



BOARD OF TRUSTEES GENERAL MEETING
HELD ON THURSDAY 29TH MAY 2025 AT 5:30PM

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

Apologies: John Ussher, Nicole Forster

Attendees: Chloe Wilson (Maths Lead), Katie McFarlane (Literacy Lead), Chloe Miller (Office Support Staff)

Speaking Rights: Reihana Dougherty (Board Secretary)

Meeting started at: 5.34PM

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 WELCOME

Welcome given to Chloe Wilson, Katie McFarlane, and Chloe Miller.

2.0 SPECIAL TOPICS

2025 Literacy Student Achievement Targets

Chloe Wilson (In School Literacy Lead) spoke to the English/Literacy Student Achievement Targets that were tabled as read.

Targets and growth data was reviewed and discussed at each year level.

Thomas asked what this data looks like compared to the previous year.
Chloe noted that it was similar to historic reporting for start of year targets.

2025 Mathematics Student Achievement Targets

Katie McFarlane (In School Maths Lead) spoke to the Mathematics Student Achievement targets as tabled.

Katie noted the variables in the data and the priorities across the school, sharing the “at or expected” level of each tested year group.

Māori student data discussed.

Year 8 data discussed, noting that this was a priority focus to lift the data in this cohort. Supportive intervention and real life maths scenarios to do this were shared with the Board.

Marcel asked if this cohort has always tracked a bit behind. Katie confirmed that they have. There has always been conversation around this group, and there has been progress, but the gap has widened, in comparison with other cohorts.

Cade acknowledged all of the work that Katie and Chloe have been putting in, especially around the curriculum refresh, and the in school PD.

Cade noted with the Board that both the in-school maths, and literacy lead roles are 2 units, that are funded by the Kahui Ako. With the Kahui Ako being disestablished, this will no longer be funded, and is something that the Board will need to consider funding.

Thanks given from the board to Chloe and Katie.

Chloe Wilson and Katie McFarlane left the meeting at 5.50PM

3.0 CONFLICT OF INTEREST REGISTER

Board members were asked to add any amendments, if any.

4.0 CONFIRMATION OF MINUTES & ACTION ITEMS

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

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

Action items discussed and updated.

Cade gave an update and shared that he has made progress with engagement in relation to Ngāi Tahu. Alongside the within-school Māori lead, the school hopes to hold regular whānau hui, where we can look at appointment of a Māori Representative for whānau or iwi representation on the Board.

5.0 MATTERS ARISING

Marcel asked for nominations for the Deputy Presiding Member role.

Craig offered to support in this role.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees duly elects Craig Hurford as Deputy Presiding Member.*

Moved: Marcel

Seconded: N/A

Carried.

6.0 CORRESPONDENCE

Tabled as read.

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

Moved: Marcel

Seconded: N/A

Carried.

7.0 PRINCIPAL'S REPORTS

Cade spoke to the Principal's Reports that were tabled as read. All on track.

Cade asked for any questions.

Attendance

Attendance for T1 is better than it was for the year prior. The Senior Leadership Team is comfortable that we are making progress with this.

Student Achievement Targets

Anna spoke to the Initial Data review for Student Achievement Targets, which was held with teams.

Craig asked how the feedback was taken back from teams and out of the data and put into teaching practice. Cade gave insight into the process.

2024 Annual Report

This has all been submitted to the MoE, prior to the 31st due date.

Out of Zone Enrolments

Tweaks were made to the process to ensure we are compliant. This does involve continual discussion with the Board to determine whether we have spaces available for out of zone enrolments, and in what year group (i.e. New Entrants).

Application process shared.

Craig asked how many out of zone enrolments do we get in a year. Previous process

shared, no out of zone enrolments were taken unless they were siblings of a current student, in which case they had to apply via the ballot. The process has now been adjusted to ensure compliance.

Roll numbers and planning discussed.

Marcel asked how we will educate parents in the school's change of approach.

This has been done via a HERO post. The school will continue ensuring communication is had with whānau, making the process known.

Cade has added this for discussion in the work plan for August, for the Board to determine how many, if any, spaces will be made available in the next ballot.

Marcel asked whether the Board wants to continue the tradition of continuing to allow siblings to have out of zone enrolments. The Board will determine whether we need to confirm the stance - in August, via the work plan.

Strategic Planning - Te Whakangārahu Ngātahi

Having a strategic goal around equity for Māori students would be beneficial. Cade tabled a supplementary report highlighting progress and achievement for staff and students.

Uniform

Differentiates from policy and practice. This has started to be tidied up. Craig gave feedback from the community that parents are supportive of having the uniform tidied up.

Marcel asked for feedback. Thomas noted that the Board supported these changes, the Board agreed that there was an impact on culture and peer pressure previously.

Marcel noted some whānau concern around whether they now needed to purchase black shoes. This has been clarified.

Cade spoke to the key amendments. Predominantly changes around shorts, and shoes. The Board supported the intent of these changes, and the wording.

Cade will update the website. SchoolDocs can be updated, and the official review will take place next year.

Recently contacted by the Press, Marcel & Cade looked at the request and in the end chose not to respond. The article still noted that Beckenham Te Kura o Pūroto recently asked parents to adhere to the uniform policy.

