

Board of Trustees
Belmont School Lower Hutt
MINUTES – Thursday 7th May 2020
7.00 pm – 9.00 pm
Zoom (Virtual) Meeting

| | | | Actions |
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| 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 | |
| | 1.3 Special Note | The BoT Meeting scheduled for 19th March was cancelled due to the escalation of the COVID-19 pandemic. Papers presented for the March meeting are included in this meeting | |
| 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 with their comments 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 Resolution: <i>The Board of Trustees accepts the Draft Annual Accounts</i> Motion 2: That the Board needs to sign the Statement of Responsibility when submitting the Annual Accounts <ul style="list-style-type: none"> • A subsequent events disclosure (COVID-19) to be included in the Annual Accounts Resolution: <i>The Board of Trustees authorises the Chairperson to sign the Statement of Responsibility when submitting the Annual Accounts</i> | Proposed: Sarah Accepted: Andrew Passed Proposed: Sarah Accepted: Andrew Passed |

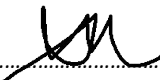
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| | | Other Matters <ul style="list-style-type: none"> Query about the Well Being Survey – The Well Being Survey results were included with the papers for the March meeting <p><u>Motion 5:</u> That the Board accepts the May Principal's Report as presented.</p> <p><u>Resolution:</u> <i>The Board of Trustees accepts the May Principal's Report as presented</i></p> | Proposed: Robin Accepted: Andrew Passed |
| | 4.2 Finance Report | <p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> Currently tracking as expected considering the situation with COVID-19 We can expect future increases in cleaning supplies & staffing. We did budget \$9000 cost for pandemic expenses in the 2020 The Annual Account report a surplus for 2019 <p><u>Motion 6:</u> That the Board accepts the April Finance Report as presented.</p> <p><u>Resolution:</u> <i>The Board of Trustees accepts the April Finance Report as presented</i></p> | Proposed: Andrew Accepted: Shar Passed |
| | 4.3 Policy Review – Recognition of Cultural Diversity Policy | <p><i>Papers circulated prior to the meeting</i></p> <p><u>Motion 7:</u> That the Board of Trustees reviews the Recognition of Cultural Diversity Policy</p> <ul style="list-style-type: none"> Its noted that Belmont School includes a number of other cultures other than Māori & Pasifika Whānau Hui – we need someone to take control <p><u>Resolution:</u> <i>The Board of Trustees has reviewed the Recognition of Cultural Diversity Policy and accepts the policy as presented</i></p> | Proposed: Sarah Accepted: David Passed |
| | 4.3 Policy Review – Staff Leave Policy | <p><u>Motion 8:</u> That the Board of Trustees reviews the Staff Leave Policy</p> <ul style="list-style-type: none"> Query around Discretionary Leave Discussion about the use of the Leave form <p><u>Resolution:</u> <i>The Board of Trustees has reviewed the Staff Leave Policy and accepts the policy as presented</i></p> | Proposed: Sarah Accepted: Andrew Passed |
| | 4.3 Policy Review – Separated Parents, Day-to-Day Care & Guardianship | <p><i>Papers circulated prior to the meeting</i></p> <p><u>Motion 9:</u> That the Board of Trustees reviews the Separated Parents, Day-to-Day Care & Guardianship Policy</p> <ul style="list-style-type: none"> Policy discussed <p><u>Resolution:</u> <i>The Board of Trustees has reviewed the Separated Parents, Day-to-Day Care & Guardianship Policy and accepts the policy as presented</i></p> | Proposed: Sarah Accepted: Shar Passed |
| | Other | <p>Playground Sunshade</p> <p>We need to get a date for Think Turf to install the shade structure poles</p> | Action : Terry |
| 5 | Meeting administration | | |
| | 5.1 Actions Update | Actions from 29 August 2019 | |

