



Board of Trustees Minutes

Tuesday 08 February 2022

7:15pm - 8:45pm

Via Zoom

		Actioned
1	Meeting protocol	
1.1 Present & Apologies	<p>Present: Bryan Trevean (Principal), Sarah Morrison (Chairperson), Paula Asiata (Staff Representative), David Grigg, Joanne Neilson, Andrew Clark, Shar Amner</p> <p>Apologies:</p> <p>Minute taker: Terry Perkins</p>	
1.2 Declaration of interests	No Conflicts of Interest to record	
2	Presentation	
3	Strategic Decisions	
3.1 Presiding Member Election	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> An appointment of a Presiding Member (Chair) is not required it's a triennial election year and, no member has passed a vote of no confidence in the presiding member and the presiding member is a current board member Sarah Morrison continued to chair the meeting 	
3.2 2022 Annual Planner	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> The Annual Planner was discussed Note the changed dates for the triennial elections and the impact on the members not standing again & resigning members Discussion about members intentions re: the triennial elections Sarah to check on what the implications are as we have three members wanting to resign in May as they were originally elected for There are a number of Policy Reviews can we have the policies for this years review added to the BoT Drive now <p>Motion 1: That the Board of Trustees meetings are held on the proposed meeting dates</p> <ul style="list-style-type: none"> Meetings have changed to two per term Discussion about meeting dates We need to add another meeting date in September after 14 September for the new Board of Trustees to take office and transition smoothly 	<p>To Do - Sarah</p> <p>To Do - Terry</p>

		Resolution: The Belmont School Board of Trustees agrees to the proposed meeting dates with an additional meeting for the new Board of Trustees to take office	Proposed: Sarah Accepted: David Passed
3.3 Confirm Delegations	<p><i>Papers circulated prior to the meeting</i> Discussion about delegations list as outlined in the Governance Manual</p> <p>Delegation 1: That the Principal needs a delegation of responsibility to operate the school effectively Resolution: The Belmont School Board of Trustees delegates responsibility to the Principal to operate the school in accordance with the School Charter and policies</p> <p>Delegation 2: That the Principal needs a financial delegation to approve purchases of goods and services Resolution: The Belmont School 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>Delegation 3: That the Board needs a Financial Committee Resolution: The Belmont School 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>Delegation 4: That the Board needs to delegate responsibility in the Principal's absence Resolution: The Belmont School 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>Delegation 5: That the Board needs to sign the Statement of Responsibility when submitting the Annual Accounts Resolution: The Belmont School 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: David Passed</p> <p>Proposed: Sarah Accepted: Andrew Passed</p> <p>Proposed: Sarah Accepted: Joanne Passed</p> <p>Proposed: Sarah Accepted: Shar Passed</p> <p>Proposed: Sarah Accepted: Paula Passed</p>	
3.4 Updated Strategic Direction 2022-2024	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • Strategic Direction discussed • Reshaped direction. Very similar added Kura & values. Some titles changed ie Well being. Less teacher jargon used • The Annual Plan will come from this <p>Proposed Implementation of Strategic Goals 2021-2023 discussed</p>		
4	Monitoring		
4.1 Principal's Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • Principals Report presented & discussed 		

Additional (further to) Principal Report notes as discussed include

New COVID-19 Protection (Traffic Light) Framework

- Covid framework has been a focus for the past couple of weeks to get 2022 started as 2022 started at RED Traffic Light
- Community have provided positive feedback about COVID-19 Protection (Traffic Light) communication
- CO2 monitor provided by the ministry is in Rm 15 as this class has the least ventilation (opening windows/doors)
- Casual & close contact tracing procedures reviewed
- There was a staff meeting today to outline new procedures ie 2nd staffroom/ resource rooms etc to limit the number of people in enclosed areas. Also discussed procedures in the classroom & monitoring students close contacts while inside
- We are working on the Third step, Business Continuity Plan, that is keeping the school open. It is still in draft. The Board will be kept informed/updated when it is finalised
- The Board will be informed every stage change & to keep them up to date as to what level we are at
- Query about Sports teams & protocols/mandates. Bryan assured the Board that these groups all have their own strict procedures/protocols

