



BOARD OF TRUSTEES GENERAL MEETING

HELD ON WEDNESDAY 25TH FEBRUARY 2026 AT 5:30PM

- Present:** Cade Englefield (Tumuaki), Reena Brinner, Anna Reid (Staff Trustee), Kate Stallworthy, Emma Jenkins, Craig Hurford (Presiding Member), Annabel Ramsay
- Apologies:** John Ussher
- Attendees:** Jess Tarawa, Chris Connor (COG New Zealand)
- Speaking Rights:** Chloe Miller (Acting Board Secretary)

Meeting started at: 5.30PM

Karakia tīmatanga

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|---------------------------|---|
| <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

Cade welcomed the Board members and Chris Connor from COG New Zealand.

2.0 GUEST PRESENTATION

Chris introduced himself to the Board and spoke to the function of his company and how the solar panels would operate within Beckenham Te Kura.

He has taken a look at the school and believes 180 panels would be a good fit. The panels will generate roughly 125,000 kWh units of electricity annually which would save approximately 4.5 tons of CO2 emissions when compared to the New Zealand grid, every year for 25 years. This would result in savings which can be processed as an estimated \$3000 plus GST donation to the school, again every year for 25 years.

Chris further explained to the Board, the discounts that are available for the school and how the setup and usage works.

Emma queried whether any modifications are required to the existing school buildings to accommodate the panels. Chris confirmed that prior to installation he completes a structural review of each building, and although the panels do add some weight to the roofing, the need for modifications is minimal.

Chris provided a breakdown of the process prior to installation. An agreement is drawn up which is to be signed by COG, the school and the Ministry. First, in order to obtain consent from the Ministry, a structural review is commissioned and covered by COG, then the electrical design is put together, which the Ministry is required to sign off on. Lastly the agreement is put together and taken to the legal team at the Ministry for final checks, the Ministry then ratifies this. COG can then coordinate installation.

Craig queried how many schools have had this install completed. Chris responded that six schools are currently up and running with solar panels.

At the end of 25 years, the panels will require a health check to see how well they are running. Then it is determined by the school whether the panels are to be removed by COG and the roof tidied up, or if the school would like to take ownership of the system, in which case the panels are gifted to the school.

Maintenance on the panels was queried by the Board. To which Chris explained the inverter would need replacing around year 12. COG will complete all cleaning and maintenance and everything is insured for full replacement. The panels require routine maintenance and a clean once a year. If required COG also carries out any damage assessment and repair to the whole array.

Chris confirmed COG insures and maintains the solar panel array for the duration of the 25 year agreement.

Emma queried the full turn around. Chris responded, indicating that while some, or the fastest, cases have taken about two weeks, others have extended up to six weeks.

Chris departed at 5:55pm.

The Board discussed and agreed to first look into the schools current contract with Meridian, as the schools primary power provider, specifically in regards to solar panel usage.

3.0 BOARD OPERATIONS

The first task on the agenda is the appointment of a Presiding Member. Cade called for nominations for a Presiding Member.

All members of the Board were in agreement and unanimously nominated Craig to continue as Presiding Member.

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

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

Jess Tarawa's co-optation was discussed. Jess has completed and provided the Board with her Eligibility Declaration Form prior to this meeting. Once the resolution has been passed Jess will take office straight away.

Motion/Resolution Required: *That the Beckenham Te Kura o Pūroto Board of Trustees agree to co-opt Jess Tarawa as an iwi representative trustee member of the Board, for a term of 3 years.*

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

Delegations 2026

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 **All in favour.** **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 **All in favour.** **Carried.**

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

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

H&S Committee

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

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

Property

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

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

Student Attendance Plans

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 **All in favour. Carried.**

EOTC

Motion: That the Board delegates responsibility for the management and oversight of Education Outside the Classroom (EOTC) to the Principal. The Principal may delegate day-to-day coordination to a senior staff member (EOTC Coordinator), who supports staff, ensures procedures are followed, and reports to the Principal and Board as required.

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

Appointment Committee

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 **All in favour. Carried.**

5YA Sub-Committee

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 **All in favour. 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

All in favour. Carried.

Police Vetting

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

Moved: Craig

Seconded: N/A

All in favour. Carried.

Craig called for any nominations for the Deputy Presiding Member role. Craig spoke to the history and purpose of the role, noting the benefits of this position being filled in future for succession planning.

Further discussion was had around the role of Deputy Presiding Member. Craig's term ending later this year was discussed. Craig hasn't decided whether he will continue or not, noting that the mid-year elections are at the end of Term 3.

Code of Conduct forms were circulated and signed by all members of the Board present.

4.0 CONFLICT OF INTEREST REGISTER

All Board members present completed the conflict of interest register for 2026.

5.0 CONFIRMATION OF MINUTES & ACTION ITEMS

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees approve that the minutes of the November 2025 General Meeting be accepted as a true and correct version of that meeting.

Moved: Craig

Seconded: N/A

All in favour. Carried.

Action: Action items to be updated now that Jess Tarawa's co-opting to the Board is finalised.

6.0 MATTERS ARISING

No matters arising.

7.0 CORRESPONDENCE

All correspondence tabled as read.

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.

8.0 PRINCIPAL'S REPORTS

Previous motion passed via email noted below.

