

Board of Trustees  
Belmont School Lower Hutt  
MINUTES – Monday 12th April 2021  
7.00 pm – 8.20 pm  
Belmont School Staffroom

			<b>Actions</b>
1	<b>Meeting protocol</b>		
	1.1 Present & Apologies	<p><b>Present:</b> Robin Thomson (Principal), Paula Asiata (Staff Representative), Shar Amner (Acting Chairperson), Andrew Clark, David Grigg, Joanne Neilson</p> <p><b>Apologies:</b> Sarah Morrison (Chairperson) Terry Perkins (Minute Taker)</p> <p><b>Minute taker:</b> Bryan Trevean</p>	
	1.2 Declaration of interests	Shar now part of SLT for MBiE Strategy. This role provides him with access to certain government information	
2	<b>Presentation</b>		
		N/A	
3	<b>Strategic Decisions</b>		
	3.1 Approve Proposed Meeting Dates	<p><i>Papers circulated prior to the meeting</i></p> <p><b><u>Motion 1:</u></b> <i>That the Board of Trustees meetings are held on the outlined meeting dates</i></p> <ul style="list-style-type: none"> <li>● Discussion about meeting dates</li> </ul> <p><b><u>Resolution:</u></b> <i>The Board of Trustees agrees to the outlined meeting dates</i></p>	<p><b><i>Proposed: Shar</i></b> <b><i>Accepted: Paula</i></b> <b><i>Passed</i></b></p>
	3.2 Approve Draft 2020 Annual Accounts	<p><i>Papers circulated prior to the meeting</i></p> <p><b><u>Motion 2:</u></b> <i>That the Board accepts the Draft 2020 Annual Accounts as presented</i></p> <ul style="list-style-type: none"> <li>● No major issues noted</li> <li>● The auditor has sent a list of requests through which has been responded to</li> <li>● Need to check with Terry whether there were actually no disposals of any assets or impairment of any assets for the annual report</li> <li>● Items that were not budget matched were generally Covid related</li> </ul> <p><b><u>Resolution:</u></b> <i>The Board agrees to accept the Draft 2020 Annual Accounts as presented</i></p>	<p><b><i>Proposed: Andrew</i></b> <b><i>Accepted: Robin</i></b> <b><i>Passed</i></b></p>
4	<b>Monitoring</b>		
	4.1 Principal's Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> <li>● Robin presented her report</li> <li>● The death of Pam Duncan, a previous Board Chair, was acknowledged. The Board and School staff extend their</li> </ul>	

		<p>sincere sympathy to her husband, Andrew and her sons, Jarred and Luke</p> <ul style="list-style-type: none"> <li>Local Curriculum presented</li> <li>Technology Upgrade Plan shared with a view to come back to the Board of Trustees with further information and a request for funds</li> </ul> <p><b>Property</b></p> <p><b><u>Motion 3:</u></b> <i>That the Board of Trustees gives approval for the Fire System Upgrade work to be undertaken</i></p> <ul style="list-style-type: none"> <li>Fire System Upgrade discussed</li> </ul> <p><b><u>Resolution:</u></b> <i>The Board of Trustees gives approval for the Fire System Upgrade work to be undertaken</i></p> <ul style="list-style-type: none"> <li>Upgrade of Junior Block toilets, lighting, acoustics and replacement of sewer and stormwater infrastructure</li> <li>Refurbishment and enlargement of school library using SIP money</li> <li>Continued negotiation of replacement or remediation of classrooms affected by water tightness</li> <li>Discussed the water leak damage in Rm 18</li> </ul> <p><b>Finance</b></p> <p><b><u>Motion 4:</u></b> <i>That a Grants Application is made to Pelorus Trust to enable the school to purchase a new piano keyboard.</i></p> <ul style="list-style-type: none"> <li>The Board discussed the proposal</li> </ul> <p><b><u>Resolution:</u></b> <i>The Board of Trustees agrees that a Grants Application can be made to Pelorus Trust to enable the school to purchase a new piano keyboard.</i></p> <p><b>Hazard Register</b></p> <p><b><u>Motion 5:</u></b> 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"> <li>Lino on bottom of Room 7 Boys toilet door causing tripping hazard - removed</li> <li>Metal drain cover loose outside Room 4 toilets - repaired</li> <li>Hook that holds Room 1 door back lifted from the concrete - repaired</li> <li>Test fire alarm bells not working - referred to Alliance and Lee Ashby</li> <li>Cracked concrete outside Room 5 door - covered with a mat</li> <li>Tree on the fence line by the empty section with broken branch - removed by Treescape</li> <li>Large branch fell from a tree and landed on top of the playground behind Room 6 - branch removed. Treescape to provide a quote for further options with the identified tree</li> </ul> <p><b><u>Resolution:</u></b> <i>The Board of Trustees has viewed &amp; discussed the Hazard Register to date and all identified hazards are being actioned or in the process of being actioned</i></p>	<p><b>Proposed: Robin</b> <b>Accepted: Joanne</b> <b>Passed</b></p> <p><b>Proposed: Robin</b> <b>Accepted: David</b> <b>Passed</b></p> <p><i>Eliminated</i></p> <p><i>Eliminated</i></p> <p><i>Eliminated</i></p> <p><i>Isolated</i></p> <p><i>Isolated</i></p> <p><i>Eliminated</i></p> <p><i>Eliminated</i></p> <p><b>Proposed: Robin</b> <b>Accepted: Paula</b> <b>Passed</b></p>
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	4.2 Finance Report	<p><i>Papers circulated prior to the meeting</i></p> <p><b>Motion 7:</b> That the Board accepts the April Finance Report as presented</p> <ul style="list-style-type: none"> <li>• Financial Reports discussed</li> <li>• Financial position is at an acceptable level, although it's very early in the year</li> <li>• Trading Expenses, and Property and Maintenance costs queried. Higher than expected costs will relate to unsold stock and Room 18 repairs which we are in consultation with the Ministry over</li> <li>• Because we were in a deficit position, some of the budgeted areas were kept low in the Annual Budget to minimise the extent of the deficit</li> </ul> <p><b>Resolution:</b> <i>The Board of Trustees accepts the April Finance Report as presented</i></p>	<p><b>Proposed: Andrew</b> <b>Accepted: Paula</b> <b>Passed</b></p>
	4.3 HAST Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> <li>• HAST has agreed to support the renovations of the library and landscaping through their fundraising ventures this year</li> </ul>	
	4.4 Policy Update - Home Learning	<p><i>Papers circulated prior to the meeting</i></p> <p><b>Motion 8:</b> That the Board reviews the Home Learning Policy</p> <ul style="list-style-type: none"> <li>• Changes were circulated and approved after the previous Board Meeting</li> <li>• Changes have been sent to School Docs</li> </ul> <p><b>Resolution:</b> <i>The Board of Trustees has reviewed the Home Learning Policy and accepts the suggested policy amendments</i></p>	<p><b>Proposed: Robin</b> <b>Accepted: David</b> <b>Passed</b></p>
	4.5 Policy Review - Finance and Property Management Policy	<p><i>Papers circulated prior to the meeting</i></p> <p><b>Motion 9:</b> That the Board reviews the Finance and Property Management Policy</p> <ul style="list-style-type: none"> <li>• The current Finance and Property Management Policy discussed</li> <li>• Discussed the ability and responsibility to manage property as a Board versus the responsibilities of the Ministry of Education. Agreed that our role is to manage health and safety needs in relation to property maintenance, escalating anything that is beyond its mandate to the Ministry of Education</li> <li>• We will need to update the School Donations and Fundraising Policy, and School Donation Policy to reflect our participation in the School Donations Scheme</li> <li>• References to cheques need to be removed from Managing Income and Expenditure Policy.</li> </ul> <p><b>Further changes to be made and circulated</b></p>	
5	<b>Meeting administration</b>		
	5.1 Actions Update	<p><b>Actions from 1 March 2021</b></p> <ul style="list-style-type: none"> <li>• Board meeting dates</li> <li>• Follow up on the repair of the flying fox platforms</li> <li>• Ensure bark is ordered for the playground behind Room 6</li> </ul>	<p><b>Completed</b> <b>In process</b> <b>Completed</b></p>