Physical Environment and Property

Annual Plan Priorities for 2022:

- Upgrade of Junior Block lighting and acoustics
- Refurbishment and enlargement of school library using SIP funding
- Replacement of sewer and stormwater infrastructure
- Replacement or remediation of classrooms affected by water tightness

Upgrade of Junior Block

- Project using 5YA funds
- Funds limited. The scope needs to change
- New scope will mainly be roof & windows
- The remaining scope will have to go on the next 5YA

SIP Library Project Update

- Dael (RT Lit) has moved office
- HAST have a working bee this weekend to move the library shelving & books. They will also relocate the sandpit
- The asbestos was removed before school started
- Peryer Construction have the tender & will begin February / March

Motion 2: That the Board of Trustees agrees to underwrite a further \$10,000 to enable the project to proceed.

- Discussion about the original tender process/price. Why has it increased & taken so long?
- 27 September 2021 meeting the Board agreed to underwrite the shortfall of \$64,494 from reserves for the library upgrade (SIP) project so the project to proceed. With a further \$30000 to come from HAST funds. Since September there have been significant increases in materials & labour costs throughout NZ. The tender was accepted in November. A revised tender price was then submitted. The revised tender price requires a further \$10000 to proceed
- The Board request an assurance from Lee Ashby that the tender price will not change & have further impact on school funds

Resolution: The Belmont School Board of Trustees agrees to underwrite a further \$10,000 (bringing the total of \$74494 be underwritten to the SIP project) this will enable the project to proceed subject to the assurance that no further tender price changes will affect school funds

To Do: Bryan

**Proposed: Bryan
Accepted: Andrew
Passed**

Replacement of sewer and stormwater infrastructure

- Amendment back in July

Replacement or remediation of classrooms affected by water tightness

- Awaiting on the Capital Works for next steps

Other Property Projects

- Fire System Upgrade. Work continues. An expected completion timeframe is yet to be given.
- Room 18 Damage due to the water heater leaking. Still awaiting the carpet repair. We are holding bill payment until the carpet is repaired
- Pool Repairs. The upgrade to the pool has been completed. It will be filled ready for use from Week 3

Waharoa

- David mentioned the state of repair of the waharoa & the fact that it needs some repairs/maintenance
- David will contact Ants Puki for a plan of action & any cultural sensitivities that need to be observed

Planning and reporting for 2022

- Bryan was hoping to have this ready but its still a work in progress
- Bryan will present this at the next meeting

Finance

Motion 3: That the Board of Trustees approves the 2022 budget

- The budget is very similar as December 2021
- We are budgeting for a deficit of almost \$20,000
- Reserves are available to absorb the budgeted deficit

Resolution: The Belmont School Board of Trustees approves the 2022 Budget

Personnel

Caretaker

- This position has been advertised. We have not had any interest in this position.
- There is another school that we may work together with as they are struggling to find a caretaker also. Both schools are looking for 20 hours each

Other Personnel - In committee

Health & Safety

Flu Vaccinations 2022

Motion 4: That the Board of Trustees offers flu vaccinations to all staff in 2022

Resolution: The Belmont School Board of Trustees agrees to offer flu vaccinations to all staff in 2022 at the schools expense

Hazard Register

Motion 5: That the Hazard Register is presented to assure the Board that Hazards are identified and rectified to reduce risk as soon as practically possible

- The board is assured that identified hazards are being monitored and/or controlled, and that measures are being re-evaluated to check their adequacy
- Hazards include
 - Room between 13 & 14 Leaking roof - ongoing Problem
 - School Field Broken Trsee Branches hanging
 - Room 3 Windows not opening & closing properly
 - Fire Extinguishers not checked in 2021

