



BOARD OF TRUSTEES GENERAL MEETING

HELD ON WEDNESDAY 5TH MARCH 2025 AT 5:30PM

Present: Marcel Frei (Presiding Member), John Ussher, Reena Brinner, Nicole Forster, Thomas Barta, Craig Hurford, Cade Englefield (Tumuaki), Anna Reid (Staff Trustee)

Attendees: Sue Leadbetter (D/P)

Speaking Rights: (Granted within meeting) Reihana Dougherty (Board Secretary), Sue Leadbetter (Tumuaki Tuarua)

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>

1.0 BOARD OPERATIONS

Cade opened the meeting and discussed the Presiding Member role, noting that it is not required to appoint in a triennial election year. Marcel noted that he was happy to continue on until September when his term renews. He noted that he is likely not looking to seek re-election for a third term.

The board is happy with Marcel continuing on as the Presiding Member.

The Deputy Presiding Member position was discussed. Marcel noted the benefit of this for Board succession planning and continuity.

Board members discussed their end of terms in September, and which members will remain on until 2026.

The Board will maintain Marcel Frei as the Presiding Member until the 2025 elections.

Delegations

Student Suspension Committee

Motion: *That the Board delegates authority to all current board members except the principal (who is unable to participate under legislation) 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.

Finance Committee

Motion: *That the Board delegates authority to the finance committee members to review the monthly finances and report to the board at each meeting.*

Moved: Marcel

Seconded: N/A

Carried.

Thomas is happy to continue in this role until September when his term ends.

Motion: *That the Board duly elects Thomas Barta as the Board Finance Committee Representative.*

Moved: Marcel

Seconded: N/A

Carried.

Delegation of Principal Responsibilities

Motion: *That the Board directs that (except where the Board at its discretion otherwise determines), in the absence of the principal from duty for periods not exceeding 2 weeks and for the full period(s) of such absence, the deputy principal shall perform all the duties and powers of the principal.*

Moved: Marcel

Seconded: N/A

Carried.

Staff Leave Delegation

Motion: *That the Board delegates authority to the Principal for administering requests for staff leave, with or without pay, of up to five consecutive days.*

Moved: Marcel

Seconded: N/A

Carried.

H&S Committee

Nicole discussed her availability to make these meetings, and her tenure on this committee ending. Reena is happy to step into this role.

Motion: *That the Board duly elects Reena Brinner as the Board Health & Safety Representative.*

Moved: Marcel

Seconded: N/A

Carried.

Property

Motion: *That the Board duly elects Craig Hurford as the Board Property Representative.*

Moved: Marcel

Seconded: N/A

Carried.

Student Attendance Plans

Discussed new Attendance requirements that have come from the Government. A Board member noted that a group of the existing codes has just been merged and now state "Board Approved Offsite Learning (Q)". Delegation options to determine what would be marked under this code were discussed. If a delegation was in place, the Board would like to be advised on the use of this code.

Motion: *That the Board delegates authority to the SLT to determine what is Board approved offsite learning and marked as Q.*

Moved: Marcel

Seconded: N/A

Carried.

Appointment Committee

The permanent appointment process was discussed.

Motion: *That the board approves an appointment committee for permanent staff appointments which will consist of at least the Principal and one other Board member.*

Moved: Marcel

Seconded: N/A

Carried.

5YA Sub-Committee

Motion: *That the Board approves a 5YA sub-committee with the delegated authority to approve expenditure in line with the approved 5YA plan, and shall consist of the Presiding Member, Principal, and the Board property representative.*

Moved: Marcel

Seconded: N/A

Carried.

Speaking Rights

Motion: *That the board grants speaking rights to Reihana Dougherty; Board Secretary, Sue Leadbetter; Tumuaki Tuarua, and Jo Smith; Tumuaki Tuarua.*

Moved: Marcel

Seconded: N/A

Carried.

Motion: *That the Board delegates authority to Cade, Chloe, Sue, Reihana, Jo to process police vets on behalf of the Board.*

Moved: Marcel

Seconded: N/A

Carried.

2.0 CONFLICT OF INTEREST REGISTER

Amendments added.

All Board members will add in their conflict of interests, or add "no conflict".

3.0 CONFIRMATION OF MINUTES & ACTION ITEMS

A few minor updates were noted on the General Board minutes, in the correspondence section.

The minutes were updated to reflect these changes.

Board elections discussed. It was noted that the provision of a code last year via the online voting system did not make it an easy or intuitive voting system.

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

Moved: Marcel

Seconded: N/A

Carried.

Action items discussed.

Iwi and whānau Māori representation discussed. Cade to enquire further what is tika for us as a Board; Ngāi Tahu representation, or whether we can look to appoint whānau Māori instead to this role.

Updated Action: Cade to find out what is tika for us as a Board; Ngāi Tahu representation, or whether we can look to appoint whānau Māori instead to this role.

