

BOARD OF TRUSTEES GENERAL MEETING

HELD ON WEDNESDAY 22ND MAY 2024 AT 5:30PM

- Present:** Marcel Frei (Presiding Member), Reena Brinner, Thomas Barta, Craig Hurford, John Ussher, Nicole Forster, Jo Smith (Acting Tumuaki), Anna Reid (Staff Trustee)
- Apologies:** Sue Leadbetter (D/P), Katie McFarlane (Acting D/P)
- Attendees:** Reihana Dougherty (Board Secretary), Tom Scollard (Consultant), Andriea Bankier (Sheffield Consultant)

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>

Special Topics

5.30pm Tom Scollard joined the meeting and presented to the Board

Tom Scollard was welcomed into the Board meeting to present his proposal for supporting the kura recruitment process for our Principal appointment.

Community (staff, BoT, whānau and tamariki) consult process discussed. Tom shared his approach of ensuring the application pack is set up so it reflects our kura, values and communities, which helps ensure we get the right candidate for our kura. Tom noted the importance of keeping the ads and application very realistic to the job to further ensure we are attracting the best fit.

Tom gave recommendation for the Board to have an appointments committee to handle the process of this appointment.

Advertising options discussed, including the Gazette online, and printing costs.

John suggested contacting Sandy to discuss doing an article piece with the media that may highlight the now available role as well as highlighting her service.

Tom shared his process, which includes putting together and distributing application packs to interested parties on request.

Tom Scollard shared his availability to be involved and support the interview process if needed, and also suggested that he and another principal could participate alongside the Board in the interviews as well.

Nicole asked if having Sandy in the interviews would be appropriate. Tom recommended not doing this and instead placing ownership on the BoT to move forward with fresh perspectives. Tom noted that an external interviewer may be looking at the best skillset, while an internal interviewer will likely be looking at the best fit for the school.

Tom also noted that Jo, in acting Principal, needs to be kept protected from this process if she decided to apply for the role.

The Board thanked Tom for his time.

6.56pm Tom Scollard left the meeting.

6.01pm Andrea Bankier joined the meeting and presented to the Board

Andrea Bankier (Sheffield) was welcomed into the Board meeting to present her proposal for supporting the kura recruitment process for our Principal appointment.

Andrea highlighted the importance of having a good community understanding within the application pack. Her recommendations were that the initial steps are the most important to do well, specifically community consultation and our communication strategy to achieve this.

Andrea shared her process with the Board, and the support available via the wider Sheffield Team - including active recruitment, and candidate support.

Craig asked what the general timeline for the process is.

Andrea expects the process to take approximately 8-10 weeks, with the consultation step being optional but good to consider. Suggestion of involving staff at the beginning of the process, to support the creation of the candidate profile, however not involving Staff in the decision making.

Discussed cultural narrative. Mihi, tikanga, te reo journey, karakia.

Fees / funding discussed.

No MoE funding would be available for our kura. MoE does help with relocation under the collective agreement.

Kura is liable for expenses for in person interviews for out of town candidates. 'Long listing' interviews to be held online are recommended in the first instance.

Andrea left the meeting at 6.36 pm

Karakia tīmatanga at 6.37 PM

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 March General Meeting be accepted as a true and correct version of that meeting.*

Moved: Marcel

Seconded: N/A

Carried.

3.0 MATTERS ARISING / SPECIAL TOPICS CONT.

Jo spoke to Krystal's 2024 Start of Year Mathematics Student Achievement Targets.

Data discussed. DNS data discussed and clarified. Year 7 cohort highlighted as a good year level to track explicitly.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees accept the 2024 Start of Year (SOY) Mathematics Student Achievement Targets*

Moved: Jo

Seconded: Marcel

Carried.

Matters Arising - Delegations

A delegation is needed for the Board to form a student suspension committee.

Discussed the best fit for our kura.

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: Marcel

Seconded: N/A

Carried.

4.0 CORRESPONDENCE

Tabled as read.

Staffing Entitlement & Permanent Appointment Letter discussed.

