



BOARD OF TRUSTEES GENERAL MEETING

HELD ON WEDNESDAY 28TH AUGUST 2024 AT 5:30PM

Present: Marcel Frei (P/M), Reena Brinner, Nicole Forster, Craig Hurford, Anna Reid, John Ussher, Thomas Barta, Jo Smith (Tumuaki/Principal)

Attendees: Lisa Collier (Across School Literacy Lead)

Speaking Rights: Reihana Dougherty (Board Secretary)

Meeting started at: 5.32PM

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>

Marcel welcomed Lisa to the meeting.

Lisa presented to the Board the 2024 Literacy Student Achievement Targets and spoke to the data and targets across the school.

Discussed what has been going well within the Kahui Ako, including the sharing of knowledge between kura, as well as strategies to share knowledge among staff.

Lisa asked the Board for questions.

Craig asked if Lisa had any concerns about the data, and asked whether there are any areas that aren't tracking well.

Lisa noted that she doesn't hold concerns as such, as we are supporting children in a balanced approach. It is reflected in the data that we are able to move learners on and introduce new (higher level) learnings, at the same time as exploring the knowledge gaps of where children are at. We are tracking better at this point in the year compared to where we have in the past, and we are still tweaking and refining this process.

Jo confirmed that we have done a huge undertaking of staff professional development (PD) in

this area. There have been a number of changes of the approach to literacy teaching over the years, and the PD has helped with knowledge and confidence of our kaiako, which has helped embed this into teaching practice.

Lisa shared a few strategies that are working well, including; exposing learners to things that are a little bit above where the learner is at, with support. Sparking interest with kids, and encouraging the balance of working on fundamentals while also supporting learners into 'new territory' learning.

Marcel noted that the data in the third year is looking really good and we can see the momentum shifting in the right direction.

Jo thanked Lisa for her efforts, and noted how knowledgeable, skilled and passionate she is which has made a big difference to the wider staff.

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

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

Action items discussed and updated.

Iwi action item discussed. We still have an open Ngāi Tahu iwi representative/Appointed Whānau and Iwi Trustee vacancy on the Board. We need to do further consultation on this to appoint someone.

3.0 CORRESPONDENCE

Tabled as read.

A glowing audit report was received. The Board discussed the current auditor stepping down.

Discussed the proposed changes to a neighbouring school zone. There will be no implication on our school. No feedback to provide.

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

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

4.0 PRINCIPAL'S REPORTS

Jo spoke to her report.

Relievers

On top, the biggest challenge currently is finding relievers - we are really struggling with this due to the time of year, demand for relievers, and an increase of release time. SLT are juggling to support classroom release, and are having to make up CRT time for teachers elsewhere.

Jo shared the challenges, and how we have been adapting to it. We are having to be very flexible and understanding. It has been a challenge for some kids as it can be really dysregulating for some.

John noted the nationwide reliever shortage across all sectors, including secondary.

Staff Only Day

We had a Staff Only Day this week. It was amazing, and really worthwhile. Most of the staff were there and engaged.

A date for a Staff Only Day in Term 4 was discussed.

Motion: *That the Board approves to close the school for a Staff Only Day on Monday 18 November 2024.*

Moved: Jo **Seconded:** Craig **Carried.**

Jo noted that normally at this time we would be presenting dates for 2025 to be reviewed and confirmed by the Board, but we are awaiting more information from the Ministry around requirements for next year r.e. Curriculum. These will be presented as soon as we are able to.

Jo asked for any questions. No questions asked.

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

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

5.0 FINANCE REPORT

Thomas spoke to the finance reports. It was noted that there was no finance meeting due to illness.

The Budget Summary has been updated to reflect our end of year position for the end of 2023. Nothing of significance has changed. School continues to operate at a surplus.

It was noted that there is no longer a payout for any underused Teaching entitlement. It used to be, for example, that if you had your staffing and you underused it by 0.6, the Ministry of Education would pay the school out at a base rate. They are getting rid of this function.

Overall, we are tracking well. Our financial ratios are right on where they should be.

The Board discussed their financial position. The Board has some funds available that could be used to support things that lie outside of the MOE funding. Thomas spoke to how we could build value and invest where it would benefit students the most. The Board is in a position to be able to do this, and also want to ensure we keep a financial 'cushion'. There are some guidelines on a figure that is worth having retained in the bank, this is formulated by a 'per student pricing'.

Action: Jo to discuss with Staff at the next Staff Only Day what Staff would see as an ideal and meaningful investment.

A proposed motion was tabled and discussed.

Now that the 2023 audit has been finalised, Solutions & Services have provided a full budgeted statement of the financial position & statement of cash flows extracted directly from the Board approved operating & capital budgets for use in the 2024 annual accounts. We acknowledge that these reports are prepared post 2023 audit finalisation to ensure accuracy and usefulness in the 2024 annual accounts. On this basis the Board approves the use of these documents in the 2024 annual reports. The Board agreed with this statement.

Motion: *That the Board approves the use of documents that were prepared post 2023 audit finalisation, in the 2024 annual reports.*

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

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

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

6.0 PROPERTY REPORT

Craig spoke to the property reports.

