



Board Minutes

Tuesday 26 March 2024

6:30 pm - 7.50 pm

School Staffroom

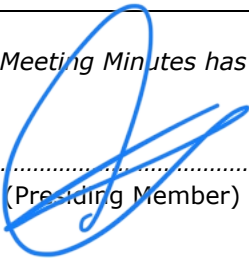
		Actioned
1	Meeting protocol	
1.1	Karakia	
1.2 Present & Apologies	<p>Present: Bryan Trevean (Principal), David Grigg (Presiding Member), Andrew Rodger, Sunita Patel & Amelia Fellerhoff (Staff Representative)</p> <p>Apologies: Rachelle Time</p> <p>Minute taker: Jude Burcher</p> <p>Other Attendees: Linda Ojala, Dave Olsen, Shelly Fawcett</p>	
1.3 Declaration of interests	No new or changes to declarations of interests	
1.4 Actions Update	<p>Actions update from previous meetings</p> <ul style="list-style-type: none"> • Email confirmed board meeting dates to Rachelle & Drew • Amend & upload the 2024 Strategic plan • Review wording of the Cell phone Policy • Review NZSTA guidance with regard to the Annual review of the Board performance • Set up Andy Rodger (new Treasurer) as bank signatory • Arrange \$500,000 to be invested on 12 months fixed term deposit 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p> <p>Completed</p> <p>Completed</p>
1.4.2 Cell phone Policy	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 1: That the Board reviews the Cell Phone Policy</p> <p>Resolution: The Belmont School Board has reviewed the Cell Phone Policy and accepts the policy as presented</p>	<p>Proposed: Sunita</p> <p>Accepted: Andy</p> <p>Passed</p>
1.5 Minutes of previous meetings	<p>Motion 2: That the Board confirms that the previous minutes, dated 27 February 2024, are a true and correct record</p> <p>Resolution: The Board confirms that the previous minutes, dated 27 February 2024, are a true and correct record</p>	<p>Proposed: David</p> <p>Accepted: Amelia</p> <p>Passed</p>
2	Presentation	
3	Strategic Discussion/Decisions	

	3.1 Board Member Selection Process	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> We have officially received Drew Broadley's Resignation from the board and thank him for his contribution NZSTA has been contacted and the process for filling the vacancy created by this resignation has been identified The community have been notified by email and given 28 days to request a bi-election. Requests are due by Monday 15 April If we do not reach 10% of community (48 eligible voters) requesting a bi- election, then a member selection process will be activated Shelly Fawcett and Dave Olsen attended the meeting as interested in the being selected for the board <p><i>The Board agreed to a motion via email to fill the vacancy using the selection process outlined by NZSTA</i></p>	
	3.2 Giving Effect to Te Tiriti o Waitangi	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> A statement about how we gave effect to Te Tiriti o Waitangi in 2023 has been written. This was reviewed by the board. As required by new planning and reporting regulations, this statement will be added to our overall Statement of Variance for 2023. 	
	3.3 Hautū	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> In alignment with our Strategic Plan for 2024, Bryan and Linda have been in contact with Core Education to help plan the approach around whānau hui. As part of this conversation, it was determined that a greater review and strategic approach is needed to ensure we are valuing current strengths, and clearly identifying next steps and achievable actions in relation to supporting our Māori students to achieve success as Māori To help with this process, the board has agreed to undertake the self review process using the Hautū tool. We will request support from Core Education to help facilitate this process. Once this review has occurred, identified actions and next steps will help to inform our school Strategic Plan for 2026-2028. This will be aligned with an effective consultation process to ensure community voice is reflected in the direction we continue to take as a school. 	
4	Monitoring		
	4.1 Principal's Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> The Principals Report was presented & discussed Our focus on Zones of Regulation continues Moving March has been well supported by students and their families Toilet block has a CPU, ramp work and ground works to be completed in the holidays Junior block work is progressing well Room 2 & 3 are finished 10 year property Plan - date for the initiation meeting has been set - Wednesday 3 April at 1:30pm. Sunita will be the board rep at this meeting. <p><u>Motion</u> : That the Board accepts the 26th March Principal's Report as presented</p> <p><u>Resolution</u>: The Belmont School Board accepts the 26th March Principal's Report as presented</p>	<p><i>Proposed: Amelia</i> <i>Accepted: David</i> <i>Passed</i></p>

