

BOARD OF TRUSTEES GENERAL MEETING

HELD ON WEDNESDAY 19TH AUGUST 2026 AT 5:30PM

Present:	Cade Englefield (Tumuaki), Anna Reid (Staff Trustee), Jess Tarawa (Iwi Rep), Kate Stallworthy, Emma Jenkins, Reena Brinner, Craig Hurford (Presiding Member)
Late:	Annabel Ramsay
Apologies:	John Ussher
Attendees:	Georgie Jones, Lisa Collier
Speaking Rights:	Chloe Miller (Acting Board Secretary)

Meeting started at: 5.34 PM

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 GUEST PRESENTATION

Cade introduced Georgie and Lisa to the Board members and explained the opportunity the school had to apply for staffing from the Ministry of Education for two separate programmes to run within the school this year. These programmes are the 'Maths Acceleration Programme' and 'Structured Literacy Approaches'. Both Georgie and Lisa have taken on running these programmes; Georgie the Maths programme, Lisa structured literacy, and are presenting to the Board their mid-year progress and results from the running of these interventions.

Lisa addressed the Board and gave an overview of the support that the school can offer literacy learners. This is sometimes one on one with learners and sometimes combined, for the first two terms of the year. In both term one and two, there were a total of 23 learners receiving support. Some of these learners have since come off this support in term three and others are remaining on.

Lisa has also arranged for two speech therapy students to come onboard for their final year placements here at Beckenham. The students started here at the beginning of term 3 and will continue on until November. The speech therapy students have now started working with the school learners that have come off the literacy support intervention with Lisa, having made great progress, and hope to keep these learners progressing with their learning.

The intervention looks different for different learners, depending on needs. There are two different assessments Lisa has used to test and assess where learners are at, and monitor each learner's progress. The number of words each learner can read and the accuracy is equally measured.

All learners made significant progress. Most noticeably one learner has improved over the course of this support, reading initially at 5% accuracy, and now at 98% accuracy.

Noticeable progress across all learners. Engagement improvements have been observed also.

Kate queried whether the learners are only from the junior teams. Lisa confirmed that the funding covers up to year 6 across the school.

Lisa concluded, providing some student voice and individual learner comparisons that are evidence of the progress and individual growth that has been made.

Georgie then addressed the Board. Firstly thanking the Board for the opportunity to be part of the Maths programme.

Georgie explained that Maths acceleration is about targeted learning and provided an overview of how the sessions are run. 5 children work with Georgie in every session, and every group session is 45 minutes long. The programme is split into 5 modules and is a 12 week programme in total. The programme is designed for learners to attend 4 days per week.

Georgie noted the benefit of the small group ratio, which encourages active participation, lots of discussion, questions and the ability to closely monitor progress and learning.

Lastly Georgie advised the Board that the post programme student feedback was very positive and provided a number of the student quotes that were received.

Georgie noted that the Year 6 progress data wasn't very encouraging, however the other levels have all improved. Georgie suggested that the level of content might not have been exactly right for the Year 6 group or that more time was needed for them to process the learning.

Emma queried how the students are selected to participate in the programme. Georgie explained that this was mostly in consultation with the homegroup teachers and testing data. The purpose of the programme was to give the learners a boost with their learning and making connections. The aim was to have learners make progress within the workshops, and upon return to class, to continue making more improvements.

Cade shared that the programmes need to be reapplied for again for the following year as participation in the programmes does not roll over. The Maths acceleration programme has

been extended to include year 7 and 8 for 2027. Cade spoke to the value these programmes provide the school and learners and would like to continue to run the programmes if able to.

The Board thanked both Georgie and Lisa for attending and sharing.

2.0 CONFLICT OF INTEREST REGISTER

No amendments added.

3.0 CONFIRMATION OF MINUTES & ACTION ITEMS

Internet connectivity issues were experienced during the meeting, so the following motion was deferred to be completed over email.

Motion approved via email 20th August 2026: That the Beckenham Te Kura o Pūroto Board of Trustees approve that the minutes of the June 2026 General Meeting be accepted as a true and correct version of that meeting.