The Board reviewed and discussed the 5YP Report. Jo and Craig have been supporting the tail end of this work, taking over from Richard Scott and Sandy Hastings.

Craig gave an overview of the document to the rest of the Board.

The priority status was explained: P1 - P4. P1 is immediate, and must be remedied first.

There is flexibility in some situations, for example if a P4 impacts a P2, you would be able to prioritise the P4 work first.

Discussed payment timeline and guidelines. It was noted that there is an avenue to ask for more funding in a specific area should we need it.

The Board has to review and endorse this report, and then the MOE will endorse the report for final approval.

Options analysis discussed. The initial options were worked through by Richard and Sandy, which has informed this property plan. We will use a combination of option 1 and 3.

Process discussed.

Thomas asked if there is anything that Staff would want to see an investment in. Jo and Anna both confirmed that a more functional admin block, and more shaded areas has been discussed on many occasions.

Shade sails discussed. The current ones are frayed, and need to be looked at.

The Board acknowledged that there is a real opportunity here to do some good work in creating better learning spaces, replacing timber windows and making it warmer etc.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve the 5YA School Property Plan.*

Moved: Craig **Seconded:** Nicole **Carried.**

Cyclical maintenance is being worked through with Jo. We have an existing provider programme who provide gutter cleaning, painting, building wash etc. CARIS is being used currently. Jo is awaiting more pricing from CARIS, we have a 20 year relationship with CARIS as a provider and will be reviewing this contract. Craig noted at the next bot meeting we would have further info - costs, and pros and cons. This is something that impacts our financials, and the accountants are waiting for this information also so that it can be allocated in the budget.

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

Moved: Craig **Seconded:** Anna **Carried.**

7.0 HEALTH & SAFETY

Tabled as read.

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

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

Kauri Ski Trip SAP - tabled.

Jo shared with the Board that this event happens every year. Due to the nature of the trip and the risk involved we are accepting seeking board approval for it to go ahead.

Katie McFarlane and Sarah Junghenn have worked through this Safety Action Plan. The notion is to expect the best and plan for the worst. We have added measures to ensuring whānau attending have been informed of the planning and procedures. We are fortunate to have very experienced skiers on the teaching team in Kauri, as well as parents on foot and parents skiing to ensure safety and support is available for all ski levels.

John asked whether there were rules around kids having helmets. Jo confirmed yes, they must wear safety gear on the ski field. Craig has been a parent on this trip and could also

confirm this is heavily policed to ensure correct safety gear is in use. It is noted in the SAP report to ensure this is done also.

Jo added that the cost of running EOTC has increased in recent years. It is still manageable this year, and the Kauri team have had to do a lot of fundraising, which has increased the workload on Teachers.

Thomas asked whether it will be postponed, or cancelled if the ski field is shut i.e. if the wind is too strong. While this hasn't happened in Jo's tenure at Beckenham, if that scenario arose, we would most likely cancel the trip rather than postpone.

Marcel asked the Board for any other questions, concerns or comments. There were none.

Motion: *That the Beckenham Te Kura o Pūroto Board approves the Kauri Ski Trip, and Safety Action Plan.*

Moved: Nicole

Seconded: John

Carried.

8.0 POLICY REVIEW

The Board discussed the wording of the concerns and complaints policy:

"Beckenham Te Kura o Pūroto keeps a register of concerns and complaints. This includes recording employment-related matters. Generally, only concerns and complaints that come to the attention of the principal or board are recorded in the register. The board regularly reviews the register to analyse any patterns or identify measures that could be taken to ensure the school is a safe environment."

Record-keeping discussed. This is currently done to some extent within the Board minutes and in the personnel drive.

Action: Jo to check if we have an explicit register for concerns and complaints, and to ask around other schools about how they are recording their concerns and complaints for the Board.

Concerns and complaints policy thoroughly discussed. Operational vs Governance complaints discussed.

There will be potential adjustments to the wording of this policy, pending the outcome from Jo's action point.

Action: All BOT to complete feedback on all T3 Board Focus policies before 27th September.

9.0 GENERAL BUSINESS

PTA schedule updated and discussed.

Board dates discussed.

Marcel to check in with Tom Scollard to confirm his availability for Wednesday the 25th of September. If Tom is available, the Board confirmed moving the next Board meeting to Wednesday the 25th (currently scheduled for Thursday the 26th).

The October Board meeting will be moved to Wednesday 23rd. Reihana is unavailable on this date and will organise CES secretary relief cover.

The December Board meeting will be moved to Wednesday 11th. Reihana is unavailable on this date and will organise CES secretary relief cover.

Action: Reihana to organise CES secretary relief cover for Wednesday the 23rd of October, and Wednesday the 11th of December.

Anna and Reihana to share a short message with whānau via the Newsletter, on behalf of the Board, to communicate that the Principal Appointment process is still on-going, with a new closure date of 5pm Mon 23rd September.

Action: Anna and Reihana to share a short message with whānau via the Newsletter to update on the Principal Appointment process.

10.0 **IN COMMITTEE**

At 6:48 PM 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 7:22PM that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board

11.0 **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: 7:30PM

Next meeting: Thursday 26th September 2024

Confirmed: _____

Date: _____

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