



Board Minutes

Tuesday 25 February 2025

6.30pm - 8.45pm

School Staffroom

		Actioned
1	Meeting protocol	
1.1	Karakia	
1.2 Present & Apologies	<p>Present: Bryan Trevean (Principal), David Grigg (Presiding Member), Andrew Rodger, Jenn Gilbert, Rachelle Time & Amelia Fellerhoff (Staff Representative) Sunita Mistry</p> <p>Apologies:</p> <p>Minute taker: Jude Burcher</p> <p>Other Attendees: Linda Ojala (DP)</p>	
1.3 Declaration of interests	No new or changes to declarations of interests	
1.4 Actions Update	<p>Action</p> <ul style="list-style-type: none"> • Share link to School Policies (School Docs) to Board Members • Chocolates to be purchased from Board funds and provided for first HAST meeting of 2025 	<p>Complete</p> <p>Complete</p>
1.5 Minutes of previous meetings	<p>Motion 1: That the Board confirms that the previous minutes, dated 10 December 2024, are a true and correct record</p> <p>Resolution: The Board confirms that the previous minutes, dated 10 December 2024, are a true and correct record</p>	<p>Proposed: Amelia</p> <p>Accepted: Rachelle</p> <p>Passed</p>
2	Presentation	
3	Strategic Discussion/Decisions	
3.1 Election of Presiding Member and Treasurer	<p>Motion 2: That the board appoints David Grigg as Presiding Member for 2025</p> <p>Resolution: The board agrees to appoint David Grigg as Presiding Member for 2025</p> <p>Motion 3: That the board appoints Andy Rodger as Treasurer</p> <p>Resolution: The board agrees to appoint Andy Rodger as Treasurer</p>	<p>Proposed: David</p> <p>Accepted: Amelia</p> <p>Passed</p> <p>Proposed: Andy</p> <p>Accepted: Jenn</p> <p>Passed</p>

	3.2 2025 Review Schedule and Board Assurances	<i>Papers circulated prior to the meeting for Board members information</i>	
	3.3 2025 Meeting Dates and Work Programme	<p><i>Papers circulated prior to the meeting</i></p> <p><i>The following meeting dates approved for 2025</i></p> <p><i>25 February Term 1 Week 4 01 April Term 1 Week 9</i> <i>20 May Term 2 Week 4 24 June Term 2 Week 9</i> <i>05 August Term 3 Week 4 02 September Term 3 Week 8</i> <i>17 September Board Election 21 October Term 4 Week 3 (New Board)</i> <i>04 December Term 4 Week 10</i></p> <p>Motion 4: The Board approves the proposed meeting dates Approved Delegation: The Board approves the meeting dates as proposed</p>	Proposed:Jenn Accepted: David Passed
	3.4 Confirm Delegations	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 5: 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 6: 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 7: 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 8: 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 9: The Board delegates the presiding member to sign the Statement of Responsibility on behalf of the Board when submitting the Annual Accounts Approved Delegation: The Board authorise the Presiding Member to sign the Statement of Responsibility on their behalf when submitting the Annual Accounts</p>	<p>Proposed:Jenn Accepted: David Passed</p> <p>Proposed:Sunita Accepted: Amelia Passed</p> <p>Proposed:Andy Accepted: Jenn Passed</p> <p>Proposed:Rachelle Accepted: David Passed</p> <p>Proposed: Amelia Accepted: Sunita Passed</p>

		<p>Motion 10: 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 11: 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>Proposed:Andy Accepted: David Passed</p> <p>Proposed: Rachelle Accepted: David Passed</p>
3.5 2025 Cyclical Maintenance Plan	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 12: That the Belmont School Board approves the Cyclical Maintenance Plan</p> <p>Resolution: The Belmont School Board approves the Cyclical Maintenance Plan</p>	<p>Proposed:Andy Accepted: Amelia Passed</p>	
3.6 2025 Budget	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 13: That the Belmont School Board discusses & approves the proposed financial budget for 2025</p> <p>Resolution: The Belmont School Board approves the proposed financial budget for 2025</p>	<p>Proposed:Andy Accepted: Rachelle Passed</p>	
3.7 2025 Strategic Plan	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • Strategic Plan and priorities for 2025 discussed • The Strategic Plan will be uploaded to the Secure Data Portal to the MOE prior to 31 March 2025 and the school website <p>Motion 13: That the Belmont School Board discusses & approves the 2025 Strategic Plan</p> <p>Resolution: The Belmont School Board approves the 2025 Strategic Plan</p>	<p>Proposed:David Accepted: Jenn Passed</p>	
3.8 Board Self Review	<p><i>Discussion held and next steps will include the following</i></p> <ul style="list-style-type: none"> • Board to consolidate a list of "identified don't know & no responses" these subjects will then be added to the Board Meeting Programme of Work • Succession Planning to be a focus for the board • Board to highlight Schools Policies & Procedures and provide details to school community on how these can be accessed on School Docs 		
3.9 Board Election	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 14: That the Belmont School Board discusses & approves using the provider Schooled to run the 2025 School Board Elections</p> <p>Resolution: The Belmont School Board approves using the provider Schooled to run the 2025 School Board Elections</p>	<p>Proposed:Jenn Accepted: David Passed</p>	

