

BOARD OF TRUSTEES GENERAL MEETING

HELD ON WEDNESDAY 24TH JUNE 2026 AT 5:30PM

Present: Cade Englefield (Tumuaki), Craig Hurford (Presiding Member),
Annabel Ramsay, Kate Stallworthy, Anna Reid (Staff Trustee)

Apologies: John Ussher, Reena Brinner, Emma Jenkins, Jess Tarawa (Iwi Rep)

Speaking Rights: Chloe Miller (Acting Board Secretary)

Meeting started at: 5.41PM

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 CONFIRMATION OF MINUTES & ACTION ITEMS

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

Moved: Craig

Seconded: N/A

Carried.

Action items briefly discussed and updated.

3.0 MATTERS ARISING

No matters arising.

4.0 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

Carried.

5.0 PRINCIPAL'S REPORTS

Previous motion passed via email noted below.

Motion approved via email 26th May 2026: *That the Beckenham Te Kura o Pūroto Board of Trustees increases the number of out-of-zone enrolment places available for Term 3 from 3 to 5.*

Moved: Cade

Seconded: John

In favour: Craig, Kate, Anna, Jess, Reena, Annabel, Emma

Carried.

All reports taken as read.

Cade spoke to the annual report and provided an outline as to what this contains. It is an ongoing record of what the school has completed and achieved throughout the year.

Cade provided the Board with an update on the planned solar panel installation work. The school is awaiting police vetting results for the contractors involved in the installation work.

Cade outlined the recent privacy law changes. All staff have been provided with a flowchart which guides staff through the required steps to follow to ensure they align with these requirements.

Cade invited the Board members to share their thoughts and findings, from the parent perspective, on the school reports that went out last week, from the new system. Craig responded with positive feedback, finding that there was more information provided and the ability to track each individual's learning was really helpful. Annabel and Kate both affirmed this, explaining that it was good to clearly see and understand where exactly the children are placed with their learning.

Craig asked Anna how she found the overall experience as a teacher. Anna responded that as it is a new reporting system the staff have adapted to, she can see this working increasingly smoothly going forward. Anna explained the layout worked well, with the breakdown of skills, general teacher comment, next steps and what to do at home sections that are provided, clearly showing where each student is at.

Kate spoke to the language in some sections of the reports that were a little overcomplicated, and explained that simplified language could be more beneficial for easier understanding, especially when reading reports out to children. Cade responded by making note of the AI database working in the background through the Hero reporting system that provides some of the wording. Anna confirmed the general teacher comment is written by staff for each student.

Further discussion was had around the language used within the reports and the Ministry of Education's requirement for each school to report twice a year in plain english.

Cade invited the Board members to provide feedback on how the learning conferences went. Kate complimented the format of the conferences that she attended, and noted that receiving reports so close to attending learning conferences was really beneficial, as the material was fresh for both staff and parents. Craig added to this, explaining that the conferences he attended were both well explained and well run. Annabelle further acknowledged that it was good to check in mid way through the year.

The Board also discussed that some teaching teams prepared with student reflection sheets or individual student discussions with their teachers ahead of their conferences. Cade suggested moving forward a unified, consistent schoolwide structure be used across all teams for how the learning conferences are run.

Cade reported pleasing results from the mid year student achievement levels across all areas and progress towards yearly targets. Craig queried whether there are Ministry guidelines around where each school should be. Cade responded that every school is different, however there are wider curriculum targets that 80% of year 8 students are meeting the expectation for their year level by December 2030.

Cade attributed these results as a testament to the professional development completed by the teaching staff around English and Maths.

Further discussion was had around student achievement levels.

Cade acknowledged the generosity and support from the community in the contributions received for the hardship fund, in which approximately \$12,000 has been donated. Cade explained that these funds are being kept separate and will not be absorbed in school costs. The school is currently looking into ways to use these funds to assist those in need of support.

Cade spoke to the results from the digital learning survey. Annabel queried what prompted the need for the survey. Cade responded that the survey was a result of the feedback received around device usage after the strategic plan consultation was completed.

Cade informed the Board that attendance is currently looking good, and the current predicted end of year role at the time of this meeting is 502.

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

Moved: Cade

Seconded: Kate

Carried.

6.0 FINANCE REPORT

Previous motion passed via email noted below.

Motion approved via email 21st May 2026: Solutions and Services have prepared 2026 budgeted statement of financial position & statement of cashflows extracted from the Board prepared 2026 operating & capital budgets, and provided all 2026 budget documents required for approval. These reports have been prepared prior to the 2025 audit finalisation. Where any audit adjustments arise for 2025, these budgeted balances will require adjustment to ensure that the statements continue to balance for use in the 2026 annual accounts (i.e. retained earnings). On this basis the Beckenham Te Kura o Pūroto Board of Trustees approves the 2026 budget statements, subject to any opening balance changes to the statement of financial position and cash flow amounts, necessitated by 2025 audited adjustments.

Moved: Cade

Seconded: Anna

In favour: Craig, John, Reena, Jess, Annabel, Emma, Kate

Carried.

All reports taken as read.

Kate spoke to the Finance report and provided an overview for the Board.

The final budget, approved last year, has had a slight increase of the deficit to incorporate the maths buddy programme. The current projected deficit budget is sitting at just over \$28,000.

The vandalism budget was discussed. Cade confirmed that the Ministry is covering the remainder of the expenses that have been incurred to cover the repairs that exceed the schools vandalism allowance, as the Ministry of Education manages the insurance claim.

The cost of the koru games, which span across three days, has increased significantly this year. The school has asked the parents of participating children to contribute a donation towards these costs if they are able to. Craig queried the cost and provided feedback from queries he has received from the school community, around these costs. In previous years there has been no charge to parents and the school has absorbed these costs.

Cade responded that this has been an increasing challenge for the school, wanting to provide opportunities that come with a cost attached. Primarily the cost is attributed to the bus pricing, and travel significantly increasing. Further to this the number of children wanting to participate in koru games has also increased, as well as the variation of sports offered and locations, which is reflected in the costs.

Cade confirmed the school is mindful of maintaining equity around opportunity across the school levels and clarified that if families cannot pay, children can still attend, and will not miss out. Cade further elaborated that the leadership team discussed a rationalised process around opportunities aligning with available funds.

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

Moved: Cade

Seconded: Annabel

Carried.

7.0 PROPERTY REPORT

Tabled as read.

Cade noted that the school's cultural narrative was provided alongside the property report as a reference point for the Board.

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

Moved: Cade

Seconded: Anna

Carried.

8.0 HEALTH & SAFETY

Tabled as read.

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

Moved: Cade

Seconded: Kate

Carried.

9.0 POLICY REVIEW

Action: *All members to review policies before the 3 July close date.*

The PTA meeting next week was briefly discussed. Emma is to attend as Board representative.

10.0 GENERAL BUSINESS

No other general business.

11.0 IN COMMITTEE

At 6.22PM 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 6.32PM 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: 6:33PM

Next meeting: 19th August 2026

Confirmed:  Date: 19/08/26

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