To Do: David

**Proposed: Bryan
Accepted: Andrew
Passed**

**Proposed: Bryan
Accepted: Joanne
Passed**

*Minimised
Eliminated
Minimised
Booked this week*

	<ul style="list-style-type: none"> Rm 12 Tap mixer needs securing properly Room 2 Roof Leaking <p><u>Resolution:</u> The Belmont School 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><u>Motion 6:</u> That the Board of Trustees accepts the 08 February Principal's Report as presented</p> <p><u>Resolution:</u> The Belmont School Board of Trustees accepts the 06 February Principal's Report as presented</p>	<p><i>Eliminated Minimised</i></p> <p>Proposed: Bryan Accepted: Joanne Passed</p> <p>Proposed: Bryan Accepted: David Passed</p>
4.2 Finance Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> Financial papers discussed 2021 financial reports should result in a surplus although a deficit was budgeted <p><u>Motion 7 :</u> That the Board of Trustees accepts the End of 2021 / January 2022 Financial Reports as presented</p> <p><u>Resolution:</u> The Belmont School Board of Trustees accepts the Financial Reports as presented</p>	<p>Proposed: Andrew Accepted: David Passed</p>
4.3 HAST Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> HAST are having a zoom meeting tonight also Working Bee to be held to move the library & sandpits etc They are going to coordinate there meetings to be held a week before the Board of Trustees meeting 	
4.4 Safety Management System Policy	<p><i>Papers circulated prior to the meeting</i></p> <p><u>Motion 8:</u> That the Board of Trustees reviews the Safety Management System Policy</p> <ul style="list-style-type: none"> The policy was discussed No changes are required <p><u>Resolution:</u> The Belmont School Board of Trustees has reviewed the Safety Management System Policy and accepts the policy as presented</p>	<p>Proposed: Sarah Accepted: David Passed</p>
4.5 Risk Management Policy	<p><i>Papers circulated prior to the meeting</i></p> <p><u>Motion 9:</u> That the Board of Trustees reviews the Risk Management Policy</p> <ul style="list-style-type: none"> The policy was discussed No changes are required <p><u>Resolution:</u> The Belmont School Board of Trustees has reviewed the Risk Management Policy and accepts the policy as presented</p>	<p>Proposed: Sarah Accepted: Joanne Passed</p>
4.6 Hazard Register and Audit Policy	<p><i>Papers circulated prior to the meeting</i></p> <p><u>Motion 10:</u> That the Board of Trustees reviews the Hazard Register and Audit Policy</p> <ul style="list-style-type: none"> The policy was discussed Changes required <ul style="list-style-type: none"> ..Staff members report hazards to the school caretaker who ensures that all staff are kept aware of new and existing hazards.. Change Caretaker to the School Office ..Current active hazard registers are maintained by the school caretaker and kept the school office on the counter..Change Caretaker to School Office <p><u>Resolution:</u> The Belmont School Board of Trustees has reviewed the Hazard Register and Audit Policy and accepts the policy with the above changes</p>	<p>Proposed: Sarah Accepted: Shar Passed</p>

	4.7 Health and Safety Induction Policy	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 11: That the Board of Trustees reviews the Health and Safety Induction Policy</p> <ul style="list-style-type: none"> The policy was discussed No changes are required <p>Resolution: <i>The Belmont School Board of Trustees has reviewed the Health and Safety Induction Policy and accepts the policy as presented</i></p>	<p>Proposed: Sarah Accepted: Joanne Passed</p>
	4.8 Visitors Policy	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 12: That the Board of Trustees reviews the Visitors Policy</p> <ul style="list-style-type: none"> The policy was discussed No changes are required <p>Resolution: <i>The Belmont School Board of Trustees has reviewed the Visitors Policy and accepts the policy as presented</i></p>	<p>Proposed: Sarah Accepted: Andrew Passed</p>
5	Meeting administration		
	5.1 Actions Update	<p>Actions from 2 August 2021</p> <ul style="list-style-type: none"> SIP Property Projects Identify other costs including shelving, storage, furniture etc <p>Actions from 27 September 2021</p> <ul style="list-style-type: none"> Property - Approach MOE for funding for infrastructure <p>Actions from 08 November 2021</p> <ul style="list-style-type: none"> Strategic Direction - Shape the Strategic Direction <p>Actions from 08 December 2021</p> <ul style="list-style-type: none"> Audit 2021-2023 Proposal, Andrew to read over it Set up Covid Response Team Follow up with Schooled UP IT re service fees Follow up with Auditors to ensure we are capturing the correct information for the Gift register Māori Educational Success Policy, Sarah to send Bryan information. Sarah to follow up with Shar if he has any suggestions 	<p>Bryan In progress</p> <p>Bryan Completed</p> <p>Bryan Completed</p> <p>Andrew completed Bryan completed Bryan completed Terry completed</p> <p>Sarah completed</p>
	5.2 Actions from this meeting	<p>Actions from this meeting</p> <ul style="list-style-type: none"> Check on what the implications are as we have three members wanting to resign in May as they were originally elected for Policy Reviews can we have the policies added to the BoT Drive now for each meeting The Board request an assurance from Lee Ashby that the tender price will not change & have further impact on school funds Waharoa David will contact Ants Puki for a plan of action & any cultural sensitivities that need to be observed 	<p>To do:</p> <p>Sarah</p> <p>Terry</p> <p>Bryan</p> <p>David</p>
	5.3 Minutes of previous meeting	<p>Motion 13: That the Board of Trustees confirms that the previous minutes, dated 08 November 2021, are a true and correct record</p> <p>Resolution: <i>The Board of Trustees confirms that the previous minutes, dated 08 November 2021, are a true and correct record</i></p>	<p>Proposed: Sarah Accepted: David Passed</p>
	Other	<p>The Board went into committee at the end of the Meeting</p>	
6	Meeting Closure		
	6.1 Agenda Items for next meeting	<ul style="list-style-type: none"> 	

