

Board of Trustees  
Belmont School Lower Hutt  
MINUTES – Thursday 4<sup>th</sup> June 2020  
7.00 pm – 9.00 pm  
Belmont School Staffroom

			Actions
1	<b>Meeting protocol</b>		
	1.1 Present & Apologies	<b>Present:</b> Robin Thomson (Principal), Sarah Morrison (Chairperson), David Grigg, Paula Asiata (Staff Representative), Joanne Neilson, Andrew Clark, Bryan Trevean <b>Apologies:</b> Shar Amner <b>Minute taker:</b> Terry Perkins	
	1.2 Declaration of interests	N/A	
2	<b>Presentation</b>		
		N/A	
3	<b>Strategic Decisions</b>		
	3.1 Final 2020 Annual Accounts	<i>Papers circulated prior to the meeting</i> <ul style="list-style-type: none"> <li>The Annual Report which includes the Annual Accounts was submitted to the Ministry by the legislated date, 31 May 2020</li> <li>We are still awaiting the Auditor's Report</li> </ul>	
	<b>Monitoring</b>		
	4.1 Principals Report	<i>Papers circulated prior to the meeting</i> Robin discussed her report <ul style="list-style-type: none"> <li>Robin's report was discussed</li> <li>Discussion about Alert Level 1 &amp; building on the successes from Level 2&amp;3. Especially drop off &amp; students being settled when classes begin</li> <li>Camp 2020 discussed at length. We need to investigate views around camp venue &amp; travel from Year 6 parents, students &amp; staff. Check for alternatives &amp; come up with a Plan B</li> </ul> <p><b><u>Motion 1:</u></b> That the Belmont School Board of Trustees agrees to purchase prizes &amp; print tickets to the value of \$2500 for the Annual Financial Sustainability Raffle</p> <ul style="list-style-type: none"> <li>Discussion about the Annual Financial Sustainability Raffle. It was agreed that we should proceed with this annual fundraiser</li> <li>Prizes include 3 Pressy cards to the value of \$1000, \$500 &amp; \$250, and 2 chromebooks. Usually one of the chromebooks is donated by Schooled Up IT</li> </ul>	<b>Proposed: Robin</b> <b>Accepted: Andrew</b> <b>Passed</b>



		<ul style="list-style-type: none"> <li>A query was made about the new Teacher Aide pay equity settlement. We are still looking at how this will impact the school</li> </ul> <p><b><u>Motion 3:</u></b> That the Board accepts the June Principal's Report as presented</p> <p><b><u>Resolution:</u></b> <i>The Board of Trustees accepts the June Principal's Report as presented</i></p> <p><b>Board went In Committee at the end of the meeting</b></p>	<p><b>Proposed: Robin</b>  <b>Accepted: Andrew</b>  <b>Passed</b></p>
	4.2 Finance Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> <li>Expenditure is a little lower as the school has been closed &amp; there could be a catchup period</li> <li>Income from families is down ie family donations, student activities, fundraising etc</li> <li>We are still unsure of the overall affect Covid 19 has had on finances</li> </ul> <p><b><u>Motion 4:</u></b> That the Board accepts the June Finance Report as presented</p> <p><b><u>Resolution:</u></b> <i>The Board of Trustees accepts the June Finance Report as presented</i></p>	<p><b>Proposed: Andrew</b>  <b>Accepted: Joanne</b>  <b>Passed</b></p>
	4.3 HAST Report	<ul style="list-style-type: none"> <li>There has not been a meeting since before the lockdown. A meeting is to be held next week</li> <li>Discussions about the likelihood of the school gala happening in Term 4. It was suggested that we leave it until Term 1 2021</li> <li>Further discussions about fundraisers will be discussed at the HAST meeting next week</li> </ul>	
	4.4 Policy Review – Documentation & Self Review Policy	<p><i>Papers circulated prior to the meeting</i></p> <p><b><u>Motion 5:</u></b> That the Board of Trustees reviews the Documentation &amp; Self Review Policy</p> <ul style="list-style-type: none"> <li>No changes are required</li> <li>Note that reporting to parents will look different this year</li> </ul> <p><b><u>Resolution:</u></b> <i>The Board of Trustees has reviewed the Documentation &amp; Self Review Policy and accepts the policy as presented</i></p>	<p><b>Proposed: Sarah</b>  <b>Accepted: David</b>  <b>Passed</b></p>
5	<b>Meeting administration</b>		
	5.1 Actions Update	<p><b>Actions from 7 May 2020</b></p> <ul style="list-style-type: none"> <li>Principal's appraisal is added to the agenda for the next meeting at school – June Meeting</li> <li>Board members to email Sarah before Monday so she can collate and submit the NZSTA President &amp; Board voting papers</li> <li>A subsequent events disclosure (COVID-19) to be included in the Annual Accounts</li> <li>Contact Think Turf to get an installment date for the Sun Structure Poles. <b>Update</b> We are finding it hard to get a response from Scott Laurence (Think Turf)</li> </ul>	<p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>Completed</b></p> <p><b>To be Completed</b></p>
	5.2 Actions from this meeting	<p><b>Actions from 4 June 2020</b></p> <ul style="list-style-type: none"> <li>Add Student Achievement Presentation to the next agenda</li> </ul>	<p><b>Action: Terry</b></p>