Moved: Craig

Seconded: N/A

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

Action items were discussed.

Cade spoke to the bus costs and the proposed increase of the PTA bus payment for 2027. Previously the PTA has paid the school \$10,000 towards bus costs. With the recent significant increase in bus costs the Board discussed options.

The Board was in agreement that the bus usage, and the trips and activities this usage enables, provide opportunities for the school and students that would otherwise not be available.

Action: The Board was in agreement that Cade will propose in his next Principal's report to the PTA the figure of \$15,000 towards bus costs.

The Board also discussed the school donations fee. The current donation is \$150 per student and has been set at this cost since 2019. Cade proposed a review of this figure, explaining further how the current fee was decided. Cade noted the difficulty however in comparing school fee amounts with other schools, as a reference point. Beckenham doesn't charge additional costs for many extra activities and does not let payment affect student attendance on trips or activities.

The Board further discussed options around donation fee increases. Cade suggested a small, but not a significant increase.

Action: The Board will defer and re-discuss the school donation fee at the next meeting.

4.0 MATTERS ARISING

No matters arising.

5.0 CORRESPONDENCE

All correspondence taken as read.

Emma spoke to the correspondence report and provided a brief overview of the reports contents and some of the available training opportunities for Board members.

The correspondence report could not be accessed in the meeting due to internet connectivity issues and was deferred to the next meeting, where Emma will report to the Board in more detail.

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

Moved: Craig

Seconded: N/A

Carried.

6.0 PRINCIPAL'S REPORTS

Previous motion passed via email noted below.

Motion approved via email 27th July 2026: That the Beckenham Te Kura o Pūroto Board of Trustees approves the application to the Christchurch City Council for a Special Licence to serve alcohol at the Kauri Bingo Evening on **Saturday, 15th August 2026.**

Moved: Cade

Seconded: Jess

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

Carried.

All reports taken as read.

Cade spoke to the Minister of Education, Erica Stanford's visit to the school last week, which went well. The potential next steps towards having further building modifications completed at the school were discussed. More will be announced around this process in early 2027 when funding may become available.

Cade has been completing one on one meetings with all of the teaching staff, to receive feedback, staffing goals and aspirations. Cade invited Anna to speak about how she found her meeting. Anna found the meeting invaluable, noting it is great for staff to be and feel heard, pass on ideas and provide feedback. Cade reiterated this, explaining the benefits of hearing from staff around their careers pathways and building connections.

The LSC role within the school for 2027 was discussed. Cade explained the requirement for a Board member to be present for interviews as the role is a permanent position. Jess offered to represent the Board as assurance, and attend the interviews.

Cade provided the Board with the proposed school term dates for 2027, explaining that the school is required to be open for instruction for 376 half days.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve the term dates for the 2027 school year.*

Moved: Cade

Seconded: Kate

Carried.

Cade explained the health curriculum changes to the Board, where there has been a change in the Education Training Act 2020. The result of this change is that the school is no longer required to consult with the community, but is required to inform the school community about the content of the health curriculum and how it is delivered. The school is also required to inform the community if any changes are made. The new health curriculum is due on 9th September. Cade suggested that the school share the changes with the school community and explain that the school is going to consult with the community as a part of our review of the refreshed health curriculum.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve that the Beckenham Te Kura o Pūroto Health Delivery Statement remain in place pending a full review following receipt of the refreshed Health and Physical Education Curriculum.*

Moved: Cade

Seconded: Reena

Carried.

Cade spoke to the strategic planning for 2027-2028 and the upcoming changes to the rules and guidelines around this planning, which will be received in Term 4. There are to be changes around goals for achievement in reading, writing and maths; reporting to parents; and changes to safety checking staff, where overseas police checks are now required for staff members that are not teachers.

Cade reported that attendance reporting is significantly low this term primarily due to illness. There are three students within the school who have been referred to attendance services. These are students that have been off school in excess of 30 days and the school has exhausted all of its resources in supporting their attendance.