Motion approved via email 9th February 2026: *That the Beckenham Te Kura o Pūroto Board of Trustees approves advertising three out-of-zone places for Term 2, 2026, for students entering New Entrants, Year 3, or Year 4.*

Moved: Cade

Seconded: Craig

In favour: Reena, Anna, John, Annabel, Kate, Emma

Carried.

All reports taken as read.

Cade spoke to the Principal's report and confirmed a positive start to the schooling year.

Anna confirmed the new classroom spaces are working really well after the move at the end of last year, in particular that of the senior and junior new entrants spaces.

Cade spoke to the Annual Plan and Annual Plan Tracker, providing the Board with guidance on how progress is recorded on the tracker throughout the year.

Cade spoke to the analysis of achievement data and student achievement targets for 2026.

Discussion was had around how children are grouped in the achievement data analysis. Kate queried how students are grouped in this analysis. Cade explained based on an equity analysis, all students are recorded in the all learners category. Further to this learners that are in a group larger than 10% of the population of the school are reported on.

Cade spoke to the targets for 2026. Noting in particular, target 2 related to closing the equity gap and the work to be done to increase Māori learners' success within the school. Target 3 is related to increasing schoolwide writing achievement.

Target 1 around increasing student attendance was discussed. Craig queried last year's attendance results and how attendance is monitored and followed up. Annabel further queried the attendance interventions. Cade explained how attendance is monitored and expanded on the specific board, staff and school responsibilities and procedures around attendance.

The timeline for the work on the proposed walls for school blocks 4 and 23, was discussed. Kate queried if there is anything in the pipeline for any other school buildings. Cade responded that the MOE is working on feasibility and architectural constraint reports for these. Further discussion was had around this.

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees adopt the 2026 Start of Year (SOY) Student Achievement Targets.

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

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees approve the Board Annual Work Plan for 2026.

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

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

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

9.0 FINANCE REPORT

Kate spoke to the Finance report.

The finances for last year are currently with the Accountants and being finalised for the next meeting.

Kate confirmed the final budget will be brought to the Board at the next meeting.

Emma queried the target for school donations and the percentage received. Cade confirmed the target is 80%, currently the donations received is sitting at 38%. The donations that are received support what the school is able to do and provide, for students without extra cost to parents and caregivers.

Craig queried whether there is a government set donation figure schools can charge and the process of reviewing how the donation figure is set. Cade confirmed that there is no amount dictated. The Board can review school donation costs every year or at any time throughout the year. Currently it is \$150 per child with 33% back and issued at the start of each school year.

Emma suggested adding that to the Board's work plan to review again in the third quarter of this year for 2027. The Board agreed.

Action: Chloe to add 'review of school donation costs for the 2027 school year' to the Board Annual Agenda and Board Action Points workplan for Term 3.

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2025 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

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

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

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

10.0 PROPERTY REPORT

Motion approved via email 2nd February 2026: That the Beckenham Te Kura o Pūroto Board of Trustees approves the **plans** for the proposed walls in Blocks 4 and 23.

Moved: Cade **Seconded:** Reena

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

Cade spoke to the Property report in John's absence.

Cade spoke to the school security system failure, where the alarm system stopped working over the school holidays. The MOE approved the use of 5YA funds for this to be remedied.

Cade gave an overview of further work that was completed over the school holiday period. External painting of Kōpua and internal painting of Tāhaki were completed. Sewer repairs to the hall drains blocked by tennis balls and plastic bottles. Work on the green room, attached to the hall. A second upstairs office space was created above the administration/office block. The music room had heat pumps installed and the doors are still to be replaced. Lastly a phonics pond and number snake were painted around the junior concrete play area.

Kate queried how the 5YA funds work. Cade explained it is an amount of money allocated by the MOE to a school to use for a project over a 5 year duration. Jobs are categorised in specific priority. We are 2.5 years through the 5 year budget. These funds are separate to cyclical maintenance funds.

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

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

11.0 HEALTH & SAFETY

Reena spoke to the Health and Safety report. There was one student with a broken arm reported.

Hugo, team leader of the year 7 and 8 Kauri team, is joining the Health and Safety committee.

Cade confirmed the building warrant of fitness for the school passed this week.

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

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

12.0 POLICY REVIEW

Action: *All members to review policies.*

13.0 GENERAL BUSINESS

Motion approved via email 13th February 2026: *At the meeting of the Beckenham Te Kura o Pūroto Board on 25 February 2026, the Board resolved to apply to Aotearoa Gaming Trust for a grant of \$15,000 towards the cost of the PTA-led turf project.*

- *The Beckenham Te Kura o Pūroto Board of Trustees authorises Carol Bone - Chairperson and Melissa Hurst - Treasurer from the Beckenham Te Kura o Pūroto PTA to apply on behalf of the Board.*

Moved: Cade **Seconded:** Craig

In favour: Kate, Anna, John, Reena, Emma **Abstained/no vote:** Annabel **Carried.**

PTA meeting schedule discussed. Anna is to attend the next PTA meeting in March. The majority of the year's PTA meetings were allocated to an attending Board member.

Cade spoke to the PTA Principal's Board report.

Kate queried whether Board members are required to take or report anything in PTA meetings. Cade responded that it is not a requirement for Board members to report anything to the PTA.

14.0 IN COMMITTEE

At 6.58PM 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 7:32PM that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board.

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: 7:32PM

Next meeting: Wednesday, 25th March 2026

Confirmed:  Date: 25/03/26

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