Discussion had on managing BoT communications, including; the board@beckenham.school.nz email account, the process of BoT members receiving correspondence, and, directing community enquiries to the correct place in line with our policy and practices.

Reihana to manage the “board@” inbox in her role as Board Secretary, with shared responsibility and oversight by the Principal and Presiding Member.

Action: Reihana to share login information and a draft best practice for communications guideline to Jo and Marcel.

5.0 PRINCIPAL'S REPORTS

Teachers are working hard on report writing to send out to whānau.

Staff Only Day discussed.

Motion: That the school closes for Staff Only Day on Monday 26 August 2024.

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

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

Moved: Jo **Seconded:** Nicole **Carried.**

Attendance data reviewed and discussed.

24/7 Youth Work report tabled as read. Jo noted that the Church has donated \$1400 to the school hardship fund, which is greatly appreciated.

6.0 FINANCE REPORT

Thomas spoke to the finance reports. The school remains in a good financial position.

Jo clarified that the BoT Funded teachers are relievers.

Action: Thomas to ask the MoE for guidance on how we can use our accumulative funds to build value, and how much we should retain.

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

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

7.0 HEALTH & SAFETY

Nicole spoke to the Health and Safety report.

The BoT funded the optional flu vaccination for Staff, this took place in the staffroom last week to those who wanted it.

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

Moved: Nicole **Seconded:** John **Carried.**

9.0 POLICY REVIEW

The Board discussed the 'active' wording in our Te Tiriti o Waitangi policy, and wanted to discuss whether we are practising this actively. Further discussion was held about filling our Iwi & Whānau Board Representative which is an open position as a result of Sampson stepping down from his role on the Board.

Action: Jo to send an email to Sandy and Sampson to enquire further about having iwi representation on our Board.

Board self review discussed. Marcel requested to have an agenda item on the BoT calendar to have this discussion annually.

Action: Reihana to add agenda item to November BoT meeting to include Board Self Review.

Cellphones and Other Devices policy read and discussed.

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees adopt the Cellphones and Other Devices Policy subject to the amendment of the wording 'in the office'.

Moved: Marcel

Seconded: N/A

Carried.

Action: Reihana to request SchoolDocs changes the wording of our Cellphones policy to include "put phone away for the day 'in the Office'".

10.0 GENERAL BUSINESS

PTA schedule discussed.

Dates discussed and confirmed. Board noted their preference for Wednesday meetings going forward.

Deputy Presiding Member role discussed.

Marcel nominated Thomas as Deputy Presiding Member.

Motion: That the board elects Thomas Barta as the Beckenham Te Kura o Pūroto Deputy Presiding Member for the Board of Trustees.

Moved: Marcel

Seconded: N/A

Carried.

Motion: That the responsibilities of the Presiding Member is delegated to the Deputy Presiding Member in the absence of the Presiding Member.

Moved: Marcel

Seconded: N/A

Carried.

11.0 IN COMMITTEE

At 7:40PM 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 8:08PM 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 GENERAL BUSINESS CONT.

Continued discussion r.e. Consultation Appointments

Tom Scollard's reference feedback was shared by Thomas Barta. Thomas shared that both Boards he contacted were quite hands on with the recruitment process, and that many hours were spent on this process. All positive feedback about Tom from the other Presiding Member.

Financial measurements discussed.

Potential advertising costs discussed.

Pro's and con's of both consultants discussed.

Discussed options of how to expand the candidate pool in organic ways.

Timelines discussed.

Workload and consultant expectations discussed.

Board members discussed eagerness to be thoroughly involved, and also noted that as a school, the personal relationship approach from one consultant presentation was more desirable for our school values.

Motion: *That the Board appoints Tom Scollard as a recruitment consultant for the Beckenham Te Kura o Pūroto Principal Appointment.*

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

Appointments committee

Motion: *That the Board agrees that the appointment committee will compromise of all Board members, excluding the Principal.*

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


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: 8:31PM

Next meeting: WEDNESDAY 26TH JUNE 2024

Confirmed:  Date: 26 June 2024

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