

Board of Trustees
Belmont School Lower Hutt
MINUTES – Monday 1st March 2021
7.00 pm – 9.00 pm
Alert Level 2 – Zoom Meeting

			Actions
1	Meeting protocol		
	1.1 Present & Apologies	Present: Robin Thomson (Principal), Sarah Morrison (Chairperson), Paula Asiata (Staff Representative), Andrew Clark, David Grigg, Shar Amner, Joanne Neilson, Bryan Trevean Apologies: Minute taker: Terry Perkins	
	1.2 Declaration of interests	N/A	
2	Presentation		
		N/A	
3	Strategic Decisions		
	3.1 Chairperson Election	<ul style="list-style-type: none"> ● Chairperson nominations called for ● Sarah Morrison nominated by Andrew Clark, seconded by Shar Amner ● No further nominations received ● Sarah Morrison elected unanimously ● Sarah Morrison declared Chairperson ● Sarah Morrison continued to chair the meeting 	
	3.2 2021 Meeting Dates	<i>Papers circulated prior to the meeting</i> <u>Motion 1:</u> <i>That the Board of Trustees meetings are held on a Monday</i> <ul style="list-style-type: none"> ● Discussion about meeting dates <i>Resolution: The Board of Trustees agrees to changing the Board of Trustee meetings to a Monday</i> <ul style="list-style-type: none"> ● Terry to arrange the BoT meeting dates and email them to Board Members for consideration ● Meeting dates to be confirmed at the next meeting 	<i>Proposed: Sarah</i> <i>Accepted: David</i> <i>Passed</i> <i>To Do: Terry</i>
	3.3 Confirm Delegations	<i>Papers circulated prior to the meeting</i> Discussion about delegations list as outlined in the Governance Manual <u>Delegation 1:</u> <i>The Principal needs a delegation of responsibility to operate the school effectively</i> <i>Resolution: The Board of Trustees delegates responsibility to the Principal to operate the school in accordance with the School Charter and policies</i> <u>Delegation 2:</u> <i>The Principal needs a financial delegation to approve purchases of goods and services</i>	<i>Proposed: Sarah</i> <i>Accepted: Shar</i> <i>Passed</i>

	<p><u>Resolution:</u> 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 Finance Committee. Purchases above \$10000 need to be approved at a meeting by the majority</p> <p><u>Delegation 3:</u> The Board needs a Financial Committee <u>Resolution:</u> 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</p> <p><u>Delegation 4:</u> The Board needs to delegate responsibility in the Principal's absence <u>Resolution:</u> 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</p> <p><u>Delegation 5:</u> The Board needs to sign the Statement of Responsibility when submitting the Annual Accounts <u>Resolution:</u> The Board of Trustees authorise the Chairperson to sign the Statement of Responsibility on their behalf when submitting the Annual Accounts</p>	<p>Proposed: Sarah Accepted: Andrew Passed</p> <p>Proposed: Sarah Accepted: David Passed</p> <p>Proposed: Sarah Accepted: Joanne Passed</p> <p>Proposed: Sarah Accepted: Shar Passed</p>
3.3 Approve Analysis of Variance	<p>Papers circulated prior to the meeting</p> <p><u>Motion 2:</u> That the Board of Trustees accepts the Analysis of Variance</p> <ul style="list-style-type: none"> ● 2020 Variance Report Key Messages discussed ● Overall pleased with our end of year results <p><u>Resolution:</u> The Board of Trustees accepts the Analysis of Variance for submittance to the Ministry of Education</p>	<p>Proposed: Robin Accepted: David Passed</p>
3.4 Approve 2021 Annual Plan & Charter	<p>Papers circulated prior to the meeting</p> <p><u>Motion 3:</u> That the Board of Trustees accepts the Startegic Plan and Charter</p> <ul style="list-style-type: none"> ● Strategic Plan & Charter discussed <p><u>Resolution:</u> The Board of Trustees accepts the Strategic Plan & Charter for submittance to the Ministry of Education</p>	<p>Proposed: Robin Accepted: Sarah Passed</p>
3.6 Budget 2021	<p>Papers circulated prior to the meeting</p> <p><u>Motion 4:</u> That the Board accepts the Final 2021 Budget & Balance Sheet as presented</p> <p><u>Resolution:</u> The Board agrees to accept the 2021 Budget and Balance Sheet as presented</p>	<p>Proposed: Andrew Accepted: Shar Passed</p>
4	Monitoring	
4.1 Principal's Report	<p>Papers circulated prior to the meeting</p> <ul style="list-style-type: none"> ● Robin presented her report <p>Property</p>	

