

Board of Trustees
Belmont School Lower Hutt
MINUTES – Thursday 2 July 2020
7.00 pm – 9.00 pm
Belmont School Staffroom

			Actions
1	Meeting protocol		
	1.1 Present & Apologies	Present: Robin Thomson (Principal), Sarah Morrison (Chairperson), David Grigg, Paula Asiata (Staff Representative), Shar Amner, Joanne Neilson, Bryan Trevean Apologies: Andrew Clark Minute taker: Terry Perkins	
	1.2 Declaration of interests	N/A	
2	Presentation		
	2.1 Student Achievement	<ul style="list-style-type: none"> Paula, Bryan & Robin presented the Term 1 data (first seven weeks) and spoke of the priorities and subsequent actions identified by their teams 	
3	Strategic Decisions		
	3.1 School Donations Scheme 2021	<i>Papers circulated prior to the meeting</i> Motion 1: That the Belmont School Board of Trustees decide whether to Opt In to the School Donations Scheme 2021 <ul style="list-style-type: none"> Discussion about the School Donations Scheme 2021 Since Covid-19 we are in an ever changing environment Resolution: <i>The Belmont School Board of Trustees agrees to Opt In to the School Donations Scheme 2021</i> <ul style="list-style-type: none"> Process the decision with the July Roll Return 	Action: Robin
	Monitoring		
	4.1 Principal's Report	Papers circulated prior to the meeting Robin discussed her report <ul style="list-style-type: none"> Robin's report was discussed Audit Completion 2019 <ul style="list-style-type: none"> The Draft Audit report was tabled for discussion & comment Internal Control Environment section <ol style="list-style-type: none"> Audit was unable to verify that dual counts of cash revenue had been performed, as counter-signed cash sheets were not available for inspection. Without adequate segregation of duties in cash handling, there is a higher risk of errors or theft occurring and going undetected. 	

		<p>Response: This is an error and evidence was provided to the auditors</p> <p>2) Audit noted that a large number of GST errors were made in the period. These errors were corrected by the accounting service provider while preparing the financial statements. Significant undetected GST errors could expose the School to penalties from IRD.</p> <p>Response: Distance journal entry training has taken place. Accounting for Schools, the accounting service provider, are to follow up with a meeting for any further training that may be required</p> <ul style="list-style-type: none"> Terry will follow up with the responses <p>Property</p> <ul style="list-style-type: none"> Discussion about the Property update <p>Hazard Register</p> <ul style="list-style-type: none"> Tripping hazard at Rm's 17 & 18 are a design fault. We are seeking advice as how to remedy Asbestos is exposed on the corner of the changing sheds. More advice needed Update re asbestos: A representative came today to verify whether it was asbestos. We are awaiting the results <p>Motion 2: That the Board of Trustees agrees that any asbestos work that is needed is actioned immediately - in the holidays if possible.</p> <p>Resolution: <i>The Board of Trustees agrees that any work needed to repair/remove the asbestos is completed as soon as possible</i></p> <p>Motion 3: The Hazard Register is presented to assure the Board that Hazards are identified and rectified to reduce risk as soon as practically possible</p> <p>Resolution: <i>The Board of Trustees has viewed & discussed the Hazard Register to date and all identified hazards are being actioned.</i></p> <p>Other Matters Arising</p> <ul style="list-style-type: none"> Communication about the changed format of the Learning Connection Afternoon confused some families. Formal feedback is being obtained <p>Motion 4: That the Board accepts the July Principal's Report as presented</p> <p>Resolution: <i>The Board of Trustees accepts the July Principal's Report as presented</i></p> <p>Board went In Committee at the end of the meeting</p>	<p>Action: Terry</p> <p>Proposed: Robin Accepted: Shar Passed</p> <p>Proposed: Robin Accepted: David Passed</p> <p>Proposed: Robin Accepted: Sarah Passed</p>
	4.2 Finance Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> Income & expenditure is starting to settle after the lockdown. Next month we should see some more regular trends 	

		<ul style="list-style-type: none"> We are still unsure of the overall affect Covid 19 has had on finances <p><u>Motion 4:</u> That the Board accepts the July Finance Report as presented</p> <p><u>Resolution:</u> <i>The Board of Trustees accepts the July Finance Report as presented</i></p>	<p>Proposed: Sarah Accepted: Joanne Passed</p>
	4.3 HAST Report	<ul style="list-style-type: none"> Discussions continuing about the event to replace a school gala The Fundraising Calendar will be reviewed again at the next meeting 	
	4.4 Policy Review – Employer Responsibility	<p><i>Papers circulated prior to the meeting</i></p> <p><u>Motion 5:</u> That the Board of Trustees reviews the Employer Responsibility Policy</p> <ul style="list-style-type: none"> No changes are required <p><u>Resolution:</u> <i>The Board of Trustees has reviewed the Employer Responsibility Policy and accepts the policy as presented</i></p>	<p>Proposed: Sarah Accepted: David Passed</p>
5	Meeting administration		
	5.1 Actions Update	<p>Actions from 7 May 2020</p> <ul style="list-style-type: none"> Contact Think Turf to get an installment date for the Sun Structure Poles. Update: we are having trouble contacting Scott Laurence (Think Turf). The Playground company has arranged a new company for us. The work will be completed over the holidays (weather dependent) <p>Actions from 4 June 2020</p> <ul style="list-style-type: none"> Add Student Achievement Presentation to the next agenda Add to Hazard Register - Some asbestos is exposed on the corner of the changing sheds School Donation Scheme 2021. Check the deadline for the decision Teacher Aide pay equity settlement. Update the Board 	<p>To be Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p>
	5.2 Actions from this meeting	<p>Actions from 2 July 2020</p> <ul style="list-style-type: none"> School Donation Scheme 2021. Process the decision with the July Roll Return Audit 2019 Completion. Send in the responses to the Internal Control Environment comments 	<p>Action: Robin</p> <p>Action: Terry</p>
	5.3 Minutes of the last meeting	<p>The Board of Trustees confirms that the previous minutes, dated 4th June 2020, are a true and correct record</p> <p><i>The Board of Trustees confirms that the previous minutes, dated 4th June 2020, are a true and correct record</i></p>	<p>Proposed: Sarah Accepted: Joanne Passed</p>
6	Meeting Closure		
	6.1 Agenda Items for next meeting	<ul style="list-style-type: none"> Learning Support Policy 	
	6.3 Correspondence In / Out	<ul style="list-style-type: none"> 2020-06-19 SchoolDocs Advisory - Major milestone, Review closing soon, Rollout rolling out.. 2020-07-02 Paid Union Meeting Notification 	

		Meeting Closed : 9.30pm	
		Next board meeting – Thursday 6 August 2020 Agenda closes – Thursday 30 July 2020	
7	In Committee		
	Appendices	1. Agenda 2020-07-02 3.1 Ministry of Education - \$150 Donation Considerations 4.1.1 Principal's Report 2 July to the Belmont School Board of Trustees 4.1.2 DRAFT Audit Completion Report 4.1.3 2020-06-25 Hazard Register Record 4.1.4 Medical Report 2020-06-24 4.2.1 Belmont School Financial Report to 2020-05-31 4.2.2 Belmont School Financial Tracking to 2020-06-30 4.2.3 Belmont School Financial Comparison 2020-2018 4.3 HAST Financial Summary as at 2020-07-01 4.4 Employer Responsibility Policy Review 5.1 Actions Update July 2020 5.3 2020-06-04 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 2 July 2020

Signed: 
(chairperson)

Dated: 8/8/20

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