

BOARD OF TRUSTEES GENERAL MEETING
HELD ON WEDNESDAY 25TH JUNE 2025 AT 5:30PM

Present:	Marcel Frei (Presiding Member), Cade Englefield (Tumuaki), Anna Reid (Staff Trustee), Thomas Barta, Nicole Forster, Craig Hurford (Deputy Presiding Member)
Apologies:	John Ussher (Prior Approved Leave), Reena Brinner (Prior Approved Leave)
Attendees:	Chloe Miller (Board Secretary Cover)
Speaking Rights:	Reihana Dougherty (Board Secretary), Chloe Miller (Board Secretary Cover - speaking rights granted within the meeting)

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 WELCOME

Welcome given to Chloe Miller, who will be supporting the Board while Reihana is on maternity leave.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees grant speaking rights to Chloe Miller during the period of Reihana's leave.*

Moved: Marcel

Seconded: N/A

Carried.

2.0 CONFLICT OF INTEREST REGISTER

Marcel asked for any amendments to be added by Board members within the meeting.

3.0 CONFIRMATION OF MINUTES & ACTION ITEMS

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

Moved: Marcel

Seconded: N/A

Carried.

Action items reviewed.

4.0 MATTERS ARISING

Nothing tabled.

5.0 CORRESPONDENCE

Tabled as read.

6.0 PRINCIPAL'S REPORTS

Marcel noted the motion approved via email 11/06/2025:

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approves a staff only day on Friday 12 September to enable teaching staff to engage in professional learning related to the implementation of the refreshed Mathematics Curriculum.*

Moved: Cade

Seconded: Marcel

Carried.

In favour: Thomas, Nicole, Reena, Anna, Craig

Cade spoke to the Principal's report and the updates across the school.

There was a successful Matariki Evening turnout.

The Board discussed the new class starting up next term in Kahikatea.

Out of Zone Enrolments

Out of zone enrolments discussed for 2026. The Board needs to make a decision later in the year, whether this will be an option for 2026 or not. In particular, this option is currently the only enrolment possibility available to whānau of current students who are now living out of zone, who may have siblings who wish to enrol at Beckenham. The Board is to decide whether there will be places made available for 2026 or not.

Action: The Board are to decide at the end of 2025 whether BTKOP will be accepting enrolments from out of zone addresses for siblings of current Beckenham students.

Strategic Plan Development.

To support the development of the Strategic Plan, the Senior Leadership Team has been gathering information about who our school community is. Understanding more broadly who is in our community and identifying local Māori education strategies, all of which will support us in the next stages of our strategic planning process.

PTA

Cade shared that the PTA had been incredibly helpful and generous, with their contributions having impacted and assisted across the school. Projects shared with the Board. The PTA want to try to raise funds for Astro Turf on the court behind Kōmanawa, for 2026.

Board Approved Offsite Learning

The attendance code Q has been used for Winter Sport.

Cyber Safety Agreements

Cyber Safety Agreements have been signed and followed up on for those whānau who were unable to attend Learning Conferences. This data is to be added to HERO.

Kōmanawa

Kōmanawa painting discussed. The contractors (Logic Group) working in the building currently have sent us a quote to complete the remaining parts of the painting, for a significantly reduced price compared to the cost if we were to do this later as per our cyclical maintenance schedule. Marcel asked if the maintenance contracts have a different scale of rates, and asked whether the Board should review this. Cade notes that the Board has already signed agreements for this but that we have scope to ask for buildings to be left out. This could be a course of action for the Board to take in Kōmanawa.

The Board is happy to proceed with the tabled option of completing all exterior painting work now with Logic Group, which is an approximate savings of \$6196.

Egress doors in Kōmanawa discussed. BWOFF criteria has changed and our doors are likely no longer compliant. The initial quote is in hand for 2.5K. Clarification has been sought from the Ministry to find out if it has to be done.

