



BOARD OF TRUSTEES GENERAL MEETING

HELD ON WEDNESDAY 27TH MARCH 2024 AT 5:30PM

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

Apologies: Nicole Forster, Reihana Dougherty (Board Secretary)

Absent without Apology: N/A

Attendees: Vicky Aitchison (CES Minute Secretary)

Meeting started at: 5:35PM

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 WELCOME

Marcel welcomed all to the meeting, in particular Vicky Aitchison who joined the meeting from CES to take minutes.

2.0 CONFLICTS OF INTEREST

Marcel reminded the Board to update the Conflict of Interest Register if any changes.

3.0 CONFIRMATION OF MINUTES & ACTION ITEMS

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

Moved: Marcel Frei

All in favour Carried.

All actions still in progress or to be discussed as part of the agenda:

- Email has been sent with regards to the two actions sitting with Sandy. Awaiting response.
- Electricity (Budget 2022) – In progress.

4.0 SPECIAL TOPICS

Student Achievement Targets

Jo Smith spoke to the Special Achievement Targets, the report was taken as read.

- Establishing literacy targets based on base line data as of February 2024, with a specific focus on Years 1-3.
- Similar targets have been identified over the past 3 years to ensure consistency in reporting. Reporting to the Board will take place mid-year then again at the end of the year.
- The data reflects significant progress in recent years – seeing children solely taught through structured literacy and numeracy. New students will be incorporated into the program, and reporting, throughout the year.
- The meeting discussed the results and comparison against previous models of teaching.

5.0 CORRESPONDENCE

Correspondence as per the Agenda. Taken as read.

6.0 PRINCIPAL'S REPORTS

Jo Smith spoke to the Principal's report. The report was taken as read.

- Cyber Safety – reports of external intimidating which has been having an impact on the school environment.
- The school is continuing to look at how both the benefits and the challenges of the online world are taught at an age-appropriate level as well as exploring ways to empower the community to support one another and to learn how to manage and support their children in this area. A leadership unit has been formed to initiate the project this year.
- Union meeting has taken place with the school opting to manage internally with relievers to take away additional pressure on families.

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

Moved: *Jo Smith*

Seconded: *John Ussher* **Carried.**

7.0 FINANCE REPORT

Thomas Barta spoke to the Finance Reporting as circulated in the Board papers. The reports were taken as read.

- Draft Annual Accounts to be approved. Accountants have sent through a summary of last year. Thomas spoke to the changes made. A good result with not expectation that they will change much in the coming year. To be signed by the Board once returned from the Accountants.
- Financial Statements – once finalised to be signed by the Board.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve the draft Annual Accounts, subject to any changes, as discussed.*

Moved: *Thomas Barta*

Seconded: *Marcel Frei*

Carried

- Thomas spoke to the 2024 Budget as circulated with the Board papers. The budget was taken as read. Changes have been made as discussed at the February Board Meeting. No other significant changes have been made since last presented.
- The meeting discussed.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve the 2024 Budget noting that it continue to be a 'live' document and with the expectation it will be reviewed on a regular basis.*

Moved: Craig Hurford

All in favour Carried.

- Thomas spoke to the monthly reporting. The report was taken as read.
- Have achieved income to date. Expenses are slightly behind, however this is mainly down to timing and one-off expenses from the beginning of the year.
- The meeting discussed the school's current capital, posing the question around where it should ideally sit and the types of projects that would enhance the school moving forward.

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

Moved: Thomas Barta

Seconded: John Ussher Carried.

8.0 PROPERTY REPORT

Jo Smith spoke to the Property Report. The report was taken as read.

- Nothing of significance to report.
- Work has been completed on the lazy river which has been modified to improve flow prevent water stagnation.
- Continuing to work on the property plans – ongoing maintenance and major projects.
- The meeting discussed and noted the need to look at the provision of sunshades for next summer.

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

Moved: Jo Smith

Second: Anna Reid Carried.

9.0 HEALTH & SAFETY

Jo Smith spoke to the Health & Safety report. The report was taken as read.

- A number of incidents as per reporting, plans have been put in place.
- Continued focus on health & safety around the ponds and mitigating any associated risks. A meeting has been arranged with the City Council by a concerned family to discuss potential options. The Council has indicated its willingness to explore options with the MoE, if necessary.
- Reminder that the school as an AOD on site for community use at a small cost to the schools, for maintenance. In previous years the SCG has contributed towards this cost.
- Jo spoke to the EOTC SAP for the upcoming school trip – Waka on Avon_Margaret Mahey playground. The meeting discussed and agreed the plan for the trip to go ahead.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve the Waka on Avon_Margaret Mahey EOTC SAP*

Moved: Jo Smith **Second:** John Ussher **Carried.**

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

Moved: Jo Smith **Seconded:** Thomas Barta **Carried.**

10.0 POLICY REVIEW

The following policies to be discussed at the May Board meeting.

- Te Tiriti o Waitangi
- Board Responsibility
- Documentation & Self-Review Policy

Jo Smith spoke to the draft Digital Device Policy as included in the Board papers. The policy was taken as read.

- The meeting had a robust discussion around what should be included in the policy.

Action: *Digital Device Policy to be reviewed based on discussion and tabled for the May Board meeting.*

Action: *The Digital Device Policy to be reviewed and discussion at the May Board meeting along with those policies noted above.*

11.0 GENERAL BUSINESS

Deputy Presiding Member

The meeting discussed the appointment of a Deputy Presiding Member to step in if the Presiding Member was unavailable and for the purposes of succession planning. The meeting agreed that nominations should be tabled at the May Board meeting.

Action: *Nominations for Deputy Presiding Member to be tabled at the May Board meeting.*

12.0 IN COMMITTEE

At 6:54pm 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 7:25pm 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: 7:25pm

Next meeting: 29th May 2024

Confirmed:  _____

Date: 22.04.2024

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