



Board Minutes

Tuesday 27 February 2024

6:30 pm - 8.15pm

School Staffroom

			Actioned
1	Meeting protocol		
	1.1	Karakia	
	1.2 Present & Apologies	Present: Bryan Trevean (Principal), David Grigg (Presiding Member), Andrew Rodger, Sunita Patel & Amelia Fellerhoff (Staff Representative) Apologies: Rachelle Time, Drew Broadley Minute taker: Jude Burcher Other Attendees: Linda Ojala	
	1.3 Declaration of interests	No new or changes to declarations of interests	
	1.4 Actions Update	Actions update from previous meetings <ul style="list-style-type: none"> Drew will liaise with Peta on behalf of the board in corresponding with Waka Kotahi Share the Kāhui Ako strategic plan with the Board Confirm Bank account from Drew for Board Attendance Remuneration payment 	Ongoing Completed Completed
	1.5 Minutes of previous meetings	Motion 1: That the Board confirms that the previous minutes, dated 5 December 2023, are a true and correct record Resolution: <i>The Board confirms that the previous minutes, dated 05 December 2023, are a true and correct record</i> Motion 2: That the Board confirms that the minutes from the special meeting dated 21 June 2023, are a true and correct record Resolution: <i>The Board confirms that the minutes from the special meeting dated 21 June 2023, are a true and correct record</i>	Proposed: Sunita Accepted: Andy Passed Proposed: Bryan Accepted: David Passed
2	Presentation		
3	Strategic Discussion/Decisions		

3.1 Election of Presiding Member & Treasurer	<p>Motion 3: That the board appoints David Grigg as Presiding Member for 2024 Resolution: The board agrees to appoint David Grigg as Presiding Member for 2024 Voted in unanimously</p> <p>Motion 4: That the board appoints Andy Rodger as Treasurer Resolution: The board agrees to appoint Andy Rodger as Treasurer Voted in unanimously</p>	<p>Proposed: Andy Accepted: Sunita Passed</p> <p>Proposed: David Accepted: Sunita Passed</p>								
3.2 2023 Review Schedule and Board Assurances	Papers circulated prior to the meeting									
3.3 2023 Meeting Dates	<p>The following Meeting Dates have been approved for 2024</p> <table><tr><td>27 February Term 1 Week 4</td><td>26 March Term 1 Week 9</td></tr><tr><td>21 May Term 2 Week 4</td><td>25 June Term 2 Week 9</td></tr><tr><td>13 August Term 3 Week 4</td><td>17 September Term 3 Week 9</td></tr><tr><td>5 November Term 4 Week 4</td><td>10 December Term 4 Week 9</td></tr></table> <p>Motion 5: The Board approves the proposed meeting dates Approved Delegation: The Board approves the meeting dates as proposed</p>	27 February Term 1 Week 4	26 March Term 1 Week 9	21 May Term 2 Week 4	25 June Term 2 Week 9	13 August Term 3 Week 4	17 September Term 3 Week 9	5 November Term 4 Week 4	10 December Term 4 Week 9	<p>Proposed: David Accepted: Sunita Passed</p>
27 February Term 1 Week 4	26 March Term 1 Week 9									
21 May Term 2 Week 4	25 June Term 2 Week 9									
13 August Term 3 Week 4	17 September Term 3 Week 9									
5 November Term 4 Week 4	10 December Term 4 Week 9									
3.4 Confirm Delegations	<p>Papers circulated prior to the meeting</p> <p>Motion 6: The Board delegates to the Principal the responsibility to operate the school effectively Approved Delegation: The Board delegates responsibility to the Principal to operate the school in accordance with the School Charter & Policies</p> <p>Motion 7: The Board delegates to the Principal a financial delegation to approve purchases of goods and services Approved Delegation: The Board approves a financial delegation of up to \$6000 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. Purchases of goods & services to the value of \$10,000 are able to be approved by email by the Finance Committee. Purchases above \$10,000 need to be approved at a meeting by the majority.</p> <p>Motion 8: The Board appoints a Financial Committee Approved Delegation: The Board directs that the Finance Committee members being, the School Principal, the Board Presiding Member, the Board Treasurer, are delegated authority to implement the Board’s Finance Committee Terms of Reference, as outlined in the Board’s Governance Manual.</p> <p>Motion 9: The Board delegates responsibility in the Principal’s absence Approved Delegation: That the Board 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>Motion 10: The Board delegates the presiding member to sign the Statement of Responsibility on behalf of the Board when submitting the Annual Accounts</p>	<p>Proposed: David Accepted: Amelia Passed</p> <p>Proposed: Amelia Accepted: David Passed</p> <p>Proposed: David Accepted: Sunita Passed</p> <p>Proposed: Andy Accepted: Sunita Passed</p> <p>Proposed: David</p>								