		<p>Finance</p> <ul style="list-style-type: none"> Proposal to apply for a grant from the Hutt Mana Charitable Trust for funding to cover at new Thermal Pool Blanket <p>Motion : That the Belmont School Board approves the proposal to apply for a grant of \$5110.60 incl. GST from the Hutt Mana Charitable Trust to cover the cost and installation of a new thermal pool blanket</p> <p>Resolution: The Belmont School Board approves the proposal to apply for a grant of \$5110.60 incl. GST from the Hutt Mana Charitable Trust to cover the cost and installation of a new thermal pool blanket</p> <p>Hazard Register</p> <p>Motion : That the Hazard Register is presented to assure the Board that Hazards are identified and rectified to reduce risk as soon as practically possible</p> <ul style="list-style-type: none"> The board is assured that identified hazards are being monitored and/or controlled, and that measures are being re-evaluated to check their adequacy Hazards include: <ul style="list-style-type: none"> Metal corner edging is broken on the corner of the library Carpet strip needs replacing in room 15 <p>Resolution: The Belmont School Board has viewed & discussed the Hazard Register to date and all identified hazards are being actioned or in the process of being actioned</p>	<p>Proposed: Amelia Accepted: Sunita Passed</p> <p>Proposed: Andy Accepted: Sunita Passed</p>
4.2 Finance Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> Financial papers discussed Carry over funds have been received from Avalon Primary School for the Kāhui Ako these will be recorded in the balance sheet as a liability Initial 2023 Financial statement review completed and all audit information requested has been provided to Baker Tilly Drew has been removed as bank account signatory and fastnet user and Andy has been added as a bank account signatory and Fastnet user Budget for Teachers salary expenses to be reviewed due to early variation identified for funds budgeted in 2023 but paid in 2024 <p>Motion : That the Board accepts the February 2024 Financial Reports as presented</p> <p>Resolution: The Belmont School Board accepts the February 2024 Financial Reports as presented</p>	<p>Proposed: David Accepted: Andy Passed</p>	
4.3 HAST Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> Term 1 fundraisers all went well Tern 2 fundraising ideas- sausage sizzle, pizza lunch, Bake sale, opt in chocolate sales, spellathon Grant application in for Gymnastics equipment in initial stages 		
4.4 Policy Review - Te Tiriti o Waitangi	<p><i>Papers circulated prior to the meeting</i></p> <p>A decision was made to defer confirmation until after the Hautū process has been completed.</p>		
5	Meeting administration		

	5.1 Actions from this meeting	Actions from this meeting <ul style="list-style-type: none"> • Make contact with Peta regarding roading • Contact Cath from Core to confirm our intention to proceed with the Hautū process • Update the Hazard Register to indicate the the carpet maintenance is required in Room 15 due to recent room number changes • Finance report- review the Teachers Salary Expenses in the budget 	To do: Bryan Bryan Jude Jude
	Other	Items for the Board to take into committee	
6	Meeting Closure		
	6.1 Agenda Items - next meeting	<ul style="list-style-type: none"> • Annual review of the Board performance 	
		Meeting Closed : 7.50pm	
		Next board meeting – 21 May 2024 Agenda closes – 14 May 2024	
	Correspondence In	<ul style="list-style-type: none"> • SchoolDocs Advisory_ Mid-term updates 	
	Appendices	1.Board of Trustees Agenda 2024-03-26 1.1 School Karakia 1.4 Actions Update for 2024-03-26 1.4.2 Cell Phone Policy Revised 1.5 2024-2-27 Belmont School Board Minutes 3.1 Casual-vacancy-of-elected-board-member-flowchart 3.2 Giving Effect to Te Tiriti o Waitangi 3.3 Hautū Toolkit 2019 4.1.1 Principal's Report to Board 26 March 2024 4.1.2 2024-02-29 Hazard Register 4.1.3 2024-02-29 Medical Report 4.2.1 2024-02-29 Finance Report 4.2.2 2024-02-29 Sensitive Expenditure & Gifts Register 4.4 Te Tiriti o Waitangi Policy 6.2 Karakia Whakamutunga	

This copy of the Belmont School Board Meeting Minutes has been confirmed as a correct and accurate record of the meeting held on 26 March 2024

Signed: .....
(Presiding Member)

Dated: .....

Board Members Hours	
Number of Members at the meeting	5
Length of Meeting	1 hour 50 minutes
Preparation for meeting	
Time spent on other activities since last meeting	