

Board of Trustees
Belmont School Lower Hutt
MINUTES – Thursday 27th February 2020
7.00 pm – 9.00 pm
Belmont School Staffroom

			Actions
1	Meeting protocol		
	1.1 Present & Apologies	Present: Robin Thomson (Principal), David Grigg, Paula Asiata (Staff Representative), Shar Amner, Joanne Neilson, Sarah Morrison (Chairperson), Andrew Clark, Apologies: Minute taker: Terry Perkins	
	1.2 Declaration of interests	N/A	
2	Presentation		
		N/A	
3	Strategic Decisions		
	3.1 NZSTA President & Board Elections	<i>Papers circulated prior to the meeting</i> <ul style="list-style-type: none"> • Discussion about the candidates • No strong preferences noted • Board to email Sarah before Monday so she can collate and submit the voting papers 	Action: All
	3.2 Approve 2020 Draft Annual Accounts	<i>Papers circulated prior to the meeting</i> Motion 1: That the Board accepts the Draft Annual Accounts <ul style="list-style-type: none"> • These have been reviewed and submitted • The result is as expected & previously discussed • A subsequent events disclosure disclosure Resolution: <i>The Board of Trustees accepts the Draft Annual Accounts</i>	Proposed: Sarah Accepted: Andrew Passed Action: Terry
	3.3 Confirm Delegations	<i>Papers circulated prior to the meeting</i> Discussion about delegations list as outlined in the Governance Manual Motion 1: The Principal needs a delegation of responsibility to operate the school effectively Resolution: <i>The Board of Trustees delegates responsibility to the Principal to operate the school in accordance with the School Charter and policies.</i> Motion 2: The Principal needs a financial delegation to approve purchases of goods and services	Proposed: Sarah Accepted: Paula Passed Proposed: Sarah

	<p><u>Resolution:</u> <i>The Board of Trustees approves a financial delegation of up to \$5000 to the Principal. The Principal can approve purchases of goods and services to this value. All purchases above this value must be approved by the Board of Trustees. Purchases of goods & services to the value of \$10000 are able to be approved by email by the Financial Committee. Purchases above \$10000 need to be approved at a meeting by the majority.</i></p> <p><u>Motion 3:</u> The Board needs a Financial Committee</p> <p><u>Resolution:</u> <i>The Board of Trustees directs that the Finance Committee members being, the School Principal, the Board of Trustees Chairperson, the Board of Trustees Treasurer, are delegated authority to implement the Board's Finance Committee Terms of Reference, as outlined in the Board's Governance Manual.</i></p> <p><u>Motion 4:</u> The Board needs to delegate responsibility in the Principal's absence</p> <p><u>Resolution:</u> <i>That the Board of Trustees directs that, except where at its discretion, otherwise determines, the Deputy Principal, the Assistant Principal, or nominated team leader shall, in the absence of the Principal from duty for periods not exceeding 2 weeks and for the full period or periods of such absence, perform all the duties and powers of the Principal.</i></p> <p><u>Motion 5:</u> The Board needs to sign the Statement of Responsibility when submitting the Annual Accounts</p> <p><u>Resolution:</u> <i>The Board of Trustees authorises the Chairperson to sign the Statement of Responsibility on their behalf when submitting the Annual Accounts</i></p>	<p>Accepted: Joanne Passed</p> <p>Proposed: Sarah Accepted: Shar Passed</p> <p>Proposed: Sarah Accepted: Shar Passed</p> <p>Proposed: Sarah Accepted: David Passed</p>
3.4 Approve 2020 Annual Plan & Charter	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • Robin & Bryan presented and discussed the Analysis of Variance & the Strategic Plan • The Analysis of Variance & the Strategic Plan will be submitted to the Ministry within the required time <p><u>Motion 6:</u> That the Board of Trustees accept the Annual Plan & Charter as presented</p> <p><u>Resolution:</u> <i>The Board of Trustees accepts Annual Plan & Charter as presented</i></p>	<p>Proposed: Robin Accepted: Joanne Passed</p>
3.5 Voluntary Family Donation	<p><i>Papers circulated prior to the meeting</i></p> <p><u>Motion 7:</u> That the Board determine the suggested 2020 Voluntary School Donation rate</p> <ul style="list-style-type: none"> • Voluntary School Donation discussed • Notice to parents/caregivers needs to be edited to say ... the donation will not be increased <u>again</u> this year <p><u>Resolution:</u> <i>The Board agrees the suggested 2020 Voluntary School Donation will remain the same rates as 2019 ie: \$170 for one child, \$270 for two children & \$320 for three or more children in a family</i></p>	<p>Action: Terry</p> <p>Proposed: Sarah Accepted: Andrew Passed</p>

