



BOARD OF TRUSTEES GENERAL MEETING

HELD ON THURSDAY 31st July 2025 AT 5:30PM

Present: Marcel Frei (Presiding Member) until 6:27pm, John Ussher, Thomas Barta, Craig Hurford (Deputy Presiding Member), Cade Englefield (Tumuaki)

Apologies: Anna Reid (Staff Trustee, Prior Approved Leave), Nicole Forster, Reena Brinner (Prior Approved Leave), Marcel Frei (Presiding Member) from 6:27pm until close.

Speaking Rights: Chloe Miller (Acting Board Secretary)

Meeting started at: 5.34 PM

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

Up to date. No amendments added.

2.0 CONFIRMATION OF MINUTES & ACTION ITEMS

A minor wording change was noted on the General Board minutes, in the Financial Report section around school spending.

The minutes were updated to reflect these changes.

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

3.0 ACTION ITEMS

Action items discussed.

Cade gave a brief update as to the Board Elections, currently there are 7 parent nominations. It was noted that no names put forward to date are believed to be Māori.

Cade spoke to the Māori whānau hui taking place Wednesday evening next week. One of the hopes for this event is that it will start a process in which we can develop some relationships that will encourage a member of the Māori community to stand up, or be encouraged to stand up by the Māori community, to be part of the Board.

Out of zone enrolments to be discussed at the next meeting, decision to be made by the Board as to whether we will have the flexibility next year for out of zone enrolments.

Marcel queried emergency preparedness, Cade confirmed this is still in progress. Cade spoke to the upcoming ERO review. Explained that they are going through a process where every policy the school has is being reviewed. Each term a small subset of policies are being worked through to assure the Board they are being met. In preparation for the ERO review, over the next couple of weeks however, the school is working to assure ERO that every policy the school has is being adhered to.

Action: Cade will update the Board when these are taken care of.

4.0 MATTERS ARISING

Nothing tabled.

5.0 CORRESPONDENCE

Tabled as read.

Kāhui Ako disestablishment discussed.

Cade spoke to Jo's position and how she is currently working through this process, providing oversight around making sure we do the correct processes with the personnel within our school being paid to do work. We have a staff member on a two year contract with an across school role, currently in process of winding down until the end of 2026. John spoke to the process of this closing and the contract legalities around this.

Election update discussed, no staff candidates applied to date. Anna's position as Board Staff representative was discussed. Cade spoke to Anna currently being on leave overseas and that he was unsure whether she would be restanding.

Further discussion around encouragement of the community to vote and put themselves forward and the number of parent nominations received to date.

Cade also noted the recent increase of members joining our PTA and the positive impact increased community involvement has on the schools sustainability. Successful events, such

as the recent school working bee, which received a lot of community support, are an example of this.

6.0 PRINCIPAL'S REPORTS

Motion approved via email 24/07/2025:

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approves a staff only day on Thursday 13 November to enable teaching staff to engage in professional learning.*

Moved: Cade

Seconded: Marcel

Carried.

In favour: Thomas, Craig, John, Anna, Nicole. **Abstain/On Leave:** Reena.

Cade spoke to the Principal's report, updates across the school over the school holidays and the positive start to the term. Improvements to the hall, the Kōmanawa classroom block and the addition of the new shade sails within the school, were all well received by students and staff.

Organisational Changes

In response to role growth in our year two age group, a new class has been established in Kahikatea. This will help to spread the new entrants' children out from the koru space. Transitioning has begun and from the beginning of week 5 this move will take place. Positive parent support has been received around this, despite the mid year change.

The opening of the Kōmanawa building has made a positive difference to the New Entrant and Kauri team operations.

Staff Wellbeing

Cade shared that the staff wellbeing survey results were overall very encouraging and he would like to repeat this every year. A few things have been identified that can be worked on throughout the year, mainly around support during certain reporting pressure points and establishing a forum for our Teacher Assistants to gather and share their practice.

This week a 'Wellbeing at School Survey' from NZCER was also used for our biggest cohort - the year 5/6 group. The results were very good, a report and action plan from this to come from Cade at the next Board meeting.

Marcel queried the intention to repeat this again and with which age group. Cade confirmed that he plans to repeat this again next year with the same group as year 6/7, to see if there are any improvements and changes from their perspective.

ERO

Cade noted finding out on Friday 18th July, about an upcoming visit from ERO. The timing is good in that we are currently going through a process of review around our next strategic plan, so another pair of eyes and feedback will be constructive.

