



Board Minutes
Tuesday 24 May 2022
7:00pm - 8:45pm
School Staffroom

		Actioned
1	Meeting protocol	
1.1	Present & Apologies Present: Bryan Trevean (Principal), David Grigg (Acting Presiding Member), Paula Asiata (Staff Representative), Joanne Neilson, Shar Amner Apologies: Andrew Clark Minute taker: Jude Burcher Other Attendees: Linda Ojala, Sunita Patel, Andrew Rodger, Alex Semprini	
1.2	Declaration of interests No Conflicts of Interest to record	
2	Presentation	
2.1	Welcoming potential co-opted members Introductions around the table included parents from our school community interested in co-opting onto the board.	
3	Strategic Decisions	
3.1	Board resignations <ul style="list-style-type: none">On 8 April we received the resignation of board presiding member, Sarah Morrison, effective immediately.At this meeting we accepted the resignation of Shar Amner. <p>The board wishes to thank Sarah and Shar for their commitment to the board.</p> <p>Shar was presented with a pounamu, cut from the same stone as his sons in recognition of his service to the school.</p>	
3.2	Presiding Member Election Motion 1: That the board appoints David Grigg as Presiding Member from now until the end of the board term in September. Resolution: The board agrees to appoint David Grigg as Presiding Member from now until the end of the board term in September.	Proposed: Jo Accepted: Shar Passed

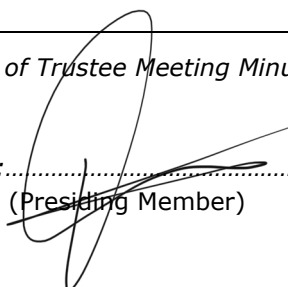
	3.3 Board Elections Timeline Update	<p><i>Papers circulated prior to the meeting</i></p> <p><u>Motions relating to decisions and actions in 3.3.2</u></p> <p><u>Motion 2 : That the board agrees to pay the triennial board election Returning Officer the fee recommended by NZSTA.</u></p> <p><u>Resolution: The board agrees to pay the triennial board election Returning Officer the fee recommended by NZSTA</u></p> <p>Providing it is approved for use, the board agrees in principle to run electronic voting during this election.</p>	<p><i>Proposed: Bryan</i> <i>Accepted:Jo</i> <i>Passed</i></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 • Covid response update provided to the board by Bryan • Roll summary- no out of Zone ballot required, offered places to all children that applied for the ballot, likely to finish the year with 357 students • Major focus for this year is monitoring how students are performing against the curriculum • Linda & Bryan attended a course on Professional Growth for teachers • Learning conversations were held at the beginning of term 2. Zoom was made available to whanau that wanted to attend virtually. • One page written reports will be sent out to parents at the end of Term 2. • Positive behaviour for learning, token reward programme ready to go and is tied into Our KURA Values • Paula and Linda are enjoying their Te Ahu o Te reo Maori and bringing the learning into the school. <p>Physical Environment and Property</p> <ul style="list-style-type: none"> • Library project is ongoing. Progress and funding are being closely monitored. We have been able to save some cost by reducing acoustic tiles and heating from the build costs but we have used all of the budget and the contingency. There is a potential wash up of up to \$10,000. Shortfall will come out of cash reserves. • Junior block • We have plans for remediation of Block E & L that are affected by water tightness • Fire system upgrade is complete and up to code and we have had our first fire drill. <p><u>Motion 3 :That the board gives approval for the ministry of Education to collect the necessary information on our behalf to support the Carbon Neutral Government Programme</u></p> <p><u>Resolution: The board gives approval for the ministry of Education to collect the necessary information on our behalf to support the Carbon Neutral Government Programme</u></p> <p>Finance</p> <ul style="list-style-type: none"> • Discussion held on our experiences with the ASB and delays in getting the bank account signatories updated. • Thank you to Andrew for stepping in to provide the financial report this month. • Jude has prioritised payroll and payments processing in her initial few weeks in the Finance Manager role. 	<p><i>Proposed: Bryan</i> <i>Accepted: David</i> <i>Passed</i></p>