	3.6 Approve 2020 Financial Budget	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 8: That the Board accepts the 2020 Budget & Balance Sheet as presented</p> <ul style="list-style-type: none"> • Andrew presented the draft budget • The Board continued the review of the draft budget in committee • Andrew will make the adjustments as discussed & will file the final budget in the BoT folder <p>Resolution: <i>The Board agrees to accept the 2020 Budget with the discussed adjustments</i></p> <p>Motion 9: That the Board reviews the 2020 depreciation rates</p> <ul style="list-style-type: none"> • Depreciation rates discussed <p>Resolution: <i>The Board agrees the 2020 depreciation rates will remain the same as 2019</i></p> <p>The Board went in Committee at the end of the meeting</p>	<p>Action: Andrew</p> <p>Proposed: Andrew Accepted: Shar Passed</p> <p>Proposed: Andrew Accepted: David Passed</p>
	3.7 Principals Appraisal	<ul style="list-style-type: none"> • As there is a lot on the agenda it was agreed that Principal's appraisal is added to the agenda for the next meeting 	<p>Action: Terry</p>
Monitoring			
	4.1 Principals Report	<p><i>Papers circulated prior to the meeting</i></p> <p>Robin discussed her report</p> <p>Motion 10: That The Belmont School Board of Trustees approves the 2019 Variance Report, the 2020-2022 Strategic Plan and the 2020 Annual Plan</p> <ul style="list-style-type: none"> • The Variance Report, Strategic & Annual Plans were discussed • These will be submitted to the Ministry of Education by the legislated date of 1 March 2020 <p>Resolution: <i>The Board approves the 2019 Variance Report, the 2020-2022 Strategic Plan and the 2020 Annual Plan</i></p> <p>Motion 11: That The Belmont School Board of Trustees approves Bryan and Robin attend the Wellington Regional Primary Principals' Conference on 2/3 April 2020 and for Esmay to be released to lead the school for these two days</p> <ul style="list-style-type: none"> • \$800 to attend the conference • \$652 to release Esmay for the two days <p>Resolution: <i>The Board approves that Bryan and Robin attend the Wellington Regional Primary Principals' Conference on 2/3 April 2020 and for Esmay to be released to lead the school for these two days</i></p> <p>Motion 12: That The Belmont School Board of Trustees agrees to apply for a school credit card</p> <ul style="list-style-type: none"> • Due to the number of reimbursements for staff using their personal finances the need for a credit card is increasing. Especially for online transactions and also for payment of international purchases 	<p>Proposed: Robin Accepted: Sarah Passed</p> <p>Proposed: Robin Accepted: Shar Passed</p> <p>Proposed: Robin Accepted: Andrew Passed</p>