		<p>Approved Delegation: The Board authorise the Presiding Member to sign the Statement of Responsibility on their behalf when submitting the Annual Accounts</p> <p>Motion 11: The Board delegates the presiding member the overall responsibility for the implementation of the Principal's annual performance review</p> <p>Approved Delegation:The Board authorises the Presiding Member to take responsibility for the process of the Principal's performance review, whilst providing feedback to the board.</p> <p>Motion 12: The Board needs to delegate responsibility for approving school-led property project documentation in Taku Education</p> <p>Approved Delegation: The Board authorises the Principal to take responsibility for checking and approving school-led property project documentation in Taku Education once the project has been discussed and approved by the board, and necessary documentation signed by the Presiding Member.</p>	<p>Accepted: Amelia Passed</p> <p>Proposed: David Accepted: Sunita Passed</p> <p>Proposed: Andy Accepted: David Passed</p>
	3.5 2023 Strategic Plan	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> Strategic Plan and priorities for 2024 discussed The Strategic Plan will be uploaded to the Secure Data Portal to the MOE prior to 1 March 2023 <p>Motion 13: That the Belmont School Board discusses & approves the 2024 Strategic Plan</p> <p>Resolution: The Belmont School Board approves the 2024 Strategic Plan</p>	<p>Proposed: Andy Accepted: Sunita Passed</p>
	3.6 ERO Reports	<p><i>Papers circulated prior to the meeting</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"> The Principals Report was presented & discussed Two additional teacher only days have been approved by the Ministry for this year, they will be on Friday 31 May & Friday 25 October. Whanau Hui planning is underway, a tentative date has been set - Thursday 21 March. Toilet block work is expected to be completed 22 March and work has started on the Junior block upgrade Painting of blocks C, G, H, M, O & Q was completed in January. Block F will be painted after the building work is completed. A new Cyclical Maintenance Plan will now be created Strategic Plan for Kāhui Ako circulated. Belmont School will now hold the funds for the Naenae Kāhui Ako. <p>Finance</p> <ul style="list-style-type: none"> 2024 Financial Budget Proposal discussed and approved Flu Immunisation to be offered to all staff, cost to be covered by board 2024 Board Financial Sustainability Raffle approved <p>Motion 14: That the Belmont School Board discusses & approves the proposed financial budget for 2024</p> <p>Resolution: The Belmont School Board approves the financial budget as proposed for 2024</p>	<p>Proposed: Andy Accepted: David Passed</p>

		<p><u>Motion 15:</u> That the Belmont School Board agrees to cover the cost of the annual flu immunisation for staff <u>Resolution:</u> <i>The Belmont School Board agrees to cover the cost of the annual flu immunisation for staff in 2024</i></p> <p><u>Motion 16:</u> That the Belmont School Board agrees to hold a 2024 Financial Sustainability Raffle <u>Resolution:</u> <i>The Belmont School Board agrees to have a 2024 Financial Sustainability Raffle</i></p> <p>Hazard Register <u>Motion 17:</u> 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"> Fence line between the carpark and the school pool needs repair as children can squeeze under the fence <p><u>Resolution:</u> <i>The Belmont School Board 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><u>Motion 18:</u> That the Board accepts the 27th February Principal's Report as presented <u>Resolution:</u> <i>The Belmont School Board accepts the 27th February Principal's Report as presented</i></p>	<p><i>Proposed: Bryan Accepted: Amelia Passed</i></p> <p><i>Proposed: David Accepted: Sunita Passed</i></p> <p><i>Proposed: David Accepted: Andy Passed</i></p> <p><i>Proposed: David Accepted: Amelia Passed</i></p>
	4.2 Finance Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> Financial papers discussed End of year position Bank account balance and proposed Term Deposit of \$500,000 Financial Statement to 31 December 2023 preparation <p><u>Motion 19:</u> That the Board accepts the December 2023 and January 2024 Financial Reports as presented <u>Resolution:</u> <i>The Belmont School Board accepts the December 2023 and January 2024 Financial Reports as presented</i></p> <p><u>Motion 20:</u> That the Board accepts the proposal to direct \$500,000 from the bank account to 12 months fixed term deposit <u>Resolution:</u> <i>The Belmont School Board accepts the proposal to direct \$500,000 from the bank account to 12 months fixed term deposit</i></p>	<p><i>Proposed: Sunita Accepted: Amelia Passed</i></p> <p><i>Proposed: David Accepted: Andy Passed</i></p>
	4.3 HAST Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> Term 1 fundraisers planned include Pool Party, Ice Block Fridays, Sausage Sizzle, Pizza lunch, Easter raffle and Hot cross bun sales. 	
	4.4 Policy Review - Board Responsibility	<p><i>Papers circulated prior to the meeting</i></p> <p><u>Motion 21:</u> That the Board reviews the Board Responsibility Policy <u>Resolution:</u> <i>The Belmont School Board has reviewed the Board Responsibility Policy and accepts the policy as presented</i></p>	<p><i>Proposed: Amelia Accepted: SUnita Passed</i></p>
	4.5 Policy Review -	<p><i>Papers circulated prior to the meeting</i></p> <p><u>Motion 22:</u> That the Board reviews the Documentation and Self Review Policy</p>	<p><i>Proposed: David Accepted: Andy</i></p>

