



BOARD OF TRUSTEES GENERAL MEETING
HELD ON WEDNESDAY 23rd OCTOBER 2024 AT 5:30PM

Present: Marcel Frei (Presiding Member), Craig Hurford, Nicole Forster, Jo Smith (Acting Tumuaki), Anna Reid (Staff Trustee).

Late: Thomas Barta (arrived 5.41pm).

Apologies: Reena Brinner, John Ussher, Reihana Dougherty (Board Secretary).

Absent without Apology:

Attendees: Cade Englefield, and Stephanie Wood - Relief Minute Secretary

Meeting started at: 5.38PM

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

Moved: Marcel Frei

Carried.

3.0 ACTION POINTS

All action points are in progress and ongoing.

No matter arising from the previous minutes.

4.0 CORRESPONDENCE

The board discussed the correspondence inwards.

5.0 PRINCIPAL'S REPORTS

The Principal's Report is taken as read. This report is small as there has been just eight days at school since the last meeting.

The teachers are in the process of writing school reports. This is moving along nicely.

The M.O.E has released guidelines on term half days for 2025 and teacher only days. Jo spoke to these guidelines and the changes that may need to be made to the approved 2025 school dates. At this stage removing the teacher only day from term one is all that is needed. The lack of clarity has made this a challenge. Hopefully there will be more information to revisit this matter in the December meeting.

The school roll is currently 511 with a projected year end finish of 515.

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

Moved: Jo Smith

Seconded: Marcel Frei

Carried.

6.0 FINANCE REPORT

Thomas spoke to the accounts. The school's financial position is unchanged and strong.

The income received is sitting at 84% and therefore expected to come in over budget. An insurance payout is also included in the Other Revenue.

The electricity expense has been higher than budgeted for. The board discussed a review of this expense.

Staff banking will increase over the remainder of the year. The board discussed this.

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

Moved: Thomas Barta

Seconded: Nicole Forster

Carried.

7.0 PROPERTY REPORT

Craig spoke to the property report.

Cyclical Maintenance

The school has met with Carus and have discussed a revised proposal for the school's seven year cyclical maintenance requirements. Craig highlighted a comparison made with another provider. Carus offers great flexibility for the school by having no fixed contracts and the ability to undertake projects as cash flow allows.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees appoint Carus as the preferred provider for the schools' cyclical maintenance contract with negotiations to revise scope and costs.*

Moved: Craig Hurford

Seconded: Thomas Barta

Carried.

5YA

The M.O.E has sent the school the approved 5YA plan including the budget of \$438,000 and the projects included.

Craig and Jo spoke to this plan and recommended to the board that a project manager from the Logic Group be appointed to manage some of these projects.

The board discussed the projects to be undertaken.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve the progression with project management appointed for the PTA and Kōmanawa buildings and fund allocation as per the 5YA.*

Moved: Craig Hurford

Seconded: Anna Reid

Carried.

8.0 HEALTH & SAFETY

The school held an evacuation shake out drill today at school.

A well being survey has been conducted with the staff. This data will be compared to the previous survey data collected to enable proactive planning for the future.

The board had an in depth discussion on upcoming trips and activities and the related S.A.P's.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve the S.A.P for the year eight pool party.*

Moved: Nicole Forster

Seconded: Thomas Barta

Carried

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve the S.A.P for the Kōwhai Water Safety Classes.*

Moved: Nicole Forster

Seconded: Craig Hurford

Carried

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees approve the S.A.P for Kauri Cass Bay trip.

Moved: Nicole Forster

Seconded: Anna Reid

Carried

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees approve the S.A.P for the Kahikatea Water Safety Classes.

Moved: Nicole Forster

Seconded: Jo Smith

Carried

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

Moved: Nicole Forster

Seconded: Anna Reid

Carried.

9.0 POLICY REVIEW

Action Required: All BOT to complete the feedback on all Board Focus policies Finance and Asset Management Policy, Managing Income and Expenditure, Financial Conflicts of Interest and Asset management and Protection. All BOT Members to review before discussion at the next meeting.

10.0 GENERAL BUSINESS

The board sent their apologies to the PTA for tonight's meeting. The next PTA meeting is on 27th November. Nicole will attend this meeting.

Cade left the meeting at 6.20pm

11.0 IN COMMITTEE

At 6.20PM 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 7.10PM 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: 7.12PM

Next meeting: 11th December 2024.

Confirmed:  _____

Date: 11/12/24

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