		<p><u>Motion 5:</u> <i>That the Board of Trustees verifies the Ten Year Property Plan</i></p> <ul style="list-style-type: none"> • 10YPP discussed • Upgrade of Junior Block toilets, lighting and acoustics • Refurbishment and enlargement of school library using SIP funding <p><u>Resolution:</u> <i>The Board of Trustees verifies the Ten Year Property Plan</i></p> <p><u>Motion 6:</u> <i>That the provision of funds for the deck and covering, seating, landscaping including sandpit rebuild, shelving and furniture be a suggested focus for HAST fundraising</i></p> <ul style="list-style-type: none"> • The Board discussed the proposal <p><u>Resolution:</u> <i>The Board of Trustees agrees that the provision of funds for the deck and covering, seating, landscaping including sandpit rebuild, shelving and furniture be a suggested focus for HAST fundraising</i></p> <ul style="list-style-type: none"> • Water Tightness • Discussed the water leak damage in Rm 18 <p>Finance</p> <ul style="list-style-type: none"> • \$10,000 Positive Behaviour for Learning Funding will be received for professional development <p>Personnel</p> <p><u>Motion 7:</u> <i>That the Board of Trustees offers flu vaccinations to all staff in 2021</i></p> <p><u>Resolution:</u> <i>The Board of Trustees agrees to offers flu vaccinations to all staff in 2021</i></p> <p>Hazard Register</p> <p><u>Motion 8:</u> <i>The Hazard Register is presented to assure the Board that Hazards are identified and rectified to reduce risk as soon as practically possible</i></p> <ul style="list-style-type: none"> • Broken grate over drain outside Robin's office - Replaced • Rm 10 The big blue cupboard has come off its hinge at the top - Repaired • Swimming Pool Main Gate - Not self closing - hinges may need adjusting - Repaired • Junior and Senior Playgrounds - A few nails have popped up around the edging - Repaired • Field next to empty section - Tree branches have broken (still attached to trunk up high). - Removed • Swimming Pool Main Gate - Not self closing - hinges may need adjusting - reported again - Repaired • Some of the wooden supports for flying fox platforms are rotten - Taped off <p>Query: Are we replacing the Flying Fox platforms? Yes we are. We will follow up on progress</p> <ul style="list-style-type: none"> • Exposed Cable - not deep enough in the ground • Rm 7 & 8 bathrooms - Water coming out of the taps is too hot. Ongoing issue - Hot water isolated 	<p>Proposed: Robin Accepted: David Passed</p> <p>Proposed: Robin Accepted: Andrew Passed</p> <p>Proposed: Robin Accepted: Joanne Passed</p> <p><i>Eliminated</i></p> <p><i>Eliminated</i></p> <p><i>Eliminated</i></p> <p><i>Eliminated</i></p> <p><i>Eliminated</i></p> <p><i>Eliminated</i></p> <p><i>Isolated</i></p> <p>To Do: Terry</p> <p><i>Isolated</i></p> <p><i>Isolated</i></p>
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4.2 Finance Report	<p><i>Papers circulated prior to the meeting</i></p> <p><i>Motion 10:</i> That the Board accepts the February Finance Report as presented</p> <ul style="list-style-type: none"> ● Financial Reports discussed ● 2020 End of year financials are looking positive ● Financial position is looking acceptable. Although its very early in the year ● No further queries <p><i>Resolution: The Board of Trustees accepts the February Finance Report as presented</i></p>	<p><i>Proposed: Andrew</i> <i>Accepted: Sarah</i> <i>Passed</i></p>
4.3 HAST Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> ● Avalon Park Get Together was very successful ● Regular fundraisers coming up include: <ul style="list-style-type: none"> ○ Iceblock Fridays ○ Sausage Sizzle ○ Hells Pizza Lunch ○ School Hoodies 	
4.4 Policy Review - Home Learning	<p><i>Papers circulated prior to the meeting</i></p> <p><i>Motion 11:</i> That the Board reviews the Home Learning Policy</p> <ul style="list-style-type: none"> ● Current Home Learning Policy discussed ● Robin will look at rewording the policy ● The reworded policy will be reviewed next meeting 	<p><i>Proposed: Sarah</i> <i>To Do Robin</i> <i>Motion carried to next meeting</i></p>
4.5 Policy Update Staff Gifts/BoT Member Gifts	<p><i>Papers circulated prior to the meeting</i></p> <p><i>Motion 12:</i> That the Board reviews the Staff Gifts Policy</p> <ul style="list-style-type: none"> ● The current Staff Gifts Policy discussed ● The policy & associated links covers all that is required <p><i>Resolution: The Board of Trustees has reviewed the Staff Gifts Policy and accepts the policy as presented</i></p>	<p><i>Proposed: Sarah</i> <i>Accepted: Andrew</i> <i>Passed</i></p>
4.6 Policy Update Swimming Pool	<p><i>Papers circulated prior to the meeting</i></p> <p><i>Motion 13:</i> That the Board reviews the Swimming Pool Policy</p> <ul style="list-style-type: none"> ● The current Swimming Pool Policy & links discussed ● Discussion around the Principal's phone number being displayed on the signage in the case of an emergency 	<p><i>Proposed: Sarah</i> <i>Accepted: David</i> <i>Passed</i></p>