Discussion was had by the Board around the support the school provides these students and their families, and the referral process for attendance services. Cade noted that for Term 2 this year the attendance total was 76%, and last year, 2025, in Term 2 it was 69%, reflecting an increase this year. Cade emphasised the importance of maintaining a clear pathway of support around attendance. Emma noted the positive communication that has gone out to the community, in the newsletter, around the importance of attendance.

Cade advised that the Term 4 out of zone applications closed today. 8 applications were received and 3 places were advertised. Cade proposed increasing the out of zone places to 5, pending Board approval. The Board was in agreement.

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees approve increasing the out of zone places for Term 4 from 3 to 5.

Moved: Cade

Seconded: Annabel

Carried.

Cade spoke to the Board assurances and the policy reviews. Each year the school provides assurances that every school policy is being met and every term there is a different set of policies to be reviewed.

Cade would like to form a Board assurance sub-committee. The Board assurance committee is composed of a board member, the staff Board member and principal. Cade asked whether Emma would like to join this committee, as this work is similarly linked to Emma's correspondence role on the Board, along with Anna and Cade. The assurance sub-committee will document policy improvements and report back to the Board. Emma agreed to join the sub-committee.

Action: Chloe to add the Board assurance sub-committee members to the 2026 Board Delegations record.

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

Moved: Cade

Seconded: Emma

Carried.

7.0 FINANCE REPORT

All reports taken as read.

Kate spoke to the Finance report and provided an overview for the Board, explaining that we are 58% of the way through the financial year.

The budget is currently in surplus of \$61,500 with several contributors and costs still to be paid, such as the artificial turf grant funds. The hardship fund, of just over \$11,000 is another one of the contributors to the surplus. The ski trip and swimming expenses are still to be paid. \$34,000 has been received from PTA donations. The cost of koru games has far exceeded the cost of the kiwi sports budget. There is a new hall hire agreement in place which will bring in close to \$3000.

The recent umbrella vandalism costs, which have totaled to \$12,000 so far, are to be reimbursed back to the school by the Ministry of Education for all expenses incurred over \$1500. This claim will be lodged once all the invoices related to this damage are received.

The networking capital is \$688,000, which is over the recommendation required by the Ministry of Education.

Chicken expenses are being recorded as curriculum charges.

Hall hirers and the income related to this were discussed.

Cade spoke to the two Year 8 students who will move on from Beckenham at the end of this year, which will have an effect on the teacher aide budget. This may result in necessary reductions in teacher aide working hours by approximately 20% per aide.

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

Moved: Kate

Seconded: Jess

Carried.

8.0 PROPERTY REPORT

Tabled as read.

Cade spoke to the Property report, advising the Board that the solar panels are fully commissioned and generating electricity. There is a pump station being built on Eastern Terrace to manage the water in the river. The turf installation is scheduled to begin on Monday 7th September. The new junior playground shade sails are being installed during the upcoming school holidays. Lastly, Cade confirmed that ideas are still being worked through to improve the front entrance of the school so it is more biculturally responsive.

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

Moved: Cade

Seconded: Anna

Carried.

9.0 HEALTH & SAFETY

Tabled as read.

Reena spoke to the Health and Safety report. The caretaker's shed entryway steps are requiring some modification. The asphalt has slowly corroded due to rain runoff over a long period of time. The school is currently obtaining quotes to repair and rectify this. The roller door lock has also been repaired.

Motion: *That the Beckenham Te Kura o Pūroto Board of Trustees approve the EOTC SAP (Safety Action Plan) Proposal for the Kauri Ski Trip.*

Moved: Reena

Seconded: Annabel

Carried.

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

Moved: Reena

Seconded: Kate

Carried.

10.0 POLICY REVIEW

Action: Reminder to all members to complete this term's policy review.

The PTA meeting next week was briefly discussed. Craig is to attend as Board representative at the next PTA meeting.

11.0 GENERAL BUSINESS

No other general business.

12.0 IN COMMITTEE

At 7.13PM 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 7.50PM that the meeting resume in Public Session and confirm that the business discussed in the Public Excluded Session remains confidential to the Board

13.0 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: 7:50PM

Next meeting: 16TH SEPTEMBER 2026

Confirmed: _____



Date: _____

16/09/20

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