		<p>Motion 4 :That the board gives approval for the Principal to be the second approver of payments above the usual delegated amount of \$5,000 until access to the bank accounts for the new Presiding Member is confirmed</p> <p>Resolution: <i>The board gives approval for the Principal to be the second approver of payments above the usual delegated amount of \$5,000 until access to the bank accounts for the new Presiding Member is confirmed</i></p> <p>Motion 5 :That The board approves for the rate of reimbursement for the RT-Lits use of a private motor vehicle to be increased to the applicable IRD rate.</p> <p>Resolution: <i>The board approves for the rate of reimbursement for the RT-Lit's use of a private motor vehicle to be increased to the applicable IRD rate.</i></p> <p>Hazard Register</p> <p>Motion 6: That 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"> • 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 <ul style="list-style-type: none"> • Windows that are not opening stuck in room 3 • Roof leading in room 2 • Admin block disabled toilet - awaiting a part to fix flushing • A lot of wasps around rooms 14 and 15 • Room 14, Leak in the roof close to the heat pump <p>Resolution: <i>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</i></p> <p>Motion 7: That the Board accepts the 24 May Principal's Report as presented</p> <p>Resolution: <i>The Belmont School Board accepts the 24 May Principal's Report as presented</i></p>	<p>Proposed: Bryan Accepted: Shar Passed</p> <p>Proposed: Bryan Accepted: Shar Passed</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 • Due to the transition of our new finance Manager, Financial reporting looks different this month. Reports have been prepared by Andrew Clark • No notable discrepancies or areas of concern were noted. <p>Motion 8: That the Board of Trustees accepts the April Financial Reports as presented</p> <p>Resolution: <i>The Belmont School Board of Trustees accepts the April Financial Reports as presented</i></p>	<p>Proposed: Bryan Accepted: Jo Passed</p>
	4.3 HAST Report	<p><i>Papers circulated prior to the meeting</i></p>	

		Fundraising is re-commencing now that the school community is at orange COVID alert level. The main focus for fundraising for Term 2 is Whittakers fundraising (opt in), pizza lunch, Bake sale & Maths-a-thon.	
	4.4 Reporting and Recording Accidents and Injuries	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 9: That the Board reviews the Reporting and Recording Accidents and Injuries Policy</p> <ul style="list-style-type: none"> The policy was discussed No changes are required <p>Resolution: The Belmont School Board has reviewed the Reporting and Recording Accidents and Injuries Policy and accepts the policy as presented</p>	Proposed: Bryan Accepted: Jo Passed
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 23 March 2022</p> <ul style="list-style-type: none"> Confirm that Jinesse is happy to be the Returning Officer for this year's elections Confirm and action the process for co-opting new members Update headings of the Annual Plan and submit to Ministry of Education through Secure Data Portal, along with the Analysis of Variance Sign and return the Service Level Agreement to SchooledUp-IT Order 60 iPads as per quote through SchooledUp-IT Action the repair of the leaking Room 2 roof 	<p>Bryan In progress</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Ongoing</p>
	5.2 Actions from this meeting	<p>Actions from this meeting</p> <ul style="list-style-type: none"> Write a letter of appointment to Jinesse Taylor Provide the board members with an update on expected overrun cost of Library once the details are available. 	To do: David Bryan
	5.3 Minutes of previous meeting	<p>Motion 10: That the Board confirms that the previous minutes, dated 23 March 2022, are a true and correct record</p> <p>Resolution: The Board confirms that the previous minutes, dated 23 March 2022, are a true and correct record</p>	Proposed: David Accepted: Shar Passed
	Other	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"> Mid year progress and achievement data. 	
		Meeting Closed : 9:00pm	
		Next board meeting – Tuesday 21 June 2022 Agenda closes – Tuesday 14 June 2022	
	Correspondence In	<ul style="list-style-type: none"> 2022-05-03_ SchoolDocs Advisory_ Term 2 review open 2022-04-04_ SchoolDocs Advisory_ COVID-19 updates 2022-04-12_ SchoolDocs Advisory_ Updates and prepare for next term's review 	

Appendices	<ul style="list-style-type: none"> 1. Board of Trustees Agenda 2022-05-24 3.3.1 Key Election Dates 2022 3.3.2 School Board Elections - Update May 2022 4.1.1 Principal's Report to Board 24 May 2022 4.1.2 2807 Attendance Term 1 2022 4.1.3 Professional Growth Cycle for Teachers 4.1.4 Mid Year Report Example 2022 4.1.5 Classroom and Playground KURA Values 4.1.6 PLD Plan_ Te ao Maori 4.1.7 Library Project Funding Update May 2022 4.1.8 Block E Remediation Plans 4.1.9 Block L Remediation Plans 4.1.10 Belmont School Enrolment Forms 4.1.11 Staff Cybersafety User Agreement 4.1.12 2022-05-24 Hazard Report - Hazard report 4.1.13 2022-05-18 Medical Room Report 4.2.1 Finance Report April 2022 4.2.2 Profit and Loss Report April 2022 4.3.1 HAST Update May 2022 4.3.2 HAST AGM & Meeting Minutes 4.3.3 HAST Minutes 10_5_2022 4.4 Reporting and Recording Accidents and Incidents Policy 5.1 2022-05-24 Actions Update 5.3 2022-03-22 Belmont School Board of Trustees Minutes(To be signed) 	
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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 24 May 2022

Signed:.....

 (Presiding Member)

Dated:..... 21/5/2022

Board Members Hours	
Number of Members at the meeting	5
Length of Meeting	2 hours
Preparation for meeting	
Time spent on other activities since last meeting	