		<ul style="list-style-type: none"> The Board decided to include the emergency Number (111) and the Principal's mobile number but not the Principal's name <p><i>Resolution: The Board of Trustees has reviewed the Swimming Pool Policy and accepts the policy as presented</i></p>	
5	Meeting administration		
	5.1 Actions Update	<p>Actions from 7 December 2020</p> <p>Hazard Register</p> <ul style="list-style-type: none"> Air Quality in Room 29 needs further investigation Air Testing of Block B toilets needs attention 	<p>Completed Ongoing</p>
	5.2 Actions from this meeting	<p>Actions from this meeting include:</p> <ul style="list-style-type: none"> Board meeting dates Follow up on the repair of the flying fox platforms Ensure bark is ordered for the playground behind Room 6 Rework the Home Learning Policy 	<p>To Do: Terry Terry Terry Robin</p>
	5.3 Minutes of previous meeting	<p>Motion 14: That the Board of Trustees confirms that the previous minutes, dated 7th December 2020, are a true and correct record</p> <p>Resolution: The Board of Trustees confirms that the previous minutes, dated 7th December 2020, are a true and correct record</p>	<p>Proposed: Sarah Accepted: Shar</p>
	Other	<ul style="list-style-type: none"> The Board went into committee at the end of the Meeting 	
6	Meeting Closure		
	6.1 Agenda Items for next meeting	<ul style="list-style-type: none"> Home Learning Policy 	
		Meeting Closed : 8.30pm	
		<p>Next board meeting – TBC</p> <p>Agenda closes – TBC</p>	
	Correspondence In	<ul style="list-style-type: none"> 2020-12-15 SchoolDocs Advisory_ Last advisory of the year! 2021-01-19 SchoolDocs Advisory_ SchoolDocs Orientation 2021 2021-01-26 SchoolDocs Advisory_ Check your school-supplied information 2021-02-03 SchoolDocs Advisory_ Term 1 2021 Reviews and Rollout 	
	Appendices	<ol style="list-style-type: none"> Board of Trustees Agenda 2021-03-01 3.2.1 Draft Year Planner for BOT 2021 3.2.2 2021 Review Schedule Self Review Annual 3.3 Current Delegations to be Approved March 2021 3.4.1 Analysis of Variance 2021 for 2020 to be Approved 3.4.2 Variance Report Key Messages 3.5 Belmont School Strategic Plan 2021 to be Approved 3.7.1 Belmont School - Budget 2021 for final approval 3.7.2 Belmont School Budget Balance Sheet 4.1.1 Principal's Report to the Board of Trustees 1 March 2021 4.1.2 Alert Level 2 Protocols 28 February 2021 4.1.3 Quick Check List 	

	4.1.4 Professional Growth Cycle at Belmont School 2021 4.1.5 Hazard Register - Health & Safety Issues to 2021-02-26 4.1.6 Medical Report to 2021-02-26 4.2.1 Financial Report 2021-01-31 4.2.2 Financial Tracking to 2021-02-26 4.2.3 2021-01-31 Financial Comparison previous years 4.2.4 2021-01-31 Balance Sheet 4.2.5 Financial Report to 2020-12-31 4.2.6 Balance Sheet as at 2020-12-31 4.3 HAST Update 4.4 Home Learning Policy for review 4.5 Staff Gifts Policy for update 4.6 Swimming Pool Management & Maintenance Policy 5.1 Actions Update for 2021-03-01 Meeting 5.3 2020-12-07 Board of Trustee 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 1st March 2021

Signed: 
(chairperson)

Dated: 13 April 2021

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