Craig asked if this cost could be included within the Kōmanawa Project work - Cade has looked into this and it seems not a possibility at this stage.

The Board asked if these doors could wait until they are flagged in the BWOFF. Cade suggested we wait for Ministry feedback and work off this guidance.

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

Moved: Cade

Seconded: Craig

Carried.

7.0 FINANCE REPORT

Thomas spoke to the Finance reports.

Learning resources and administration costs have driven the expenditure up more than we anticipated.

Working capital was discussed. Thomas spoke with Rachel when they met last week for the Finance Meeting and requested that she do a bit of work to find out how this working capital figure developed over time. Cade confirmed that Rachel has started this work, looking back at the working capital. So far, this shows it has gone up and down over time. The approved budget and where the budget has ended up have been quite interesting to look at. The

general theme was that the budget did this each year. Nicole noted the previous messaging that the Board received from the previous Principal, was that while deficits did happen, this was not an immediate huge concern as it typically worked out.

Thomas shared that the MoE guidance is that it is best practice for schools to hold spare approximately \$1000 per student. Cade shared that the guidance from other places, such as accounting firms, has indicated this figure to be approximately \$750 per student. Somewhere between these two figures would be the ideal.

Relief teacher expenses and Teaching Assistants are much higher than budgeted for. Noted the impact of sickness, and planned release. Additionally, the needs within school have changed - extra Teaching Assistants are needed, especially for children who are not funded for support by the MoE. This is the most complex part of the budget.

Learning Support Funding discussed.

Thomas asked if we had any data which showed the ratio of Teaching Assistants and relievers, per child. The school used to get this data from the previous auditor, Cade and Rachel have discussed this and will request to get this kind of document from the new auditors.

Cade shared the changes to spending that the school has made. There has previously been a higher trust model, with less controls or oversight within the school purchasing. Now, anything over \$50 needs preapproval. This has helped to give more oversight of funds during this period.

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 the Property Report.

Hall upgrades and shade sail installation work are to begin in the School Holidays.

A bell and PA system meeting is to take place tomorrow; this has been an ongoing issue.

Cade asked for Anna's staff perspective on whether the PA system needs to be prioritised over the drainage work, which appears to have resolved itself. Anna confirmed the need for this to be a focus, especially from a Health & Safety lens.

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

Moved: Craig

Seconded: Thomas

Carried.

9.0 HEALTH & SAFETY

Taken as read.

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

Moved: Marcel

Seconded: N/A

Carried.

10.0 POLICY REVIEW

Feedback reviewed.

Marcel noted that within the policy it states that the Board has emergency preparedness as a standing agenda item. This may be included in the Health & Safety toolbox, as part of their standing meeting agenda. Jo and Reena (Health & Safety Committee Representatives) are not at the meeting, so Cade will follow this up with them to find out. If it is not, it will need to be added to the agenda.

Action: Check that 'Emergency Preparedness' is a standing agenda item within the Health & Safety committee, as it states within the policy, or ensure this is added if not.

Staff feedback noted about the Civil Defence Kit. There is some confusion about where this is located or the process surrounding it. The SLT will establish this and clarify with staff.

Action: SLT to follow up on the whereabouts, purpose, and process surrounding the Civil Defence Kit (notably the one in the sportshed).

11.0 GENERAL BUSINESS

Election Discussion

Reihana noted that in the previous years, we have had a voting uptake of approximately 25%. The Board has previously wanted to increase this number. We have started this process early by establishing communication about the election process within the Newsletter. We will also do HERO posts as we go through the process. This is in addition to the standard communications that will be sent out directly to whānau from Schooled.

Marcel asked about the use of the school Facebook account. This is an option that we can use, which we will do.

12.0 IN COMMITTEE

At 6.18PM 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 6.28PM 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

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: 6:29PM

Next meeting: THURSDAY JULY 31ST 2025

Confirmed:  _____ Date: 15 August 2025

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