

**BOARD OF TRUSTEES GENERAL MEETING**

**HELD ON THURSDAY 27TH NOVEMBER 2025 AT 5:30PM**

- Present:** Cade Englefield (Tumuaki), Kate Stallworthy, Emma Jenkins, Anna Reid (Staff Trustee), Annabel Ramsay, Craig Hurford (Presiding Member), John Ussher
- Apologies:** Reena Brinner
- Attendees:** Jess Tarawa
- 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**

Craig welcomed Jess Tarawa, our guest attendee, who is interested in the iwi representative role on the Board.

Cade relayed Jess's expression of interest in bringing iwi representation to the Board. Cade and Jess have previously met to discuss and Cade invited her to attend this board meeting.

Jess greeted the board with her mihi and thanked the board for having her.

**2.0 CONFLICT OF INTEREST REGISTER**

Required amendments have been added since the October meeting. The register is up to date.

**3.0 CONFIRMATION OF MINUTES & ACTION ITEMS**

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

**Moved:** Craig      **Seconded:** N/A      **All in favour.**      **Carried.**

#### **4.0 MATTERS ARISING**

No matters arising.

#### **5.0 CORRESPONDENCE**

All correspondence tabled as read.

The council's return letter, received in response to the dog letter from the board concerning dogs off the lead at Beckenham park during school hours, was discussed.

The email received from a concerned parent in regards to their child's grades was also discussed. Craig and Cade confirmed this has been resolved.

Cade spoke to the positive community support received in response to the school's confirmed commitment in giving effect to Te Tiriti o Waitangi.

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

**Moved:** Craig      **Seconded:** N/A      **All in favour.**      **Carried.**

#### **6.0 PRINCIPAL'S REPORTS**

Previous motions passed via email noted below.

**Motion approved via email 4th November 2025:** *That the Beckenham Te Kura o Pūroto Board of Trustees approves the amended school term dates for 2026.*

**Moved:** Cade      **Seconded:** John

**In favour:** Craig, Reena, Anna, Kate, Emma, Annabel.      **Carried.**

**Motion approved via email 18th November 2025:** *That the Beckenham Te Kura o Pūroto Board of Trustees reaffirms its commitment to Te Tiriti o Waitangi and shares the attached communication with the school community.*

**Moved:** Cade

**Seconded:** Anna

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

Cade spoke to the November report. Thanks was given to the board for their responses to motions completed via email.

Cade spoke to the recent kinetic sand asbestos testing completed within the school. Further discussion was had around future kinetic sand use and storage. Cade confirmed that kura staff have been asked not to bring kinetic sand into school and all kinetic sand has now been removed from school grounds.

Cade spoke to the annual plan tracker and the progress made.

Cade further spoke to the strategic plan and explained approval from the newly formed board would be good so that work on the annual plan can begin early in the new year.

Further discussion was had as to the strategic planning process and plan moving forward.

**Motion:** *That the Beckenham Te Kura o Pūroto Board of Trustees approves the school's Strategic Plan and endorses the Senior Leadership Team to begin drafting the school's Annual Plan.*

**Moved:** Cade

**Seconded:** Emma

**All in favour. Carried.**

Cade invited Anna to discuss the 2026 classroom learning spaces and the move planned to take place this term in preparation.

Anna explained the planning process, the thought put into the spaces with each age group in mind and how the move is planned to take place. The move is to be implemented, with every class set up in their new space, by the end of term 4 this year.

Annabel queried the size of the bathrooms in the new kauri space, formerly the new entrants space, to ensure they were of adequate size for year 7 & 8 students. Cade confirmed that they are.

Kate queried whether any feedback has been received from parents and caregivers in regards to the move. Anna was not aware of any feedback, but correspondence has gone out to parents and caregivers.

Cade spoke to the possibility of retro fitting walls being installed at the school to divide learning spaces up. The school is being visited by the Ministry on the 10th December and considered as a test case for this. Further discussion was had around what age group this change would most benefit. Annabel queried what funding options there are to support this possible change if

the school isn't chosen as a pilot case. Cade confirmed that there is no funding allocated for this currently.

Cade noted the construction of the chicken coup is now complete and all the labour and materials that have been generously donated.

Cade spoke to the success of the PTA fundraising generated from the recent colour run event. The colour run event raised approximately \$23,000.00.

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

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

## 7.0 FINANCE REPORT

Kate spoke to the financial summary report.

Kate noted the significant adjusted deficit improvement on the result reported in the October meeting. Overall financial position is stable.

Cade spoke to the budget. Further discussion around the budget was had.

**Motion:** *That the Beckenham Te Kura o Pūroto Board of Trustees approves a budget for 2026 with an approved deficit of \$38,021.*

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

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

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

## 8.0 PROPERTY REPORT

John spoke to the property report and improvements occurring within the school. The music room updates and addition of a divider wall to split the upstairs office space.

The solar panel/power conversion installation proposal was discussed. The board agreed more understanding is needed as to how this works and how costs will translate into long term power savings.

Cade spoke to an additional plumbing concern within the hall toilet system, where a yoghurt container and a tennis ball have been discovered to be stuck in the drain.

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

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

## **9.0 CYCLICAL MAINTENANCE**

Cyclical maintenance plan tabled as read.

**Motion:** *That the Beckenham Te Kura o Pūroto Board of Trustees has reviewed the updated cyclical maintenance plan, and considers that this plan represents an up to date and reliable estimate of the Board's obligations at 31/12/2025 to the MOE for cyclical maintenance. The plan records total costs of \$219,950 and an annual cost of \$25,099 and the Board has approved this to be used in the 2025 financial statements.*

**Moved:** Craig                      **Seconded:** N/A      **All in favour.**                      **Carried.**

**Motion:** *That the Beckenham Te Kura o Pūroto Board of Trustees approves the painting of Block 24 during 2026. This is a deferral of the 2025 date on the cyclical maintenance plan and has been deferred due to delays in 2025.*

**Moved:** Craig                      **Seconded:** N/A      **All in favour.**                      **Carried.**

**Motion:** *That the Beckenham Te Kura o Pūroto Board of Trustees approves the painting of Block 4 during 2029. This is a deferral of the 2025/2026 date on the cyclical maintenance plan and has been deferred due to the area being in good repair.*

**Moved:** Craig                      **Seconded:** N/A      **All in favour.**                      **Carried.**

## **10.0 HEALTH & SAFETY**

Report taken as read.

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

**Moved:** Craig                      **Seconded:** N/A      **All in favour.**                      **Carried.**

## **11.0 POLICY REVIEW**

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

## 12.0 GENERAL BUSINESS

Attendance of board members at PTA meetings was discussed. The board agreed to plan attendance for PTA meetings in the new 2026 year.

Board of Trustees 2026 meeting dates were confirmed.

**Action:** Chloe to send out calendar invites to all board members with the confirmed 2026 BoT meeting dates.

**6:41pm:** Jess thanked the board for having her again and departed the meeting.

## 13.0 IN COMMITTEE

***At 6.42PM 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 7.17PM that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board***

## 14.0 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: 7:19PM

Next meeting: **Wednesday, 25th February 2026**

Confirmed:  Date: 25/02/26

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