

BOARD OF TRUSTEES GENERAL SPECIAL INTERIM MEETING

HELD ON THURSDAY 18TH SEPTEMBER 2025 AT 4:30PM

Present:	Cade Englefield (Tumuaki), Anna Reid (Staff Trustee), Craig Hurford, Kate Stallworthy
Present via Zoom:	John Ussher, Reena Brinner, Annabel Ramsey
Apologies:	Emma Jenkins
Speaking Rights:	Chloe Miller (Acting Board Secretary), Jo Smith (Tumuaki Tuarua), Sue Leadbetter (Tumuaki Tuarua)

Meeting started at: 4:32PM

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 WHAKAWHANAUNGATANGA

Cade opened the meeting.

Welcome given to the new Parent Representatives on the board, Annabel, Emma and Kate.

Introductions completed by all members present.

2.0 BOARD OPERATIONS

Cade shared that this is an interim meeting and the first meeting of the newly elected board since the triennial election. The purpose of this interim meeting is to elect a Presiding Member of the board and complete a review of all board Delegations.

The first task on the agenda needs to be to elect a Presiding Member. Cade called for nominations for a Presiding Member.

Anna, Reena, John and Cade all nominated Craig Hurford.

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

Moved: Cade

Seconded: Anna

Carried.

Discussion as to the appointment of a Deputy Presiding Member position. Craig spoke to the history and purpose of the role, noting the benefits for the board if the role is filled in future.

Delegations

Brief discussion around the purpose and requirement for board delegations was had.

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: Craig

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: Craig

Seconded: N/A

Carried.

The role of Finance Committee Representative was discussed and nominations called for. Kate Stallworthy volunteered to take on the role.

Motion: *That the Board duly elects Kate Stallworthy as the Board Finance Committee Representative.*

Moved: Craig

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: Craig

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: Craig

Seconded: N/A

Carried.

H&S Committee

Reena is happy to continue in this role.

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

Moved: Craig

Seconded: N/A

Carried.

Property

Motion: *That the Board duly elects John Usher as the Board Property Representative.*

Moved: Craig

Seconded: N/A

Carried.

Student Attendance Plans

Cade spoke to the use and purpose of the Board Approved Offsite Learning (Q code).

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

Moved: Craig

Seconded: N/A

Carried.

Appointment Committee

Cade spoke to the appointment process.

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: Craig

Seconded: N/A

Carried.

5YA Sub-Committee

Craig spoke to the 5YA process.

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: Craig

Seconded: N/A

Carried.

Speaking Rights

Motion: That the board grants speaking rights to Chloe Miller; Acting Board Secretary, Sue Leadbetter; Tumuaki Tuarua, and Jo Smith; Tumuaki Tuarua.

Moved: Craig

Seconded: N/A

Carried.

Police Vetting

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

Moved: Craig

Seconded: N/A

Carried.

3.0 GENERAL BUSINESS

Cade spoke to the induction process for the new members. This will be arranged with the new elected board members early in Term 4.

4.0 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: 4:54PM

Next meeting: Wednesday, 29th October 2025

Confirmed:  Date: 29/10/25

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