



Board Minutes
Tuesday 21 May 2024
6:30 pm - 8.20 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, Rachelle Time & Amelia Fellerhoff (Staff Representative)</p> <p>Apologies:</p> <p>Minute taker: Jude Burcher</p> <p>Other Attendees:</p>	
	1.3 Declaration of interests	No new or changes to declarations of interests	
	1.4 Actions Update	<p>Action</p> <ul style="list-style-type: none"> • Contact Kathe 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 • Make contact with Peta regarding roading 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
	1.5 Minutes of previous meetings	<p>Sunita noted an update required to the date of next meeting in board minutes, should be 21 May, was incorrectly stated as 27 May.</p> <p>Motion 1: That the Board confirms that the previous minutes, dated 26 March 2024, are a true and correct record once amended as above</p> <p>Resolution: <i>The Board confirms that the previous minutes, dated 26 March 2024, are a true and correct record once the date of next meeting is updated</i></p>	<p>Proposed: David</p> <p>Accepted: Sunita</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"> 7 members of the school community formally expressed their interest in the board member selection process Jenn Gilbert was nominated and selected to fill the vacant board member position <p>Motion 2: That the Board agrees to select Jenn Gilbert to fill the vacant school board member position, subject to completion of the eligibility declaration.</p> <p>Resolution: The Board agrees to select Jenn Gilbert to fill the vacant school board member position, subject to completion of the eligibility declaration</p>	<p>Proposed: Andy Accepted: Amela Passed</p>
3.2 Hautū Update and Plan	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> Meetings scheduled for 25th June & 6th August both meetings will commence at 5pm and we will arrange shared food 	
3.3 Communication to Community	<p>The board discussed communication to the community after board meetings. It was agreed that a brief statement would be included in each school newsletter, updating the community of anything of importance. In Week 10, this will include a photo of the board and information about their role. From Term 3 it will include information about board focus and policy reviews from each meeting.</p> <p>Board selection update to be in the newsletter to start off a regular board update</p>	
3.4 Family Harm Alert Initiative	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 3: That the Board endorses the principal to proceed with the Family Harm Alert Initiative</p> <p>Resolution: The Board endorsed the principal to proceed with the Family Harm Alert Initiative</p>	<p>Proposed:David Accepted: Andy Passed</p>
3.5 10 Year Property Plan	<p><i>Papers circulated prior to the meeting</i></p> <p>Bryan to seek clarification regarding refurbishment of the junior toilets and funding for the outdoor learning space.</p>	

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 • No ballot was required for out of zone enrollments for Term 3 & 4, 6 applicants were offered places across the year levels • Reading recovery funding of .4 will be lost next year • Block E toilet completed and now in use and good progress is being made on Block F upgrade. Room 4 is complete and Room 5 should be ready by the end of next week. • Grant application approved by Hutt Mana Charitable Trust for \$4,444.00 for replacement of the swimming pool cover. We are grateful to the Hutt Mana Charitable Trust for their support of our school. • We currently have 5 Work Requirement Notices outstanding. These are all related to building work <p>Motion 4 : That the Board accepts the 21st May Principal's Report as presented Resolution: <i>The Belmont School Board accepts the 21st May Principal's Report as presented</i></p> <p>Hazard Register</p> <p>Motion 5 : 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"> • Carpet strip needs replacing in room 15 <p>Resolution: <i>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</i></p>	<p>Proposed: David Accepted: Sunita Passed</p> <p>Proposed: Andy Accepted: Amelia 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 • Baker Tilly have assured us that we will receive our Annual Report back by 31 May 2024 • Budget for Teachers salary expenses has been reviewed and updated in proposed amended Budget • Proposal to move \$100,000 from savings on call account (2.9%pa) to savings plus account (potential 5%pa) • Re-invest Fixed deposit -0079 maturing on 21 June 2024 for further 6 months (current 6mth rate 5.9%pa) <p>Motion 6: That the Board approved the Amended 2024 Budget as presented Resolution: <i>The Belmont School Board approves the amended 2024 Budget as presented</i></p> <p>Motion 7: That the Board accepts the March and April 2024 Financial Reports as presented Resolution: <i>The Belmont School Board accepts the March and April 2024 Financial Reports as presented</i></p>	<p>Proposed: Andy Accepted: Rachelle Passed</p> <p>Proposed: Amelia Accepted: Andy Passed</p>

