

BOARD OF TRUSTEES GENERAL MEETING
HELD ON WEDNESDAY 27TH AUGUST 2025 AT 5:30PM

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

Apologies: Nicole Forster

Speaking Rights: Chloe Miller (Acting Board Secretary)

Meeting started at: 5.33PM

Karakia tīmatanga

*Ma te whakapono,
ma te tumanako,
ma te titiro,
ma te whakarongo,
ma te mahi tahi,
ma te whakamomori,
ma te aroha,
ka taea e matou.*

*By believing and trusting,
By having faith,
By looking and searching,
By listening and hearing,
By working and striving together,
By sheer desire and determination,
By all being done with love,
We will succeed*

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

Moved: Marcel

Seconded: N/A

All in favour. Carried.

Action items discussed and all in progress.

3.0 MATTERS ARISING

No matters arising.

4.0 CORRESPONDENCE

All correspondence tabled as read.

Cade noted the St Mark's School and Rudolf Steiner School changes outlined in the consultation letter received, will have no impact on Beckenham Te Kura o Pūroto.

The PTA's artificial turf project for the area behind Kōmanawa and the quotations received for this were discussed.

Cade has been in contact with the Ministry of Education to determine the process and requirements needed for this project. A project of this size requires Ministry approval. There is also a requirement for a motion to state that the board is in support of the PTA.

Cade spoke of the decision making process for this project, noting it is primarily a PTA driven initiative. Cade is in support of this project, noting it will be a positive asset for the school.

The PTA's aspiration to raise more money for this project, during the upcoming colour run event and further fundraising was discussed. What would happen if deposit payments for the work are paid now to the contractors, but the funds required are not raised as hoped. A considerable amount of further funds are yet required to meet the costs for the turf project.

Thomas queried whether it is a requirement for the PTA to first obtain board approval, before they start advertising what projects they are raising funds for. Further discussion was had around the role of the PTA and whether there are guidelines around what they can and can not do.

Thomas suggested parking the board's decision of support, until the next board meeting and awaiting the MoE's approval of the project first before paying a deposit. All agreed.

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

Moved: Marcel

Seconded: N/A

All in favour.

Carried.

5.0 PRINCIPAL'S REPORTS

Cade spoke to the ERO preparations, the processes and requirements being worked through, and the belief that Beckenham Te Kura o Pūroto is compliant with everything required.

The recent strategic planning survey response rate was really positive, with 88 responses returned. Key themes that resulted from this were shared with the community in the recent school newsletter.

Cade spoke to the draft strategic plan for 2026-2028.

Motion That the Beckenham Te Kura o Pūroto Board of Trustees accept the draft strategic plan and continues to identify key focus areas for 2026, within it's strategic priorities.

Moved: Cade **Seconded:** Reena **All in favour.** **Carried.**

Cade spoke to the attendance records for this term. Noting these have been heavily affected by the high number, duration and multitude of illnesses circulating, for both students and staff alike. Holidays being taken during term time are also having an effect on attendance data.

The out of zone enrolment places advertised for Term 4 in the new entrants, were not filled, as no applications met the criteria. Cade requested the board's approval to continue to offer out of zone enrolments for the 2026 school year. All in favour.

The 2026 term dates were discussed. Marcel queried how staff only days are forecast throughout the year. Cade explained that schools must be open 382 half days, excluding staff only days. 6 weeks notice to the community is required for a staff only day to run.

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees approves the proposed term dates for the 2026 school year.

Moved: Cade **Seconded:** Craig **All in favour.** **Carried.**

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

Moved: Cade **Seconded:** John **All in favour.** **Carried.**

6.0 FINANCE REPORT

Thomas spoke to the finance reports.

Thomas noted that there has been a positive response to funds being requested towards the Kauri Mt Hutt ski trip.

Marcel queried the payment request made by Mt Hutt ski field to pay in advance, before the trip as opposed to after, like in previous years. Cade explained that the ski company has changed their payment policy and they now require payment upfront. If the ski area has to close and an alternative date can not be made then a full refund will be made back to the school.

Staffing, class numbers and relief budget were discussed.

Thomas queried whether there is any policy around medical leave certificate requirements depending on how many days leave are taken. Cade confirmed there is a requirement to provide this for accrued leave that extends over 8 days as the MoE picks up the relieving costs after this. Staff are asked to provide a medical certificate if they are at the Doctor,

however it is not mandatory at this stage to provide a medical certificate when taking sick leave.

Further discussion around sick leave was had.

Thomas suggested someone from the current board step into the finance role, to take over from him. This was discussed further within the in-committee meeting.

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

Moved: Thomas

Seconded: Anna

All in favour.

Carried.

7.0 PROPERTY REPORT

Craig spoke to the property report.

The Music room heat pump and door replacements, Tahake block under floor heating unit and the school wide bell system being installed this school holidays were reported.

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

Moved: Craig

Seconded: Cade

All in favour.

Carried.

8.0 HEALTH & SAFETY

Reena spoke to the health and safety report.

The recent school evacuation, in which a student pushed the alarm button, was discussed.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve the S.A.P for the 2025 Year 7&8 Kauri Mt Hutt Ski Trip.*

Moved: Reena

Seconded: Craig

All in favour.

Carried.

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

Moved: Reena

Seconded: John

All in favour.

Carried.

9.0 POLICY REVIEW

Reminder for all board members to review within the next month.

10.0 GENERAL BUSINESS

PTA meeting and PTA AGM discussed.

Craig to attend the October PTA meeting.

Further PTA funds discussion. Marcel queried the need for an action to have terms put in place, for the PTA funds to come with a suggestion from the PTA and the board to have the overall approval of spending. Cade to action.

11.0 IN COMMITTEE

At 6:32PM 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 7:08PM 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: 7:09PM

Next meeting: Wednesday 29th October 2025

Confirmed: _____



Date: _____

29/10/25

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