	<p><u>Resolution:</u> The Board agrees that a school credit card is applied for with ASB</p> <p><u>Motion 13:</u> That the Board of Trustees accepts the Credit Card Policy</p> <ul style="list-style-type: none"> • The Board discussed the proposed Credit Card Policy • A \$10000 limit was approved <p><u>Resolution:</u> The Board approves the proposed Credit Card policy with a \$10000 limit</p> <ul style="list-style-type: none"> • Next meeting we need to confirm the credit card holders <p>Hazard Register</p> <p><u>Motion 14:</u> 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 uneven concrete in the playground has been minimised by painting yellow lines to highlight the hazard • All other identified hazards have been eliminated <p><u>Resolution:</u> The Board of Trustees has viewed & discussed the Hazard Register to date and all identified hazards have been actioned</p> <p><u>Motion 15:</u> That the Belmont School Board of Trustees approves that applications for out of zone places are invited for students at all year levels who will become eligible for enrolment during Terms 3 and 4, 2020.</p> <ul style="list-style-type: none"> • The advertisement will be placed in the Hutt News on Tuesday 31 March 2020 • The deadline for receipt of applications for out of zone places is 29 April 2020 • If a ballot for out of zone places is required, it will be held on 5 May 2020. Ballots will be conducted under Police Supervision <p><u>Resolution:</u> The Board approves that applications for out of zone places are invited for students at all year levels who will become eligible for enrolment during Terms 3 and 4, 2020 on the proposed dates</p> <p><u>Motion 17:</u> That the Belmont School Board of Trustees approves that applications for out of zone places are invited for students at all year levels who will become eligible for enrolment during terms 1 and 2, 2021</p> <ul style="list-style-type: none"> • The advertisement will be placed in the Hutt News on Tuesday 15 September 2020 • The deadline for receipt of applications for out of zone places is 14 October 2020 • If a ballot for out of zone places is required, it will be held on 20 October 2020. Ballots will be conducted under Police Supervision <p><u>Resolution:</u> The Board approves that applications for out of zone places are invited for students at all year levels who will</p>	<p><i>Proposed: Robin Accepted: Sarah Passed</i></p> <p><i>Action: Add to agenda</i></p> <p><i>Proposed: Robin Accepted: David Passed</i></p> <p><i>Proposed: Robin Accepted: Joanne Passed</i></p> <p><i>Proposed: Robin Accepted: Joanne</i></p>
--	--	---

		<p><i>become eligible for enrolment during terms 1 and 2, 2021 on the proposed dates</i></p> <p>Other Matters</p> <ul style="list-style-type: none"> • Query about the Well Being Survey • Details are being collated at the moment • The results will be circulated for the next meeting • The Board agrees that they like the new Principal's Report format <p><u>Motion 18:</u> That the Board accepts the February Principal's Report as presented.</p> <p><u>Resolution:</u> <i>The Board of Trustees accepts the February Principal's Report as presented</i></p> <p>The Board went in Committee at the end of the meeting</p>	<p><i>Passed</i></p> <p>Action: Robin</p> <p>Proposed: Robin Accepted: David Passed</p>
	4.2 Finance Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • Currently tracking as expected • Annual Accounts are currently being prepared. We predict that we will have a surplus for 2019 <p><u>Motion 19:</u> That the Board accepts the February Finance Report as presented.</p> <p><u>Resolution:</u> <i>The Board of Trustees accepts the February Finance Report as presented</i></p>	<p>Proposed: Andrew Accepted: Shar Passed</p>
	4.3 HAST Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • School Gala - The original date was for Friday 13 November. The new preferred date is Saturday 14 November • Shade Structure project is being held up and we are finding it hard to get a commitment from Think Turf/ Shade Protection • Sarah requested the information / contacts be sent to her to follow up 	<p>Action: Terry/Sarah</p>
	4.4 Policy Review – Education Outside the Classroom	<p><i>Papers circulated prior to the meeting</i></p> <p><u>Motion 20:</u> That the Board of Trustees reviews the Education Outside the Classroom Policy</p> <ul style="list-style-type: none"> • Following up on the liability query. The school insurance policy states that we have a \$10,000,000 cover for illegal liability for damage to third party property & injury to persons other than staff. All activities approved & arranged by the Board including off site activities • We need to have a Safety Action Plan Register of Risk that is followed up at the Board meetings <p><u>Resolution:</u> <i>The Board of Trustees has reviewed the Education Outside the Classroom Policy and accepts the policy as presented</i></p>	<p>Action: Robin / Terry</p> <p>Proposed: Sarah Accepted: Andrew Passed</p>
5	Meeting administration		
	5.1 Actions Update	<p>Actions from 29 August 2019</p> <ul style="list-style-type: none"> • Business Plan - Discussions about board direction/action planning. Sarah will develop an outline & add it to the drive for discussion 	<p>Action: Sarah</p>