	4.3 HAST Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> Fundraisers for Term 2, Sausage sizzle, Pizza lunch, Chocolate sales (opt in) Movie night (tbc), Spellathon Disco planned for Term 3 & a community night for Term 4 HAST is keen to provide some resources for the children as in past years. Teams will be asked for input into this 	
	4.4 Policy Review - Employer Responsibility	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 8: That the Board reviews the Employer Responsibility Policy Resolution: The Belmont School Board has reviewed the Employer Responsibility Policy and accepts the policy as presented</p>	<p>Proposed: Rachelle Accepted: David Passed</p>
	4.5 Policy Review - Appointment Procedure	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 9: That the Board reviews the Appointment Procedure Policy Resolution: The Belmont School Board has reviewed the Appointment Procedure Policy and accepts the policy as presented</p>	<p>Proposed: Amelia Accepted: Sunita Passed</p>
5	Meeting administration		
	5.1 Actions from this meeting	<p>Actions from this meeting</p> <ul style="list-style-type: none"> 10 year property clarification on Junior toilets and outdoor learning space Board candidate selection outcome confirmation Policy amendment to school docs for Employ a Reliever Policy Board communication for next newsletter re board selection Bryan to take next steps on family violence Alert Initiative 	<p>To do: Bryan</p> <p>David Bryan Bryan Bryan</p>
	5.2 Board Dates - change from 13 August to 6 August	The board agrees to the change the 13 August meeting date to 6 August	
	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 : 8.20 pm	
		Next board meeting – 25 June 2024 Agenda closes – 17 June 2024	
	Correspondence In	<ul style="list-style-type: none"> Re_ Belmont School Visit & Update SchoolDocs Advisory_ End of term 1 SchoolDocs Advisory_ Term 2 Review and Board Assurances Casual Vacancy - Expressions of Interest NZSTA is now Te Whakarōputanga Kaitiaki Kura! 	

Appendices	<ul style="list-style-type: none"> 1. Board of Trustees Agenda 2024-05-21 1.1 Karakia 1.4 Actions Update for 2024-05-21 1.5 2024-03-26 Belmont School Board Minutes 3.4 School Alert Pilot Presentation Lower Hutt 3.5.1 10YPP - Belmont School 3.5.2 Belmont School - 10YPP Approval Letter 4.1.1 Principal's Report to Board 21 May 2024 4.1.2 2807 Attendance Term 4 2023 Supplementary 4.1.3 Structured approaches sector-facing timeline 4.1.4 Plan for meetings and key dates Term 2 2024 4.1.5 Grant Terms 4.1.6 2024-04 Hazard Register 4.1.7 2024-03 Medical Report 4.1.8 2024-04 Medical Report 4.2.1 2024-03 Finance Report 4.2.2 2024-04 Finance Report 4.2.3 2024-04-30 Sensitive Expenditure & Gifts Register 4.2.4 Proposed Amendment to Final BUDGET 2024 4.2.5 Cash Forecast 2024 @ 20-5-24 4.3.1 HAST Update Term 2 4.3.2 HAST Minutes 07-05-2024 4.4 Employer Responsibility Policy 4.5.1 Appointment Procedure 4.5.2 Equal Employment Opportunities 4.5.3 Employ a Reliever 6.2 Karakia Whakamutunga 	
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This copy of the Belmont School Board Meeting Minutes has been confirmed as a correct and accurate record of the meeting held on 21 May 2024

Signed:.....
(Presiding Member)

Dated: 20/5/24.....

Board Members Hours	
Number of Members at the meeting	6
Length of Meeting	1 hour 50 minutes
Preparation for meeting	
Time spent on other activities since last meeting	