

**BOARD OF TRUSTEES GENERAL MEETING**  
**HELD ON THURSDAY 7TH DECEMBER 2023 AT 5:30PM**

**Present:** Marcel Frei (Presiding Member), Craig Hurford, Reena Brinner, Sampson Karst, Thomas Barta, John Ussher, Sandy Hastings (Tumuaki), Anna Reid (Staff Trustee)

**Apologies:** Reihana Dougherty (Board Secretary), Nicole Forster

**Attendees:** Lisa Collier (AST Literacy)

**Speaking Rights:** Jo Smith (Tumuaki Tuarua, Minute 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>

**Whakawhanaungatanga**

Welcome from Marcel and Sandy to the new board members. Introductions were made.

**Lisa Collier - Literacy targets data update**

Lisa presented the end of year data and the results against the 2023 student achievement Literacy Targets. Using Non-words subtest gives a clear indication of decoding word skills of the learner. Lisa spoke to the Literacy Target report.

**Motion:** *That the Beckenham Te Kura o Pūroto Board of Trustees approves the 2023 Student Achievement (Literacy) Analysis of Variance.*

**Follow up on an Action:** Lisa presented data from the Kahui Ako targets and Beckenham data (Reading asTTle results).

**Moved:** Sandy

**Seconded:** Sampson

**Carried**

*Lisa left at 6.12pm*

## **1.0 CONFLICT OF INTEREST REGISTER**

All board members reviewed and updated.

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

No corrections to the November minutes

**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:** Marcel

**Carried.**

Action items discussed and updated.

## **3.0 MATTERS ARISING**

None tabled

## **4.0 CORRESPONDENCE**

Tabled as read.

**Proposed Motion:** that the Board accepts the CES Mid-Term Election results and declares the following duly elected to the Beckenham Te Kura o Pūroto Board as Elected Parent Trustees: Reena Brinner, Craig Hurford and John Ussher.

**Moved:** Marcel

**Carried.**

**Motion:** *That the Beckenham Te Kura o Pūroto Board of Trustees approve the November correspondence.*

**Moved:** Marcel

**Carried.**

## **5.0 PRINCIPAL'S REPORTS**

**24/7 YW agreement:** Sandy clarified actions from the previous meeting re 1E and 2D of the 24/7YW agreement

**Motion:** *That the board support the signing of a new 24/7YW agreement between the school, 24/7YW and The Well church, effective from the start of 2024.*

**Moved:** Sandy

**Seconded:** John

**Carried.**

**Strategic Plan:** Sandy spoke about the process undertaken this year to inform and write the strategic plan. The government has legislated, going forward, all schools' Strategic Plans will line up, against the Board election cycle. Beckenham Strategic Plan is for two years in order to align with this requirement.

**Motion:** That the board Adopt this as the strategic plan for 2024 and 2025

**Moved: Sandy**

**Seconded: Thomas**

**Carried.**

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

**Moved: Sandy**

**Seconded: Marcel**

**Carried.**

## **6.0 FINANCE REPORT**

Accounts are tracking towards reducing the projected deficit. YTD is in a surplus position on yearly revenue.

Draft budget for 2024 tabled/presented. Still to undergo a review of all items. Not ready to be adopted yet.

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

**Moved: Marcel**

**Carried.**

## **7.0 PROPERTY REPORT**

Report tabled

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

**Moved: Sandy**

**Seconded: Marcel**

**Carried.**

## **8.0 HEALTH & SAFETY**

Jo presented the Year 7 and 8 EOTC Cass Bay proposal

**Motion:** *That the Beckenham Te Kura o Pūroto Board of Trustees approve the SAP for the Y7/8 Cass Bay EOTC trip, with an additional section to be added on checking water quality prior to the trip*

**Moved: Sandy**

**Seconded: Marcel**

**Carried.**

Health and Safety Report tabled

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

**Moved: Sandy**

**Seconded: Craig**

**Carried.**

## **9.0 POLICY REVIEW**

**Action:** Reminder for all members to have looked by the 14th of December

## 10.0 GENERAL BUSINESS

PTA schedule reviewed

New board members signed the code of conduct

2024 board meeting dates and times discussed. Wednesday at 5.30pm for 2024

Election process review: Voting data from recent elections was shared (below). Concern has been expressed by some whānau that the online process was complicated. Return rate for this election was the lowest in the last 8 years.

Beckenham Te Kura o Pūroto

	Total Electors	Votes received	Return rate	Voting method
2023 Mid-Term	671	106	15.80%	Online
2022 Triennial	660	161	24.39%	Online
2020 Mid-Term	No election			
2019 Triennial	503	166	33%	Postal Votes
2017 Mid-Term	357	111	31.09%	Postal Votes
2016 Triennial	565	139	24.60%	Postal Votes

**Action:** RD to enquire with CES if the process they used in 2022 triennial was different to this election

## 11.0 IN COMMITTEE

***At 7.34PM 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 7.43PM that the meeting resume 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 closed: 7.50 PM

Next meeting: 28 February 2024 at 5.30pm

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

Date: 28.02.2024

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