	Documentation and Self Review	<i>Resolution: The Belmont School Board has reviewed the Documentation and Self Review Policy and accepts the policy as presented</i>	<i>Passed</i>
5	Meeting administration		
	5.1 Actions from this meeting	Actions from this meeting <ul style="list-style-type: none"> Email confirmed board meeting dates to Rachelle & Drew Amend & upload the 2024 Strategic plan Review wording of the Cell phone Policy Review NZSTA guidance with regard to the Annual review of the Board performance Set up Andy Rodger (new Treasurer) on ASB Fastnet banking Arrange \$500,000 to be invested on 12 months fixed term deposit 	To do: Jude Bryan Bryan David Jude/Andy Jude
	Other	Items for the Board to take into committee	
6	Meeting Closure		
	6.1 Agenda Items - next meeting	<ul style="list-style-type: none"> Annual review of the Board performance 	
		Meeting Closed : 8.15pm	
		Next board meeting – 26 March Agenda closes – 19 March	
	Correspondence In	<ul style="list-style-type: none"> 2024 02 23 - APPROVED Form F - Landowner Consent - HMK (Belmont School) - 709 Western Hutt Road.pdf Archaeological Authority Land Owner Consent - Belmont School site Board Matters - Term 1 2024 Formal notification of paid union meetings SchoolDocs Advisory_ Term 1 Review Open & Board Assurances 	
	Appendices	1. Board of Trustees Agenda 2024-02-27 1.1 Karakia 1.4 Actions Update for 2024-02-27 Meeting 1.5 2023-12-05 Belmont School Board Minutes 1.5.1 2023-6-21 Belmont School Board of Trustees Special Meeting - Google Docs (1) 3.2 Yearly Board Assurances 3.3 Proposed Board Meeting 2024 Dates 3.4 Current Delegations to be Approved February 2024 3.5 Belmont School Strategic Planning 2024 3.6.1 Belmont School 2807 Confirmed Board Assurance with Regulatory and Legislative Requirements Report 3.6.1 Belmont School 2807 Confirmed Board Assurance with Regulatory and Legislative Requirements Report 4.1.1 Principal's Report to Board 27 February 2024 4.1.2 2807 Attendance Term 3 2023 Supplementary 4.1.3 2807 Attendance Term 4 2023 4.1.4 Long Term Plan 2024 4.1.5 Plan for meetings and key dates Term 1 2024 4.1.6 Zones of Regulation 4.1.7 Generative AI Policy 4.1.8 Cycleway Proposal	

	<p>4.1.9 Ministry of Education - confirmation of condition changes - December 2021</p> <p>4.1.10 2024-25 5YA Ltr Belmont School SIGNED</p> <p>4.1.11 Kāhui Ako Strategic Plan 2023-2025</p> <p>4.1.12 School Structure 2024</p> <p>4.1.13 2023-12 Hazard Register</p> <p>4.1.14 2023-12 Medical Report</p> <p>4.1.15 Emergency Management Training Report - Belmont School</p> <p>4.1.16 School Certificate 2023 - Belmont School</p> <p>4.1.17 Incident Controller Certificate 2023 - Bryan Trevean</p> <p>4.1.18 Cellphones and Other Personal Digital Devices Policy</p> <p>4.2 BUDGET 2024 Proposed</p> <p>4.2 BUDGET 2024 Final to be signed</p> <p>4.2.1 2023-12 Finance Report (1)</p> <p>4.2.2 2024-01 Finance Report</p> <p>4.2.3 2023-12 Sensitive Expenditure & Gifts Register</p> <p>4.2.4 2024-01 Sensitive Expenditure & Gifts Register</p> <p>4.3.1 HAST Update Term 1</p> <p>4.3.2 HAST Minutes 13-02-2024</p> <p>4.4.1 Board Responsibility Policy</p> <p>4.4.2 Parent Involvement Policy</p> <p>4.4.3 Communicating with Parents Policy</p> <p>4.4.4 Community Conduct Expectations Policy</p> <p>4.5.1 Documentation and Self-Review Policy</p> <p>4.5.2 School Planning and Reporting Policy</p> <p>4.5.3 Reporting to Parents on Student Progress and Achievement Policy</p>	
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This copy of the Belmont School Board Meeting Minutes has been confirmed as a correct and accurate record of the meeting held on 27 February 2024

Signed:.....
(Presiding Member)

Dated:.....

Board Members Hours	
Number of Members at the meeting	5
Length of Meeting	1.75hours
Preparation for meeting	
Time spent on other activities since last meeting	