Key Changeover

Circumstances discussed. Cost to have the locks rekeyed, and security guards while this took place has all been covered by the Ministry insurance scheme.

From this, we were presented with an option to have swipe access, which would remove the need for keys and would be a more secure and future proofed approach.

Key quotes discussed.

Thomas asked Cade's thoughts on this option. Cade noted that it is a significant amount of funds, and while it is not the top priority amongst the other requests that have been put to the Board within this meeting, is very supportive of the future proofing of this system.

Marcel suggested that we look at all the financial requests within the agenda and then come back to this discussion at the end of the meeting.

Tree Pruning/Felling

Discussed the removal of a dead tree. Marcel asked if there is any scope within the quote that could be caretaker work. There is not due to the large scale of the tree and work.

Marcel noted the Health and Safety lense that the Board needs to operate from, to support this work. The Board is supportive of Cade's suggestion to find out how often the work may need done.

Thomas suggested that we look to put money aside within the budget to account for the projection of costs, as required.

PTA

Reena and Cade attended on behalf of the Board.

Health Consultation feedback from whānau shared with the Board.

Cade asked for questions. No questions were asked. Marcel noted that it was very comprehensive and recognised the big amount of administrative items and tidying up that Cade has been through already.

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

Moved: *Marcel*

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

8.0 FINANCE REPORT

Thomas noted the previously approved motion - approved via email to the Board 16/04/2025.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approves the 2025 Budget as tabled.*

Moved: *Thomas*

Seconded: *Marcel*

Carried.

Thomas spoke to the Finance Reports.

Staffing impact and relievers discussed.

Reliever formula in the OPS grant discussed. Craig queried how this is funded if we go over the budgeted reliever cost. After 8 days sick leave MOE covers the reliever cost.

Flu vaccine discussed. Strategies to help improve the wellbeing of staff are great, we can't predict sickness.

Thomas notes that the school is largely unchanged from a financial position point of view.

Thomas asked for questions - no questions from the Board.

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

Moved: Thomas **Seconded:** Anna **Carried.**

The Board reviewed the Final Budget with SOFP & Statement of Cashflows.

Thomas noted the Auditor requirement to note the following;

Now that the 2024 audit has been finalised Solutions and Services have provided a full budgeted statement of financial position & statement of cash flows extracted from the Board approved operating & capital budgets for use in the 2025 annual accounts. We acknowledge that these reports are prepared post 2024 audit finalisation to ensure accuracy and usefulness in the 2025 annual accounts. On this basis the Board approves the use of these documents in the 2025 annual reports.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approves the Final Budget with Statement of Financial Position & Cash flow.*

Moved: Thomas **Seconded:** Craig **Carried.**

Ski Trip discussed.

The Board to confirm whether this is a viable option to take place annually, or look at a contribution method.

Discussed future position, and short term vs long term value spending.

Long term it is potentially unsustainable based on the current budget projections. Anna emphasised weighing up the importance in the long term education of young people, while acknowledging it is a great opportunity, especially for those who don't have access to this.

Discussed partial funding of it each year, or every second year fully funded. Noting what the Board are trying to achieve, which is to make the trip financially viable and not alienate those who may not be able to afford this trip.

Thomas suggested modelling it based on the camp donations model - to ask for a donation this year, \$100 per child, and if you can't pay it, the child will still go. Communication and

Careful wording to parents is paramount.

Cade noted that donations are still being sought for school donations, and camp donations currently. Thomas asked what the Camp percentage is at - approx 70% of school donations has been received of what has been budgeted for.

Statement process shared with the Board.

The Board confirms that the school is still proceeding with the ski trip this year, and that they will ask for a donation for the ski trip, and ensure that every child can go regardless of the donation being made.

9.0 PROPERTY REPORT

Craig spoke to the property report, and gave updates to the projects and buildings across the school.

Cade shared with the Board that the PTA has agreed to make a contribution towards the blinds and the projector screen in the Hall.

Cade noted the design support we have received from Natasha (parent) with colour matching to our school colours for painting that is due to take place. She has been a huge asset, and has supported us with the Kapa Haka uniforms, alongside Whaea Cath as well.

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

Moved: Craig

Seconded: Thomas

Carried.

10.0 HEALTH & SAFETY

Reena spoke to the H&S report. No risk factors to students. One minor staff incident, that has been worked through with the staff member and a member of the Senior Leadership team.

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

Moved: Reena

Seconded: Anna

Carried.

11.0 POLICY REVIEW

Action: *All BOT to complete the feedback on all Term 2 Board Focus policies, as linked in the May agenda. All BOT Members to review before discussion at the next meeting.*

12.0 GENERAL BUSINESS

PTA schedule is up to date, thanks given to Reena for attending the latest meeting.

Chloe Miller left the meeting at 7.11pm

13.0 IN COMMITTEE

At 7:12PM 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 7:23PM that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board

14.0 FOLLOW UP DISCUSSION

Trees

Cade would like the Board's support for this to take place in the school holidays. The Board supports this.

Key Swipe Access

Alternative arrangements discussed. This could be something that can be reviewed at the end of the year. It will be added to the Actions Register.

Action: *The Board will review the budget by the end of year to see whether we can proceed with the (key) swipe access quotes.*

15.0 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: 7:27PM

Next meeting: Wednesday 25th June 2025

Confirmed:  _____

Date: 25/6/25

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