		<ul style="list-style-type: none"> <li>Add to Hazard Register - Some asbestos is exposed on the corner of the changing sheds</li> </ul>	Action: Terry
	5.3 Minutes of the last meeting	<p>The Board of Trustees confirms that the previous minutes, dated 7<sup>th</sup> May 2020, are a true and correct record</p> <p><b><i>The Board of Trustees confirms that the previous minutes, dated 7<sup>th</sup> May 2020, are a true and correct record</i></b></p>	<p><b><i>Proposed: Sarah</i></b></p> <p><b><i>Accepted: Joanne</i></b></p> <p><b><i>Passed</i></b></p>
6	<b>Meeting Closure</b>		
	6.1 Agenda Items for next meeting	<ul style="list-style-type: none"> <li>Paula &amp; Natalie will attend the next Board meeting to present student achievement data &amp; actions</li> <li>School Donation Scheme - check the deadline</li> <li>Update on the Teacher Aide pay equity settlement</li> <li>Employer Responsibility Policy Review</li> </ul>	<p>Action: Terry</p> <p>Action: Terry</p> <p>Action: Robin</p>
	6.3 Correspondence In / Out	<ul style="list-style-type: none"> <li>2020-05-29 School docs: Updated content from reviews</li> </ul>	
		<b>Meeting Closed : 9.30pm</b>	
		<p><b>Next board meeting – Thursday 2 July 2020</b></p> <p><b>Agenda closes – Thursday 25 June 2020</b></p>	
7	<b>In Committee</b>		
		Principal's Appraisal Personnel matters	
	Appendices	<p>1. Agenda 2020-06-04</p> <p>3.1 Belmont School Audited Annual Report</p> <p>4.1.1 Principal's Report 4 June 2020</p> <p>4.1.2 Belmont School Pool Upgrade</p> <p>4.1.3 MacBall-Commercial Digital</p> <p>4.1.4 Roboter200-Digital</p> <p>4.1.5 2020-06-02 Hazard Register</p> <p>4.1.6 Medical Report ending 2020-06-02</p> <p>4.2.1 Financial Report to 2020-04-30</p> <p>4.2.2 Financial Tracking to 2020-05-31</p> <p>4.2.3 Balance Sheet to 2020-04-30</p> <p>4.3.1 HAST Financial Summary as at 2020-06-03</p> <p>4.3.2 Sunshade Project Financial Summary as at 2020-06-03</p> <p>4.4 Recognition of Cultural Diversity Policy to review</p> <p>5.2 June 2020 Actions Update</p> <p>5.3 2020-05-07 BoT Minutes to be approved</p>	

*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 04 June 2020*

Signed:   
(chairperson)

Dated: 21/7/20

Board Members Hours	
Number of Members at the meeting	
Length of Meeting	
Preparation for meeting	