		Meeting Closed : 8:45pm	
		Next board meeting – Tuesday 22 March 2022 Agenda closes – Tuesday 15 March 2022	
Correspondence In		<ul style="list-style-type: none"> • 2021-12-14 SchoolDocs Advisory_ Last advisory of the year! • 2022-01-18 SchoolDocs Advisory_ Orientation 2022 • 2022-01-25 SchoolDocs Advisory_ Check your school-supplied information • 2022-02-01 SchoolDocs Advisory_ COVID-19 updates and term 1 review open 	
Appendices		<ol style="list-style-type: none"> 1. Board of Trustees Agenda 2022-02-08 <ol style="list-style-type: none"> 3.1 Appointing-a-presiding-member-20 3.2.1 Belmont School 2022 Annual Planner 3.2.2 Proposed Board of Trustees Meeting 2022 Dates 3.2.3 Board Task Checklist - Term 1 2022 3.3 Current Delegations to be Approved February 2022 3.4.1 Strategic Direction 2022-2024 3.4.2 Strategic Goals 2021-2023 <ol style="list-style-type: none"> 4.1.1 Principal's Report to Board 8 February 2022 4.1.2 COVID-19 Protection Framework at Belmont School_ Key things you need to know 4.1.3 Supporting Contact Tracing at Belmont School 4.1.4 2807 Attendance Term 4 2021 4.1.5 Final Budget 2022 to be approved 4.1.6 Internal Environment Monitoring Devices Factsheet 2022 4.1.7 Hazard Register to 2022-02-05 4.1.8 Medical Report to 2022-02-05 4.2.1 Financial Report to 2021-12-31 4.2.2 Belmont School Financial Tracking to month ended 31 January 2022 4.2.3 Belmont School Balance Sheet to 2021-12-31 4.2.4 Belmont School Supplier Invoice Report December 2021 4.2.5 Belmont School Supplier Invoice Report January 2022 4.2.6 2021 Sensitive Expenditure & Gifts Register <ol style="list-style-type: none"> 4.3.1 2021-12-08 HAST Update 4.3.2 HAST minutes 30_11_2021 4.3.3 2021-12-31 HAST Financial Summary 2021 4.4 Safety Management System Policy 4.5 Risk Management Policy 4.6 Hazard Register and Audit Policy 4.7 Health and Safety Induction Policy 4.8 Visitors Policy 5.1 Actions Update from last BoT Meeting 5.3 2021-12-06 Board of Trustees Meeting Minutes (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 08 February 20221

Signed:..........
(chairperson)

Dated: 10 February 2022

Board Members Hours	
Number of Members at the meeting	6
Length of Meeting	1hr 30min
Preparation for meeting	
Time spent on other activities since last meeting	