School Improvement Framework (SIF)

The SLT has gone through a first review of the SIF, but it is still yet to be shared more broadly with the staff, firstly with team leaders for their feedback.

The next step is working through certain sections of this framework and the different elements therein, such as leadership and curriculum. For each section an overall judgement needs to be made as to where we sit as a school. Our strengths and possible next steps provided and lastly documentation evidence supplied to ERO to back up our judgements.

Cade believes this work will be helpful in terms of the review processes we are currently working through.

Board Assurance Statement (BAS)

Cade noted the BAS and self audit checklist, is also to be reviewed as a part of the ERO visit and that it would be good for the board to review this as it will require Marcel to sign it off. It asks the Board to attest to meeting all relevant regulatory and legislative requirements. This process is currently being worked through by SLT.

The last ERO visit to Beckenham Te Kura o Pūroto by ERO was in 2022. John questioned "whether ERO will want to meet and talk with board members."

In response, Cade provided a breakdown of the plan for the ERO visit:

On the first day, Tuesday 9th of September, two ERO reviewers will meet with SLT first. Then they will visit 6 classrooms in total, each reviewer goes to 3 classrooms, for a 15 minutes observation per class, with a member of SLT present in each classroom. The afternoon will be spent discussing what they observed in the classrooms.

On the second day, Wednesday 10th of September, the reviewers will meet with Sue first to review inclusion of students and Cade around a few compliance areas. Then they will meet with Marcel to discuss the Board and lastly two groups of students. "The final afternoon will be spent coming up with recommendations, collaboratively, for the school."

Cade would like to achieve an agreement, with the ERO reviewers, on the SIF next steps in order to move forward.

Cade would like for the board to be involved, to be transparent with everything submitted to the board and will keep the board updated with the upcoming visit.

Annual Plan Reporting and Tracker

Annual plan tracker has been updated.

Cade noted we are still awaiting the updated release of documents related to the Science, Technology, Arts, Languages, and PE & Health curriculums from the Ministry of Education.

The goals and planning for these focus areas can't be moved forward any further without these for now.

Out of Zone Enrolments

Currently we have 3 out of zone places advertised in the NE team. These spaces are provided primarily with the hope to support families with older siblings enrolled and younger siblings due to start, who are no longer living in zone.

Strategic Planning

Cade would like to collect community feedback to support strategic planning decisions, by way of various methods, initially in an online survey.

Marcel queried whether Cade is happy to analyse the potentially high volume of data - Cade confirmed and further noted the benefits of obtaining such data for this process. Cade asked for board approval to go ahead with this.

The Board is happy for this to proceed, it was noted that no negative outcomes are possible here, no motion required for this.

Discretionary Leave

Cade outlined the current application process for discretionary leave, with or without pay, for the teaching staff. This approval process is being tidied up, with the intent on keeping it as clear as possible for staff to understand all of the decision making process and considerations involved based on our school policy.

Cade noted the cost to the school when a teaching staff member applies for leave without pay and a reliever is paid a lot more to work in their place, with the difference being paid by the school.

The collective agreement has been drafted to ensure the interpretation of this leave application process is understood. It is very clear around what is covered and gives a detailed framework and a backing as to what answer, yes or no, can be given. Cade clarified discretionary leave is leave without pay, but it can be granted as leave with or without pay, if the leave period is more than 5 days and it comes to the board for approval first.

John denoted that there could be a misunderstanding, from staff, of the cost incurred by the school for without pay leave and the cost of relievers.

Attendance Report

Cade noted that a stomach virus throughout the school had an effect on attendance and the attendance data for the first week of term. The data however is anticipated to move in the right direction to meet attendance targets for the term.

Last year, 2024, 62% of the children were present 90% of the time. There is a target set to increase this to 70% for 2025. Term 1 this percentage was 76% and for Term 2 69%, so we are currently on track to meet the improved attendance target for the year.

The attendance code Q use was noted.

PTA

The PTA is currently exploring, raising funds and getting grant funds with the aspiration to Astro Turf the back court behind Kōmanawa.

The PTA are working through a process of putting together a large fundraising event for the end of this year. They will require board approval for this, as well as ministry involvement.

The goal is to create a Colour run event and they aspire to raise \$30,000 to go towards this work. Public liability insurance will also be required by the council for use of Beckenham Park for the event.

