

Board of Trustees
Belmont School Lower Hutt
MINUTES – Monday 10th May 2021
7.00 pm – 8.55 pm
Belmont School Staffroom

| | | | Actions |
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| 1 | Meeting protocol | | |
| | 1.1 Present & Apologies | Present: Sarah Morrison (Chairperson), Robin Thomson (Principal), Paula Asiata (Staff Representative), Shar Amner, Andrew Clark, David Grigg, Joanne Neilson Apologies: Terry Perkins (Minute Taker) Minute taker: Bryan Trevean | |
| | 1.2 Declaration of interests | | |
| 2 | Presentation | | |
| | 2.1 Strategic Direction: Preparing of consultation | Strategic Direction 2019-2021 discussed. Priorities for consultation and the reshaping of our Strategic Direction include: <ul style="list-style-type: none"> ● Further exploring and unpacking Culturally Responsive and Relational Pedagogy, including reframing this using plain language ● Acknowledging and building on our obligations under te Tiriti o Waitangi ● Connecting with our vast cultural groups, finding ways to ensure that our means of consultation are accessible to them ● Checking out priorities for children in relation to the curriculum learning and Belmont Active Learner Traits ● Adding the word 'Wellbeing' under 'Hauora' ● Acknowledging under 'Physical Environment' our role in developing practices that are responsive to needs and designed to keep people safe and well. | |
| 3 | Strategic Decisions | | |
| | 3.1 Approve 2020 Annual Accounts | Motion 1: That the Belmont School Board of Trustees delegates the approval and signing of the 2020 Annual Accounts to its Finance Committee (Chairperson, Treasurer, Principal) once they have been received. <ul style="list-style-type: none"> ● 2020 Annual Accounts are yet to be received from the auditor. Resolution: <i>The Belmont School Board of Trustees agrees to delegate the approval and signing of the 2020 Annual Accounts to its Finance Committee (Chairperson, Treasurer, Principal) once they have been received.</i> | Proposed: Robin Accepted: Sarah Passed |
| 4 | Monitoring | | |
| | 4.1 Principal's Report | <i>Papers circulated prior to the meeting</i> <ul style="list-style-type: none"> ● The Staff Usage and Expenditure Reports for Pay Period 202202 and 202203 have not been approved as the error in | |

