of Jo Smith to the role of Acting Principal commencing on Monday 29 January 2024 and ending on 31 January 2025 (to cover the term of Sandy Hastings' secondment to the Ministry of Education).*

Moved: Marcel

Seconded: N/A

Carried.

5.0 CORRESPONDENCE

Tabled as read.

IN: 240227 S Hastings - School Ministry Secondment Agreement (motion & P/M signature required)

Motion: That the Board approves the secondment agreement between Beckenham Te Kura o Pūroto and the MoE for Sandy Hastings for the 2024 year.

Moved: Marcel

Seconded: N/A

Carried.

Marcel will sign the agreement after the meeting.

IN: Updated BOT permission for Kauri quiz night (motion required)

Motion: *That the Board approves the application to the CCC for a special licence to serve alcohol at the Kauri quiz night on May 11th, and gives approval for alcohol to be served in the hall.*

Moved: Jo

Seconded: Nicole

Carried.

6.0 PRINCIPAL'S REPORTS

Jo spoke to the report.

Assurances to the Board noted within the report.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees accept the Principal's Report.*

Moved: Jo **Seconded:** Marcel **Carried.**

Jo spoke to the strategic plan, and gave back story to the newer Board members, about the development of the Strategic Plan with Sandy and the Springboard Trust in the previous year.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve the Strategic Plan for the 2024-2025, to be shared with the Ministry & on the website.*

Moved: Jo **Seconded:** John **Carried.**

7.0 FINANCE REPORT

Marcel spoke to the finance reports.

Signed Statement of Responsibility

Motion: *That the Board authorises the Presiding Member and Acting Principal to sign the Statement of Responsibility for the 2023 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.*

Moved: Marcel **Seconded:** N/A **Carried.**

Statement of Financial Position and Statement of Cash Flows

Motion: *That the Board approves the 2023 budgeted Statement of Financial Position and 2023 budgeted Statement of Cash Flows, which are both derived from the Board's approved 2023 operating and capital budget.*

Moved: Marcel **Seconded:** N/A **Carried.**

CPPA

Motion: *The Board approves Beckenham Te Kura o Pūroto remaining as the fundholder for the Canterbury Primary Principal's Association Mentoring Support programme until 21st July 2024.*

Moved: Marcel **Seconded:** N/A **Carried.**

Note the resolution below was passed unanimously passed by the Board via email on 1st February 2024.

Motion Passed: *That a credit card with ASB Bank on the Beckenham Te Kura o Pūroto accounts be issued to Jo Smith – our Acting Principal for 2024 – with a limit of \$5000.*

Moved: Marcel **Seconded:** N/A **Carried.**

Marcel spoke to the Financial Summary.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees accept the Finance Reports as tabled.*

Moved: Marcel

Seconded: N/A

Carried.

8.0 PROPERTY REPORT

Nothing tabled.

9.0 HEALTH & SAFETY

Nicole spoke to the H&S report.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees accepts the Health & Safety Report.*

Moved: Nicole

Seconded: Marcel

Carried.

Note the below resolution was passed by the Board via email (14 February 2024)

Motion Passed: *That the Beckenham Te Kura o Pūroto Board of Trustees approve the Kauri EOTC Safety Action Plan for the Overnight Leadership Camp to be held at school from February 22nd to February 23rd 2024.*

Moved: Marcel

Seconded: N/A

Carried.

10.0 POLICY REVIEW

Te Tiriti o Waitangi

Board Responsibility

Documentation & Self-Review Policy

Action: All BOT Members to review before next meeting.

Cellphones and other personal digital devices

Discussed. Jo to speak with schooldocs about including some exceptions.

11.0 GENERAL BUSINESS

PTA Schedule updated. MOE Code of Conduct signed within meeting (All BoT).

12.0 IN COMMITTEE

At 6.34PM 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 6.45PM 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: 7:00PM

Next meeting: WEDNESDAY 27th March 2024

Confirmed:  Date: 27.03.2024.

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