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| | | <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>Actions from 30 October 2019</p> <ul style="list-style-type: none"> Increased water usage is of concern. We need to investigate further. <p>Actions from 26 November 2019</p> <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" <p>Actions from 27 February 2020</p> <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 again 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 Sarah requested the Think Turf/ Shade Protection 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 | <p>Removing action as it is not appropriate in today's climate</p> <p>Completed Feb</p> <p>Completed March</p> <p>Completed Feb</p> <p>Completed Feb</p> <p>Completed Feb</p> <p>Completed Feb</p> <p>Action July: Terry</p> <p>Completed March</p> <p>Completed</p> <p>Completed</p> |
| | 5.2 Actions from this meeting | <p>Actions from 7 May 2020</p> <ul style="list-style-type: none"> Principal's appraisal is added to the agenda for the next meeting at school – July Meeting Board members to email Sarah before Monday so she can collate and submit the NZSTA President & Board voting papers A subsequent events disclosure (COVID-19) to be included in the Annual Accounts Contact Think Turf to get an installment date for the Sun Structure Poles | <p>Action: Terry</p> <p>Action: All</p> <p>Action: Sarah/ Robin</p> <p>Action: Terry</p> |
| | 5.3 Minutes of the last meeting | <p>The Board of Trustees confirms that the previous minutes, dated 27th February 2020, are a true and correct record</p> <p><i>The Board of Trustees confirms that the previous minutes, dated 27th February 2020, are a true and correct record</i></p> | <p><i>Proposed: Sarah</i></p> <p><i>Accepted: Joanne</i></p> <p><i>Passed</i></p> |
| 6 | Meeting Closure | | |
| | 6.1 Agenda Items for next meeting | <ul style="list-style-type: none"> Minute the Approval of the Final Annual Report Documentation and Self Review Policy | |
| | 6.3 Correspondence In / Out | <ul style="list-style-type: none"> 2020-02-27 School Docs Advisory: Content Updates 2020-04-03 School Docs Advisory: Coronavirus Outbreak (COVID-19) 2020-03-09 NZSTA Voting Papers | |

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| | <ul style="list-style-type: none"> • 2020-03-31 School Docs Advisory: Schools & SchoolDocs working remotely • 2020-04-14 School Docs Advisory: Term 2 Reviews & Reports • 2020-04-20 School Docs Advisory: Upcoming Changes • 2020-05-05 Assured and GNFS Staffing email- confirmed process | |
| | Meeting Closed : 8.18pm | |
| | <p align="center">Next board meeting – Thursday 4 June 2020</p> <p align="center">Zoom (Virtual Meeting)</p> <p align="center">Agenda closes – Thursday 28 May 2020</p> | |
| Appendices | <p>1. March Papers (cancelled Meeting due to COVID-19)</p> <p>3.1.1 NZSTA Election Voting Papers cover page</p> <p>3.1.2 NZSTA President Candidate Statements and Voting Papers</p> <p>3.1.3 NZSTA Board Candidate Statements and Voting Papers</p> <p>3.2 Belmont School Unaudited Financial Statements</p> <p>4.2.1 Principal's Report 19 March 2020</p> <p>4.2.2 2020 Triathlon – Year 4SAP & Proposal Trial Template</p> <p>4.2.3 Pandemic Plan</p> <p>4.2.4 Wellbeing @ School Survey Analysis</p> <p>4.2.5 Belmont Evening Learning Maps March 2020</p> <p>4.2.6 Belmont Evening Learning Maps March 2020 images</p> <p>4.2.7 Learning Support Report 2020</p> <p>4.2.8 5YA Property Project Plan</p> <p>4.2.9 Weather Tightness Remediation Estimate</p> <p>4.2.10 2020-03-11 Safety & Hazards Register</p> <p>4.2.11 Medical Report 2020-03-19</p> <p>4.3.1 Belmont School - Financial Report to 2020-01-31</p> <p>4.3.2 Belmont School - Financial Tracking to 2020-03-19</p> <p>4.3.3 Belmont School - Balance Sheet to 2020-01-31</p> <p>4.3.4 HAST Financial Summary as at 2020-03-04</p> <p>4.3.5 Sunshade Project Financial Summary as at 2020-03-04</p> <p>5.1 Actions Update March 2020</p> <p>5.1.2 Year Planner for the BoT 2020</p> <p>5.2 2020-02-27 BoT Minutes to be approved</p> <p>2. May Papers</p> <p>1. Agenda 2020-05-07</p> <p>3.1.1 NZSTA Election Voting Papers cover page</p> <p>3.1.2 NZSTA President Candidate Statements and Voting Papers</p> <p>3.1.3 NZSTA Board Candidate Statements and Voting Papers</p> <p>3.2 Belmont School Unaudited Financial Statements</p> <p>4.1.1 Principal's Report 7 May 2020</p> <p>4.1.2 Alert Level 3 Protocols</p> <p>4.1.3 First Letter to families coming to school during Level 3</p> <p>4.2.1 Financial Report to 2020-03-31</p> <p>4.2.2 Financial Tracking to 2020-04-30</p> <p>4.2.3 Balance Sheet to 2020-03-31</p> <p>4.3 Recognition of Cultural Diversity Policy to review</p> <p>4.4 Staff Leave Policy to review</p> | |

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| | | 4.5 Separated Parents, Day-to-Day Care & Guardianship Policy to review 5.1 Actions Update March 2020 5.3 2020-02-27 BoT Minutes to be approved | |
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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 07 May 2020

Signed: 
(chairperson)

Dated: 25 August 2020

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