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| | | <p>Pay Period 202201 as reported to the board last month, has not yet been rectified by Novopay.</p> <ul style="list-style-type: none"> ● Progress is being made with our involvement in the PB4L initiative. ● Our recent powhiri was a special celebration. ● Our attendance is looking positive. Any areas of concern are followed up individually. <p>Property</p> <ul style="list-style-type: none"> ● The work required notice has been resolved. Issues with bells are being investigated further. ● A variation to the 5YA has been made to allow repair work in Room 18 to be completed. <p>Finance</p> <p>Motion 2: That the Board of Trustees approve the employment of a further new entrant teacher in 2021 to maintain roll based staffing and resourcing viability.</p> <ul style="list-style-type: none"> ● This is to reflect the impact of the Year 6 cohort leaving the school at the end of the year, along with significant increase in families moving from our area for work, housing or family support since lockdown. ● There would be a cost of up to \$53,000 in appointing a further new entrant teacher this year. ● The upgrade of technology can be reprioritised to support this expenditure. ● The Board agrees that maintaining the roll through the ballot process is the best long term strategic approach and use of resourcing at this point in time. <p>Resolution: The Board of Trustees approves the employment of a further new entrant teacher in 2021 to maintain roll based staffing and resourcing viability.</p> <p>Hazard Register</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> <ul style="list-style-type: none"> ● Exposed cable behind Room 18 ● Some of the wooden supports for platform on Senior playground rotten ● Leaky roof in the room between Room 13 and 14 ● Toilet cistern in toilets by Room 7 running constantly. ● Test fire alarm bells not working ● Fence panel at the back of the field by empty section missing a screw ● Cracked concrete under the doormat by Room 5 <p>Resolution: The Board of Trustees has viewed & discussed the Hazard Register to date and all identified hazards are being actioned or in the process of being actioned</p> | <p>Proposed: Robin Accepted: Joanne Passed</p> <p><i>Isolated</i> <i>Isolated</i></p> <p><i>Minimised</i> <i>Eliminated</i> <i>Isolated</i> <i>Minimised</i></p> <p><i>Minimised</i></p> <p>Proposed: Robin Accepted: Sarah Passed</p> |
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| | | <p>Motion 4: That the Board accepts the May Principal's Report as presented</p> <p>Resolution: <i>The Board of Trustees accepts the May Principal's Report as presented</i></p> | <p>Proposed: Robin Accepted: Sarah Passed</p> |
| | 4.2 Finance Report | <p><i>Papers circulated prior to the meeting</i></p> <p>Motion 5: That the Board accepts the May Finance Report as presented</p> <ul style="list-style-type: none"> Financial Reports discussed Items over budget have been noted in the report. Some are only over by small amounts at this point in the year and are all accounted for Maintenance is the area that stands out. This is largely due to the leak in Room 18 Financial position is at an acceptable level <p>Resolution: <i>The Board of Trustees accepts the May Finance Report as presented</i></p> | <p>Proposed: Andrew Accepted: Paula Passed</p> |
| | 4.3 HAST Report | <ul style="list-style-type: none"> No HAST report for the May meeting as the team are yet to meet (scheduled for 11 May) Financials have been made available to the Board | |
| | 4.4 Policy Review-Reporting to parents | <p><i>Papers circulated prior to the meeting</i></p> <p>Motion 6: That the Board reviews the Reporting to Parents Policy</p> <ul style="list-style-type: none"> Changes have been made to reflect school practices <p>Resolution: <i>The Board of Trustees has reviewed the Reporting to Parents Policy and accepts the suggested policy amendments</i></p> | <p>Proposed: Robin Accepted: David Passed</p> |
| 5 | Meeting administration | | |
| | 5.1 Actions Update | <p>Actions from 1 March 2021</p> <ul style="list-style-type: none"> Follow up on the repair of the flying fox platforms <p>Actions from 12 April 2021</p> <ul style="list-style-type: none"> Grant application to be made for piano keyboard Updates to Finance and Property Management Policies, particularly focused around the Property | <p>In process</p> <p>Reprioritised - an interim keyboard has been sourced Completed</p> |
| | 5.2 Actions from this meeting | <p>Actions from this meeting include:</p> <ul style="list-style-type: none"> | To Do: |
| | 5.3 Minutes of previous meeting | <p>Motion 7: That the Board of Trustees confirms that the previous minutes, dated 12th April 2021, are a true and correct record</p> <p>Resolution: <i>The Board of Trustees confirms that the previous minutes, dated 12th April 2021, are a true and correct record</i></p> | <p>Proposed: Shar Accepted: Paula Passed</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"> | |
| | | Meeting Closed : 7.50pm | |

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| | | Next board meeting – TBC Agenda closes – TBC | |
| | Correspondence In | <ul style="list-style-type: none"> ● 2021-04-13 SchoolDocs Advisory_ Term 1 2021 Updated Policies Rollout ● 2021-05-04 SchoolDocs Advisory_ Term 2 policies open for review | |
| | Appendices | <ol style="list-style-type: none"> 1. Board of Trustees Agenda 2021-05-10 <ol style="list-style-type: none"> 4.1.1 Principal's Report to the Board of Trustees May 2021 4.1.2 Belmont School Strategic Plan 2021 to be approved 4.1.3 2807 Attendance Term 1 2021 4.1.4 Hazard Register - Health & Safety Issues as at 2021-05-06 4.1.5 Medical Report to 05 May 2021 4.2.1 Financial Report to 2021-03 4.2.2 Financial Tracking to 2021-04 4.2.3 Financial Comparison to 2021-03 4.3.1 HAST Financial Summary as at 2021-05-07 4.4 Reporting to Parents Policy for review 5.1 Actions Update for 2021-05 Meeting 5.3 2020-04-12 Board of Trustee Minutes to be approved (amended and signed) | |

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 10th May 2021

Signed:.....
(chairperson)

Dated:.....

| Board Members Hours | |
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| Number of Members at the meeting | 7 |
| Length of Meeting | 7.00pm-8.55pm |
| Preparation for meeting | |
| Time spent on other activities since last meeting | |