



BOARD OF TRUSTEES GENERAL MEETING
HELD ON WEDNESDAY 29TH OCTOBER 2025 AT 5:30PM

Present: Cade Englefield (Tumuaki), John Ussher, Craig Hurford (Presiding Member), Reena Brinner, Anna Reid (Staff Trustee), Annabel Ramsey, Emma Jenkins

Late: Kate Stallworthy

Attendees: Melissa Hurst & Jason Orchard (PTA Members)

Speaking Rights: Chloe Miller (Acting Board Secretary)

Meeting started at: 5.31PM

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 by Cade to the PTA members in attendance and introduction provided for the board members, as to the intent of the PTA members visit.

2.0 PTA PRESENTATION

Melissa spoke to the Komanawa multi-use sports turf installation proposal and presented quotes and physical turf samples for the board to view.

The PTA recommendation is that the Smart Grass company is used.

Features of the type of turf and the plans for installation were discussed.

Total Smart Grass costs come to \$67,882.74. The PTA still requires \$38,896.00 to fund the project.

Funding grants will act as the primary funding source.

The PTA currently has a \$75,000.00 Kiwi Gaming Grant application ready to go and are seeking final approval from the board, to proceed before this is submitted. Following the outcome of this, additional funding applications are planned.

Fundraising initiatives are also in progress, with the school-wide November colour run acting as the major fundraiser. This will be run using the 'Go Raise It' platform. They are also pitching for corporate sponsorship as a part of this and hope to raise a total of \$20,000.00 from the colour run event.

Further sponsorship avenues are also being explored, with a few larger events for the upcoming school year yet to be planned.

Emma queried how funds would be used if funding grants were received, as well as the colour run fundraising amount achieved and how costs would then be spent. Discussion had around spending. The PTA plans to use grants moving forward as much as they are able.

John asked for confirmation from the PTA that the deposit is refundable if approval is not received from the MOE, Melissa confirmed this is correct. The deposit, already paid, locks in the price even if the work weren't to take place for another 12+ months.

Emma questioned potential cigarette damage to the turf. Melissa confirmed any damage can easily be patch replaced and would be covered by the school's vandalism insurance cover.

Further discussion around the setup and use of the area. The turf court will allow for Netball, football, pickleball and hockey use. The other end of the court has a hopscotch and four square setup.

Craig advised the PTA members present, that the board will discuss the presentation provided and Cade will return the decision to the PTA. Melissa asked when they can expect the board's decision. Confirmation was given that the decision will be made at this meeting.

3.0 BOARD WELCOME

Craig opened the meeting and welcomed everyone after the PTA members departed. Special mention given to new board member, Emma, who was not in attendance for the previous special interim meeting.

4.0 CONFLICT OF INTEREST REGISTER

Register access for all new members updated and all new members asked to update with any perceived or potential conflicts, or to declare no conflict.

5.0 CONFIRMATION OF MINUTES & ACTION ITEMS

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

Moved: Craig Seconded: NA All in favour. Carried.

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

Moved: Craig Seconded: NA All in favour. Carried.

Action items discussed. Cade spoke to the ongoing action point regarding the currently vacant Whānau and Iwi Trustee (Ngāi Tahu) board member role and the expression of interest received from Jess Tarawa, a member of the Beckenham community.

Cade proposed Jess be invited to the next board meeting. Craig agreed, pending first a meeting to take place with Jess, Craig and Cade, before extending the board meeting invite.

Action: Cade and Craig to arrange a meeting with Jess.

6.0 MATTERS ARISING

No matters arising.

7.0 CORRESPONDENCE

All correspondence tabled as read.

Emma queried the way in which the declaration of the board triennial election results were presented given that the results declared the numbers of votes each nominee received.

Cade responded that as this was collected and released by an external provider, Schooled Election Pilot, this was not something we had control over. The school is required to release the results and the intention was to remain as transparent as possible.

There was discussion as to whether we can provide feedback or gain clarity from Schooled and the Te Whakarōputanga Kaitiaki Kura o Aotearoa - New Zealand School Boards Association (formerly NZSTA) as to whether it is a requirement that all results are shared this way.