Marcel commended Cade on the progress being made, matters being addressed and processes tidied up as they arise and are worked through. Highlighting all the extra work being put in with the wellbeing surveys and other discretionary things.

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

Moved: Cade **Seconded:** Craig **Carried.**

6.0 FINANCE REPORT

Thomas spoke to the Finance reports.

Summary Report

We are 50% through the year, the deficit was worse last month. It's sitting at \$89,000 now, which is already beyond the budget deficit of \$73,000 for the year. Income is sitting at 53% which is slightly ahead. Networking capital is at \$600,000 or just under, looking stable.

Structured literacy support, still awaiting \$33,000 of estimated funds for this.

There are PTA donations still to come for the things that have already been purchased, such as the projector, so again that is money that is not yet recorded. The same applies for Insurance proceeds still not accrued.

So results are not as bad as they appear. Reliever funds however are more than was budgeted for the year.

Monthly Management Summary Report

Marcel noted it is good to see this figure come down. Hoping to be close to budget this year.

Working Capital Actual vs Recommended

Thomas drew attention to the Working Capital Actual vs Recommended work completed by Rachel. Essentially it is to provide the Board with an overview as to how the school has been tracking for the last 3 years. The working capital is all of the assets the school has in terms of cash, minus any upcoming payments and liabilities.

The recommendation received from the MoE is that we should have \$1000 spare per student, we are still running over this.

In 2022 we were in a similar position to how it is now, whilst it is coming down in the budget, we are still well over. Thomas noted the recommended \$1000 is a guideline and we should be sitting in and around that, so this is something to keep an eye on.

Marcel queried whether there is any relationship between the working capital responding to the roll size. Thomas explained you would receive more funding, so if you make a surplus there is an effect.

Maintenance spending and working capital were discussed.

Overall this work gives the board an idea of where we should sit and where we do sit with budget and funds in mind. Currently we are meeting the MoE guideline of \$1000 per student.

Cade shared that he is aware of schools that are both well above and well below this, so we are currently in a good spot. We are sitting above, where we are, but not with too much excess that children are missing out on things.

What was missed last year, similarly to many other schools in this same position, was that they were unaware that they were required to have money put aside for internal painting, as opposed to only external painting, in order to show that we can meet our liabilities. This money needed to be put aside and shown that it could not be touched.

Cade explained you have to be able to demonstrate that you have the required funds aside in the event that the whole school needed repainting.

Thomas noted also the effect of interest rates having come down considerably in the last year.

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

Moved: Thomas **Seconded:** John **Carried.**

7.0 PROPERTY REPORT

Craig spoke to the Property report.

The work on the Kōmanawa block is now all complete, NE are using one side and Kauri Year 7 & 8 on the other side.

Thomas reported he had received a comment that the gutters were quite dirty and full. Cade confirmed work was done over the holidays but there is the potential that they didn't get around to the back side as this was fenced off.

John further shared that he had received mention that there were drain pipes full with tennis balls, this was noticed after the school working bee. Gutter mesh was discussed as a possible solution.

Māpuna has been painted and the projector screen is now done. The outdoor shade sails are now all up. Positive comments and feedback all round have been received from this work.

The PA bell system is an ongoing issue. Cade has received pricing around upgrades for this and MoE funding has been approved. John queried out of interest what needs upgrading. Cade explained that the bells and intercom system are not working in some parts of the school and other parts fail intermittently. This poses health and safety risks and further issues with being unable to hear the bells while on the field.

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

Moved: Craig Seconded: John Carried.

8.0 HEALTH & SAFETY

Cade spoke to the Health & Safety report.

The Year 7 & 8 ski trip Safety Action Plan (SAP) is being prepared, Marcel to come in and sign this off.

Cade noted one thing that has come up in the policy review around cyber safety and ensuring breaches are noted in future and to show we are keeping a record of these.

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

Moved: Cade Seconded: Thomas Carried.

9.0 POLICY REVIEW

Action: Reminder to all BOT members to review the policies for this term.

10.0 GENERAL BUSINESS

PTA report was mentioned and board attendance at PTA meetings discussed.

11.0 IN COMMITTEE

At 6:38PM 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 6:55PM 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

Marcel departed the meeting at 6:27pm - due to a home emergency. His votes, which were required to meet quorum, regarding the acceptance of the Finance, Property and Health and Safety motions were submitted and received via email on 5th August 2025 following the meeting.

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: 6:56PM

Next meeting: Wednesday, 27th August 2025

Confirmed:  _____ Date: 27/8/25

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