		<ul style="list-style-type: none"> <li>● Rework the Home Learning Policy</li> </ul>	<b>Completed</b>
	5.2 Actions from this meeting	Actions from this meeting include: <ul style="list-style-type: none"> <li>● Updates to Finance and Property Management Policies, particularly focused around the Property</li> <li>● Grant Application to be made for piano keyboard</li> </ul>	<b>To Do:</b> <b>Robin</b>  <b>Robin</b>
	5.3 Minutes of previous meeting	<b>Motion 10:</b> That the Board of Trustees confirms that the previous minutes, dated 1st March 2021, are a true and correct record <b>Resolution: The Board of Trustees confirms that the previous minutes, dated 1st March 2021, are a true and correct record</b>	<b>Proposed: David</b> <b>Accepted: Paula</b> <b>Passed</b>
	Other	<ul style="list-style-type: none"> <li>● <b>The Board went into committee at the end of the Meeting</b></li> </ul>	
6	<b>Meeting Closure</b>		
	6.1 Agenda Items for next meeting	<ul style="list-style-type: none"> <li>● Technology Upgrade Plan</li> </ul>	
		<b>Meeting Closed : 8.00pm</b>	
		<b>Next board meeting – TBC</b> <b>Agenda closes – TBC</b>	
	Correspondence In	<ul style="list-style-type: none"> <li>● 2021-03-02 SchoolDocs Advisory_ Term 1 2021 Upcoming Changes</li> </ul>	
	Appendices	1. Board of Trustees Agenda 2021-03-01 3.1 Proposed Board of Trustees Meeting 2021 Dates 3.2 Belmont School - 2020 Unaudited Financial Statements 4.1.1 Principal's Report to the Board of Trustees 12 April 2021 4.1.2 Hazard Register - Health & Safety Issues to 2021-04-12 4.1.3 Medical Report to 2021-04-12 4.1.4 Report All Property and Maintenance Issues and Requests 4.2.1 Financial Report to 2021-02-28 4.2.2 Financial Tracking to 2021-03-31 4.2.3 2021-02-28 Financial Comparison previous years 4.3 HAST Update 4.4 Home Learning Policy for review 4.5 Finance and Property Policy for review 5.1 Actions Update for 2021-03-01 Meeting 5.3 2020-12-07 Board of Trustee 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 12th April 2021*

Signed:.....  
(chairperson)

Dated: 13/4/2021.....

<b>Board Members Hours</b>	
Number of Members at the meeting	6
Length of Meeting	7.00pm-8.20pm
Preparation for meeting	
Time spent on other activities since last meeting	