

BOARD OF TRUSTEES GENERAL MEETING

HELD ON WEDNESDAY 16TH SEPTEMBER 2026 AT 5:30PM

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

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 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 August 2026 General Meeting be accepted as a true and correct version of that meeting.

Moved: Craig

Seconded: N/A

Carried.

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees approve a **Board Assurances Sub-committee** with the delegated authority to review and maintain Board Assurances and policies, and document policy improvements to report to the Board, and shall consist of the Principal, Staff Trustee and the Board Correspondence Representative'.

Moved: Craig

Seconded: N/A

Carried.

3.0 MATTERS ARISING

No matters arising.

4.0 CORRESPONDENCE

All correspondence taken as read.

Emma shared the correspondence report with the Board.

Emma spoke to the Term 3 policy review and the concerns and complaints training course she recently attended.

Noting that the Board's use of the concerns and complaints register, as well as processes the Board follows, are indicative that the school and the Board are operating and reporting well according to policy.

Cade provided further comment on the concerns and complaints register, confirming that it is a useful record for the Board to keep an eye on trends and common patterns.

Emma further noted that the reporting and information shared with parents and caregivers encourages the community and staff to feel safe to raise concerns if needed.

Anna and Cade both further affirmed that within the school, open communication between staff and students is welcomed and encouraged.

Emma also provided an overview on the student achievement training she completed. Noting the emphasis that was put on students learning the skills, values and attributes needed to be a member of the community. Achievement goals, targets and patterns; reporting; curriculum changes; and learning interventions were also briefly summarised.

Cade further spoke to recent SchoolDocs correspondence received, which brought attention to hazardous substances being stored onsite within the school. As a result of this a school hazardous items register has now been put in place.

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

All reports taken as read.

Cade spoke to the Principal's report, noting term 3 has been a busy term, with a lot of planning ahead.

The appointment process has been completed for three teaching positions starting next year.

The Board Assurances sub-committee is now up and running and will start reporting to the Board in Term 4.

Staffing meetings have been completed with the teaching staff, to discuss their backgrounds, aspirations and request feedback.

Cade invited Anna to speak to the training completed on The Code during the recent staff only day. Anna explained The Code is a teaching spelling programme, which is used across the whole school, and this particular training day helped the staff learn how to use The Code effectively. Anna confirmed this was very useful and she has already begun implementing this training.

Synergy Health attended the school to speak with teaching staff, Cade again invited Anna to provide the Board with feedback from this. Anna explained this training helped staff learn how to take ownership of their own workload, external factors and how individuals manage stress.

Cade confirmed for the Board that student absences are tracking better this year for Term 3, when compared to last year. 65% for this year, compared to the end of term 3 2025, which was 48% for regular attendance.

Three out of zone enrolment spaces for New Entrants have been advertised for Term 1 2027.

Cade spoke to the recent schoolwide Shelter in Place as a result of the smell of gas throughout the school. The gas smell was investigated and the correct school safety processes were followed.

The annual school donation and a possible multiple sibling, family discount was discussed by the Board. The Board was in agreement that they would first look further at how many families have multiple siblings and then consider a possible tiered payment rate for families with more than two children. This will be further discussed at the next meeting.

Cade spoke to the last PTA meeting where an increase in the bus donation payment was proposed and discussed. The PTA are considering what they can provide in support of this.

Cade briefly provided the Board with the school role numbers and explained various reasons for fluctuations.

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

Moved: Cade

Seconded: Emma

Carried.

6.0 FINANCE REPORT

All reports taken as read.

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

We are now 67% of the way through the financial year.

The deficit budget is currently in surplus, with numerous payments yet to go out. Kate noted sizable payments are to go out for the Smartgrass artificial turf installation and school swimming. The whānau engagement role budget is also yet to be invoiced, after this position was left vacant at the end of term 2 this year.

The school remains in a stable financial position, with approximately \$700,000.00 of net working capital and over the recommended Ministry of Education guided amount held in working capital per student.

Craig queried whether the surplus is expected to be maintained, to which Kate responded that a lot of the spending is already committed to be spent, but the budget is not expected to lower to a deficit.

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

Moved: Kate

Seconded: John

Carried.

7.0 PROPERTY REPORT

Tabled as read.

John spoke to the Property report, advising the Board that the Smartgrass turf installation is scheduled for Monday 19th October. Smartgrass will be onsite for around two weeks installing this. The area will be fenced off from students during this time.

Cade advised the Board that the school has completed police vetting for the installers involved in this work and are waiting on the vetting results.

The shade umbrellas have now been returned, installed and strengthened, following repairs required after the vandalism that occurred.

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

Moved: John

Seconded: Jess

Carried.

8.0 HEALTH & SAFETY

Tabled as read.

Cade spoke to the Health and Safety report. Two ambulance units attended the school recently, for two separate incidents involving students, one asthma related and the other for a sprained neck.

There was a fire evacuation drill completed within the school recently too.

Motion: That the Beckenham Te Kura o Pūroto Board of Trustees approve the EOTC SAP (Safety Action Plan) Proposal for the Kahikatea and Kōwhai water safety swimming trip.

Moved: Craig

Seconded: N/A

Carried.

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

Moved: Cade

Seconded: Annabel

Carried.

9.0 POLICY REVIEW

Action: Reminder to all members to complete this term's policy review by 25th September.

10.0 GENERAL BUSINESS

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

No other general business.

11.0 IN COMMITTEE

At 6.31PM 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 6.59PM 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: 7:01PM

Next meeting: 28TH OCTOBER 2026

Confirmed:  Date: 28/10/26

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