

**BOARD OF TRUSTEES GENERAL MEETING
HELD ON WEDNESDAY 25TH MARCH 2026 AT 5:30PM**

Present: Craig Hurford (Presiding Member), Cade Englefield (Tumuaki), Jess Tarawa (Iwi Rep), Anna Reid (Staff Trustee), Reena Brinner, Annabel Ramsay, Kate Stallworthy, John Ussher

Apologies: Emma Jenkins

Speaking Rights: Chloe Miller (Acting Board Secretary)

Meeting started at: 5.34PM

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 CONFLICT OF INTEREST REGISTER

No amendments added.

2.0 BOARD OPERATIONS

Code of Conduct forms signed by John.

2.0 CONFIRMATION OF MINUTES & ACTION ITEMS

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve that the minutes of the February 2026 General Meeting be accepted as a true and correct version of that meeting.*

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

Cade spoke to the recent Action item updates and advised the Board that the letter to Tony has been arranged outlining the caretaker role change and trial basis for the one day per week recruitment.

3.0 MATTERS ARISING

No matters arising.

4.0 CORRESPONDENCE

All correspondence tabled as read.

Craig noted the useful webinars and resources GovHub provides for school Board members.

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.**

5.0 PRINCIPAL'S REPORTS

All reports taken as read.

Cade spoke to the Principal's report and noted the positive first term for the year. Cade commended the team members across all levels at the school, and in particular the wider leadership team.

Cade noted the recent changes in education and invited Anna to speak on this from her perspective as a teacher. Anna spoke to the adaptive nature of these changes and what it requires of the teaching staff.

The impacts of a potential governmental change and policy shifts, and the effect this would have on education were discussed at length by the Board. Cade noted the newly released Smart tool assessment, which is a test students will be required to take at two times during the school year. Further discussion was had by the Board around this.

Cade advised the Board that Posh Porridge will be onsite next Thursday as a thank you for the staff, this is to be covered by the Board discretionary budget.

Cade spoke to the recent professional development sessions run during Term 1, when these sessions are run and upcoming professional development planned throughout the year for the staff.

Cade provided the Board with an update as to the IEA (Individual Employment Agreements) that have been offered to teachers who are not NZEI members. Noting that a third of primary school teachers in New Zealand are not in the union.

Cade provided an update to the Board on the solar panels, advising that Chris has provided a contract from COG for the school. A sub-committee was formed, consisting of finance and property representatives of the board to review the contract. Cade invited John to speak about what the contract and work would entail. John confirmed there are a lot of fail-safes in place, the risk for the school is low and overall the sub-committee felt it was worth considering and that the solar panels would be of benefit for the school. From both a

green/environmental and educational perspective the sub-committee could see no reason not to go ahead. Craig backed this up and further spoke to the guaranteed minimum \$3000 rebate savings the school will receive every year.

Further discussion was had around the discount options COG are offering.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees agrees to sign the Electricity Supply Agreement with COG Power Limited and proceed with the installation of solar panels on school buildings.*

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

Cade spoke to the artificial turf project and updated the Board that in the best interests of the school, the school has taken over responsibility from the PTA of the turf project. Funding for this project will entail 5YA funds accessed from the Ministry of Education, PTA fundraising and a successful grant application. Installation of the new turf will take place in the September/October spring school holidays.

Cade spoke to the change this year to the school house games. The new initiative, called Whare Kotahitanga involves different rotations and activities. Cade invited Anna to discuss this change. Anna informed the Board that the children are enjoying the rotations and the mix of students (mixed year groups) across the school years has been positively received. The benefits for student leadership and the overall positive atmosphere and role modelling were discussed.

Cade advised the Board that the out of zone ballot for Term 2 has been completed. There were 6 applications for 3 spots in the new entrant year group. Kate queried whether applicants then go into a waitlist for the next available spots or whether they have to go back into the next term's ballot. Cade confirmed they go back to the following term's ballot. Cade further explained the ballot process to the Board.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve that three out-of-zone places for new entrants and Year 3 or Year 4 students for Term 3 entry be advertised on Wednesday, 29 April 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.**

6.0 FINANCE REPORT

Kate spoke to the Finance report.

Kate confirmed that expenses are tracking well for the start of the year.

The 2025 year end reports are with the accountants and they are due for the auditors on the 31st March.

Craig queried whether there were any expenditure concerns to which Kate confirmed there is not.

Kate updated the Board on the status of the draft budget. In the past 5% of the operations grant has been set aside to act as a buffer, however upon the accountants recent advice, they are now only keeping 2% of the operations grant aside. 3% of this has been put into the school operating costs which has reduced the budget. Cade confirmed that this has provided an allowance for professional development and the costs of a school youth worker for this year. The budget is still landing at a lower deficit than projected at the end of last year.

Further discussion was had around the budget and the ledger explanations provided by the school finance officer for the Board.

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees approve the final budget for 2026.

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

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

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

7.0 PROPERTY REPORT

John spoke to the Property report.

Cade informed the Board that the internal wall installation dates are still yet to be advised.

The upcoming school holiday work to take place around the school was discussed.

The two junior area shade sail quotes were discussed. Cade recommended the quote that provided a higher quality, stronger gsm material for the benefit of the shade sails longevity.

Cade explained to the Board the requirement for the following motion.

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees resolves to apply to the New Zealand Community Trust for a grant of \$15,000 towards the cost of replacing the shade sail in the school's junior playground.

The Board authorises Sirena Blair (PTA) and Cade Englefield (Principal) to submit the application on behalf of the Board.

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

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

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

8.0 HEALTH & SAFETY

Previous motion passed via email noted below.

Motion approved via email 6th March 2026: *That the Beckenham Te Kura o Pūroto Board of Trustees approves the Team Kauri Leadership Week activities, including the trip to Waltham Pool.*

Moved: Cade Seconded: Kate

In favour: Emma, Annabel, Anna, John, Craig, Jess **Abstain/No vote:** Reena **Carried.**

Reena spoke to the Health and Safety report.

Reena reported that there were two students involved in accidents resulting in broken arms, only one of these occurred while at school.

There was a recent fire evacuation drill run by the school. It was reported that this took longer than usual but another drill will be run early Term 2 to tidy up this process.

The board was in agreement on the benefits of flu vaccinations being provided for all staff.

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

Moved: Reena Seconded: John All in favour. Carried.

9.0 POLICY REVIEW

Action: *All members reminded to review policies before the close date.*

10.0 GENERAL BUSINESS

Previous motion passed via email noted below.

Motion approved via email 26th February 2026: *That the Beckenham Te Kura o Pūroto Board of Trustees approves the submission of a funding application to NZCT Community Trust for the purpose of supporting the PTA led project, which includes installation of a Multipurpose Turf and equipment/uniforms.*

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

Moved: Cade **Seconded:** Annabel

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

The PTA meeting schedule was briefly discussed. Annabel is to attend the next PTA meeting.

No other general business.

11.0 IN COMMITTEE

At 6.26PM 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 6.34PM 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: 6:35PM

Next meeting: **Wednesday, 20th May 2026**

Confirmed: _____  _____ Date: 20/05/26

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