Craig queried the percentage of voters from the community that participated in the elections. Discussion had around the percentages of participants voting, compared to previous election years.

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

Moved: Craig Seconded: NA All in favour. Carried.

8.0 PRINCIPAL'S REPORTS

Previous motions passed via email noted below.

Motion approved via email 10th September 2025: *That the Beckenham Te Kura o Pūroto advertise out-of-zone places for Term 1, 2026, for students entering either New Entrants or Year 3.*

Moved: Cade

Seconded: Marcel

In favour: John, Reena, Anna, Craig, Anna, Thomas. **Carried.**

Motion approved via email 10th October 2025: *That the Beckenham Te Kura o Pūroto Board approves, if required, the closure of the School due to strike action by NZEI Te Riu Roa on the 23rd October.*

Moved: Craig

Seconded: Emma

In favour: Kate, Annabel, Reena. **Abstained/Conflicted:** Cade, Anna, John. **Carried.**

Motion approved via email 14th October 2025: *That the Beckenham Te Kura o Pūroto Board of Trustees increase the number of out-of-zone places from three to four in either New Entrants or Year 3 for Term 1, 2026.*

Moved: Cade

Seconded: Craig

In favour: Reena, John, Anna, Emma, Annabel. **Carried.**

Cade spoke to the October report and called for any questions throughout his overview brief.

Emma queried who is involved in the strategic planning process. Cade confirmed the plan is created based on the feedback from the community, requirements from the MOE and self review of identified areas are also factored in and included.

Cade noted that the teaching staff are currently working on reports and the recent changes made by the MOE concerning the reporting structure, criteria and the descriptors that are required.

Changes to the maths and english curriculum were discussed and the new phases of learning, based on the ages and years of the students. Cade confirmed that next year the current schooling year structure is going to remain the same at Beckenham.

Attendance tracking and the Term 3 sickness and illness patterns discussed.

The chicken egg incubation project and building of the chicken coop at school was discussed.

Additional staffing requirements and school roll numbers discussed.

The letter to the council regarding off-lead dogs during school hours was discussed. The board was in support of Cade sending the letter to the council.

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

Moved: Cade

Seconded: John

All in favour.

Carried.

9.0 FINANCE REPORT

Cade and Kate spoke to the financial summary report.

The board members were in agreement that the summary report is preferred. Kate confirmed that going forward this will continue to be provided.

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

Moved: Kate

Seconded: Reena

All in favour.

Carried.

10.0 PROPERTY REPORT

John spoke to the property report.

Discussion around the new working bell and intercom system.

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

Moved: John

Seconded: Anna

All in favour.

Carried.

The PTA turf project was discussed.

Cade noted his support and suggested creating a priority list of projects for future fundraising to share with the PTA, ensuring that fundraising efforts are aligned with the school's strategic priorities. Craig queried whether there was any existing guidance that could be drawn on.

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees approve the PTA turf project in principle.

Moved: Craig

Seconded: NA

All in favour. Carried.

11.0 HEALTH & SAFETY

Reena spoke to the health and safety report.

John queried an issue from last year regarding the water quality at Cass bay but noted that it has been mentioned and resolved in the provided S.A.P.

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees approve the S.A.P for the 2025 Year 7&8 Kauri Pool Party.

Moved: Reena

Seconded: Annabel

All in favour.

Carried.

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

Moved: Reena

Seconded: Kate

All in favour.

Carried.

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

Moved: Reena

Seconded: Anna

All in favour. Carried.

12.0 POLICY REVIEW

Reminder for all board members to review before the 19th December policy review close date.

Cade proposed that next year a board member could take over this area for assurance.

13.0 GENERAL BUSINESS

Craig to attend the November PTA meeting. PTA meeting dates to be checked and confirmed as the last two were cancelled by the PTA.

Action: Chloe to check and confirm with Craig, who will attend the next PTA meeting.

14.0 IN COMMITTEE

At 7:14PM 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 7:22PM that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board

Action: Chloe to send out calendar invites to the new board members for the next meeting.

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: 7:25PM

Next meeting: Thursday 27th November 2025

Confirmed: _____



Date: _____

27/11/25

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