Staff consultation was discussed. This action point came from Finance - the Board discussed getting Staff considerations if we were to hold any surplus funds. The school is currently not in the same position. Thomas spoke to this.

4.0 MATTERS ARISING

Nothing tabled.

5.0 CORRESPONDENCE

Tabled as read. Discussed what was included. The SLT will be reviewing this together soon.

6.0 PRINCIPAL'S REPORTS

Cade was formally welcomed to the Board.

Cade thanked the team for the support in his transition and spoke to his report.

The annual plan for the year is now complete which will set the direction for the work that has now begun.

The annual report from last year needs to be submitted to the Ministry of Education in May, once we have the finance reports.

Attendance data is now included in the Principal's report.

Cade signaled to the Board that we are working on what our reporting to whānau will look like in the middle of the year. Cade will update the Board on this at the next meeting.

Marcel asked about Essential Agreements. Sue spoke to this, noting that it has a lot to do with building team culture, understanding, and establishing expectations of each other as a team.

Motion: *That the Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2024 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.*

Moved: Cade ***Seconded:*** Nicole ***Carried.***

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

Moved: Cade ***Seconded:*** Thomas ***Carried.***

Draft Work Plan

Discussed. Cade asked if the Board is happy for this document to be further mapped out with Marcel (P/M), to then bring it back to the next Board meeting for consideration. The Board agreed.

Strategic plan refresh discussed.

Action: All Board members are to look at the strategic planning document.

7.0 FINANCE REPORT

Thomas spoke to these reports, highlighting the mention of cyclical maintenance; we had under-provisioned the cost for cyclical maintenance in 2024, this is mostly for internal painting. A one-off adjustment of around \$46K will need to be made in addition to the \$28K already expensed in the 2024 budget. This means we will likely finish in a deficit for the year.

Thomas noted there will be an increase in funds set aside for cyclical maintenance in the future to account for internal painting, this has been changed in the budget for this year as well.

Painting quotes, cyclical maintenance, and Ministry requirements were discussed.

Thomas noted that Rachel is working with the accountant to develop a "bare bones" budget that the school could operate on if it were needed to.

The below Motion that was passed by the Board via email on 23/01/2025 was noted for the minutes.

Motion: That a credit card with ASB Bank on the Beckenham Te Kura o Pūroto accounts be issued to Cade Englefield after 28th January 2025, with a limit of \$5000 (after which Jo Smith's credit card will be cancelled).

Moved: Marcel

Seconded: Craig

Carried.

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

Moved: Thomas

Seconded: Anna

Carried.

8.0 PROPERTY REPORT

Craig spoke to this report. There have been a couple of meetings with Logic group in regards to the 5YA work. In the current phase we are looking at Block 23 (Kōmanawa and PTA rooms). An architectural designer has been out to look at this. ROI was put out on GETS, there were 12 submissions received. This has been narrowed down to 5 by Craig, in conjunction with Logic Group. Tenders should be back in 3 weeks. The Property Committee would ideally like to award these contracts fairly quickly, as the sooner we do this, the sooner the work can begin. Cade noted that there are some site visits booked over the next couple of weeks.

Cyclical maintenance is ongoing.

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

Moved: Craig

Seconded: Thomas

Carried.

9.0 HEALTH & SAFETY

Nicole spoke to this report, noting that it was taken as read and she was not at the meeting.

Y5/6 Safety Action Plan (SAP) tabled as read and discussed

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees approve the 2025 Y5/6 Living Springs Camp SAP.

Moved: Marcel

Seconded: N/A

Carried.

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

Moved: Nicole

Seconded: John

Carried.

10.0 POLICY REVIEW

SchoolDocs policies up for review:
Health, Safety, and Welfare Policy (board focus)
Safety Management System (board focus)
Risk Management (board focus)

Healthcare (board focus)
Worker Engagement, Participation, and Representation
Recording and Reporting Accidents, Injuries, and Illness

Action: All BOT to complete the review of the Board Focus policies in the current review before discussion at the next meeting.

11.0 GENERAL BUSINESS

PTA Schedule Discussed.

12.0 IN COMMITTEE

At 6:37PM 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 7:00PM 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

Marcel asked for the Action items to go out to Board Members and relevant people a little earlier than they have been. Reihana to action this as part of her role.

Karakia Whakamutu

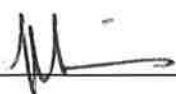
*Kia hora te marino.
Kia whakapapa pounamu te moana.
Kia tere te karohirohi ki mua i a koutou.
Hui e, tāiki e.*

*Let the calm be widespread.
Let the sea be smooth like pounamu.
May the sea be smooth ahead of you*

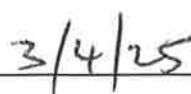
Meeting closed: 7:01PM

Next meeting: Thursday April 3rd 2025

Confirmed: _____



Date: _____



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