



Board Minutes
Tuesday 25 June 2024
5 pm - 8.15 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 Mistry, Rachelle Time, Jenn Gilbert & Amelia Fellerhoff (Staff Representative)</p> <p>Apologies:</p> <p>Minute taker: Jude Burcher</p> <p>Other Attendees: Linda Ojala (DP), Kathe Tawhiwhirangi-Perry (6pm)</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"> ● 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>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
	1.5 Minutes of previous meetings	<p>Motion 1: That the Board confirms that the previous minutes, dated 21 May 2024, are a true and correct record once amended as above</p> <p>Resolution: <i>The Board confirms that the previous minutes, dated 21 May 2024, are a true and correct record once the date of next meeting is updated</i></p>	<p>Proposed: Sunita</p> <p>Accepted: Amelia</p> <p>Passed</p>
2	Presentation		
	2.1 Hautū Tool	<p>Welcome Kathe Tawhiwhirangi-Perry</p> <ul style="list-style-type: none"> ● The board began a self-review process using the Hautū Tool. 	
3	Strategic Discussion/Decisions		

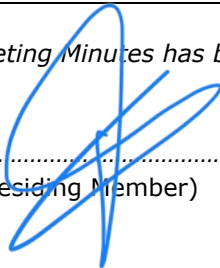
	3.1 10 Year Property Plan	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> A request has been made to have the junior toilet upgrade included in our 10YPP. This has to be approved by MoE, and is conditional on all other priorities being met. 	
	3.2 Hall / Before School Care	<p><i>Papers circulated prior to the meeting</i></p> <p>Hutt City Council (HCC) has advised an increase in the cost of hiring the Belmont Memorial Hall to \$20 per hour. A request to the HCC for consideration to provide us an extended rebate, this request was unsuccessful.</p> <p>Motion 2: That the Board agrees to increase the charge for Before School Care to \$3.50 per child per session, effective from the beginning of Term 3, 2024</p> <p>Resolution: <i>The Board agrees to increase the charge for Before School Care to \$3.50 per child per session effective from the beginning of Term 3 2024</i></p>	<p>Proposed: Amelia Accepted: Rachelle Passed</p>
	3.3 Grant Application	<p><i>Papers circulated prior to the meeting</i></p> <p>Request for approval to submit a grant application for the purposes of upgrading our gymnastic equipment. Quotes have been obtained.</p> <p>Motion 3: That the Board approves the proposal to apply for a grant of \$3,968.14 excluding GST from Pub Charity to cover the cost of new gymnastic equipment</p> <p>Resolution: <i>The Belmont School Board approves the proposal to apply for a grant of \$3,968.14 excluding GST from Pub Charity to cover the cost of new gymnastic equipment.</i></p>	<p>Proposed: Andy Accepted: Sunita Passed</p>
4	Monitoring		
	4.1 Principal's Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> Matariki Celebrations will be held on 27 June Our Kapa Haka will perform at Hutt Fest on 1 July Block F, Room 1 refurbishment is complete Water leak- received invoice for \$26,000 investigations are ongoing <p>Motion 4: That the Board accepts the 25 June Principal's Report as presented</p> <p>Resolution: <i>The Belmont School Board accepts the 25 June 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 Girls toilet near room 4 has been unblocked (known sewage issue) <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: Andy Accepted: Amelia Passed</p> <p>Proposed: Amelia Accepted: Andy 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 Audited Annual Reports for 2022 & 2023 received and submitted to the MOE and uploaded to the school website <p>Motion 6: That the Board accepts the May 2024 Financial Reports as presented Resolution: The Belmont School Board accepts the May 2024 Financial Reports as presented</p>	<p>Proposed: Andy Accepted: Rachelle 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 3, Sausage sizzle Pizza lunch, Calendar art, Bake sale, Popcorn and pies & Disco Disco set for Friday 6 September HAST has agreed to fund sports equipment to the value of \$1,500 and classroom resources \$500 per team 	
	4.4 Policy Review - Safety Checking	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 7: That the Board reviews the Safety Checking Policy Resolution: The Belmont School Board has reviewed the Safety Checking Policy and accepts the policy as presented</p>	<p>Proposed: Andy Accepted: David Passed</p>
5	Meeting administration		
	5.1 Actions from this meeting	<p>Actions from this meeting</p> <ul style="list-style-type: none"> Board members to go into the Hautū Self Review Document to add further thinking 	<p>To do: All Board members</p>
	Other	<p>Items for the Board to take into committee</p>	
6	Meeting Closure		
	6.1 Agenda Items - next meeting	<ul style="list-style-type: none"> Annual review of the Board performance 	
	Meeting Closed : 8.15 pm		
	Next board meeting – 6 August 2024 (5pm) Agenda closes – 29 July 2024		
	Correspondence In	<ul style="list-style-type: none"> SchoolDocs Advisory_ Internal review updates 	

	Appendices	<ul style="list-style-type: none"> 1. Board of Trustees Agenda 2024-06-25 1.4 Actions Update for 2024-06-25 Meeting 1.5 2024-5-21 Belmont School Board Minutes 2.1 Hautū Toolkit 2019 3.2 Before School Care - Increased costs 4.1.1 Principal's Report to Board 25 June 2024 4.1.2 2807 Attendance Term 1 4.1.3 National Curriculum Changes infosheet 4.1.4 Belmont School - 2022 Audited annual report 4.1.5 Belmont School - 2023 Audited annual report 4.1.6 2024-05-31 Hazard Register 4.1.7 2024-05 Medical Report 4.2.1 2024-05 Finance Report 4.2.2 2024-05-31 Sensitive Expenditure & Gifts Register 4.3 HAST Minutes 04-06-2024 4.4.1 Safety Checking 4.4.2 Police Vetting 4.4.3 Classroom Release Time 	
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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 25 June 2024

Signed:.....
(Presiding Member)



Dated:..... 30/6/24

Board Members Hours	
Number of Members at the meeting	7
Length of Meeting	3 hour 15 minutes
Preparation for meeting	
Time spent on other activities since last meeting	