		Actions from 30 October 2019 <ul style="list-style-type: none"> Increased water usage is of concern. We need to investigate further Actions from 26 November 2019 <ul style="list-style-type: none"> The Financial Committee to meet to approve the 2020 Draft Budget & Balance Sheet Contact STA re: "School Board & individual staff duty of care & responsibilities under the Health & Safety at Work Act" 	Action: Terry Completed Action: Robin
	5.2 Actions from this meeting	Actions from 27 February 2020 <ul style="list-style-type: none"> BoT Meeting Dates - 2020 Annual Planner updated Notice to parents/caregivers needs to be edited to say ... the donation will not be increased <u>again</u> this year Andrew will make the adjustments as discussed & will file the final budget in the BoT folder Principal's appraisal is added to the agenda for the next meeting Well Being Survey. Details are being collated at the moment and the results will be circulated for the next meeting Shade Structure project is being held up and we are finding it hard to get a commitment from Think Turf/ Shade Protection. Sarah requested the information/contacts be sent to her to follow up We need to have a Safety Action Plan Register of Risk that is followed up at the Board meetings 	Action: Terry Action: Terry Action: Andrew Action: Terry Action: Robin Action: Terry / Sarah Action: Robin / Terry
	5.3 Minutes of the last meeting	The Board of Trustees confirms that the previous minutes, dated 26 th November 2019, are a true and correct record <i>The Board of Trustees confirms that the previous minutes, dated 26th November 2019, are a true and correct record</i>	Proposed: Sarah Accepted: Joanne Passed
6	Meeting Closure		
	6.1 Agenda Items for next meeting	<ul style="list-style-type: none"> Principal's appraisal Recognition of Cultural Diversity Policy Review Staff Leave Policy Review Approve Draft 2019 Annual Accounts 	
		Meeting Closed : 8.30pm	
		Next board meeting – Thursday 19 March 2020 Agenda closes – Thursday 12 March 2020	
	Appendices	1. Agenda <ul style="list-style-type: none"> 3.2 Draft Year Planner 3.3.1 Delegations to be discussed & approved as outlined in the Governance Manual 3.4.1 Copy of Analysis of Variance 2020 for 2019 3.4.2 Belmont School Strategic Planning 2020 3.5.1 Copy of Voluntary School Donation 2019 - Letter to families 3.5.2 Historical Voluntary School Donation 3.6.1 Belmont School - draft 27 Feb budget 2020 3.6.2 Belmont School - financial analysis of full year PL 2019 	

		<ul style="list-style-type: none"> • 3.6.3 2019 Assets Depreciation Rates • 4.1.1 Principal's Report to BOT February 27 • 4.1.2 School Credit Card Bank Advice • 4.1.3 MOE Credit Card Policy • 4.1.4 Safety & Hazards Register • 4.1.5 Medical Report ending 2019-12-20 • 4.1.6 Medical Report 2020-02-26 • 4.1.7 Proposed Ballot Dates for 2020 • 4.2.1 Belmont School - Financial Report to 2020-01-31 • 4.2.2 Belmont School - Financial Tracking to 2020-02-25 • 4.2.3 Belmont School - Balance Sheet to 2020-01-31 • 4.2.4 HAST Financial Summary as at 2019-12-31 • 4.2.5 HAST Financial Summary as at 2020-02-25 • 4.2.6 Sunshade Project Financial Summary as at 2019-12-31 • 4.3.1 2020-02-10 HAST Update • 4.4 Education Outside the Classroom Policy for review • 5.1 Actions Update February 2020 • 5.2 2019-11-26 BoT Minutes to be approved 	
--	--	--	--

This copy of the Belmont School Board of Trustee meeting Minutes has been confirmed as a correct and accurate record of the meeting held on 27 February 2020

Signed: 
(chairperson)

Dated: 25 August 2020

Board Members Hours	
Number of Members at the meeting	
Length of Meeting	
Preparation for meeting	
Time spent on other activities since last meeting	