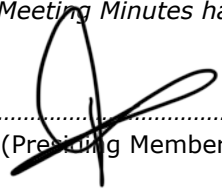
4	Monitoring	
4.1 Principal's Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • Tuesday 18th March invitation has been sent to Whānau Māori to attend the first Whānau Hui for the year • Personnel update provided • Trial Evacuation held on 21 February <p>Finance</p> <ul style="list-style-type: none"> • Flu Immunisation to be offered to all staff 30 April 2025 • 2025 Board Financial Sustainability Raffle approved <p>Motion 15: That the Belmont School Board agrees to hold a 2025 Financial Sustainability Raffle Resolution: The Belmont School Board agrees to have a 2025 Financial Sustainability Raffle</p> <p>Health & Safety Hazard Register</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 <ul style="list-style-type: none"> • No known identified hazards to 31 January 2025 <p>Motion 16: That the Board accepts the 25 February Principal's Report as presented Resolution: The Belmont School Board accepts the 25 February Principal's Report as presented</p>	<p>Proposed: David Accepted: Andy Passed</p> <p>Proposed: Amelia Accepted: Sunita Passed</p>
4.2 Finance Report	<p><i>Papers circulated prior to the meeting & discussion held</i></p> <ul style="list-style-type: none"> • Email will be sent to the finance committee with proposed Term Deposits updates. Bank has advised that current account & savings on call interest rates will be reducing 28 February • Financial Statement to 31 December 2024 preparation is underway and the auditor is visiting us 26th February. <p>Motion 17: That the Board accepts the December 2024 and January 2025 Financial Reports as presented Resolution: The Belmont School Board accepts the December 2024 and January 2025 Financial Reports as presented</p>	<p>Proposed: Andy Accepted: David Passed</p>
4.3 HAST Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • Great fundraising result for 2024, \$28,500 • Usual fundraisers planned for 2025 • HAST team will be assisting Andrea with the Scholastic Book Fair • Team have been discussing ways to engage with new families 	
4.4 Policy Review - Healthcare	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 18: That the Board reviews the Healthcare Policy Resolution: The Belmont School Board has reviewed the Healthcare Policy and accepts the policy as presented</p>	<p>Proposed: David Accepted: Jenn Passed</p>

5	Meeting administration		
5.1 Actions from this meeting	Actions from this meeting <ul style="list-style-type: none"> • Review the role and function of the Board Treasurer • Submit the Strategic Plan to Ministry and update to school website • Register for online Board elections • Board self review - consolidate a list of "don't knows and no responses" so that the items can be added to the Board Meeting Work Programme for discussion • Board Communication update for next principal's newsletter 	To do: Bryan, David, Andy Bryan Bryan Jenn David	
5.2 Community Update focus and responsibility	<ul style="list-style-type: none"> • David will put together a communication on how to access school docs for the next newsletter 	David	
Other			
6	Meeting Closure		
6.1 Agenda Items - next meeting	<ul style="list-style-type: none"> • 		
6.2	Karakia		
	Meeting Closed : 8.45pm		
	Next board meeting – Tuesday 1 April, 6:30pm Agenda closes – Tuesday 25 March 2025		
Correspondence In	<ul style="list-style-type: none"> • Belmont School • Belmont wetlands upcoming maintenance work • SchoolDocs Advisory_ Delayed scheduled review updates • SchoolDocs Advisory_ Term 1 review and board assurances 		

Appendices	<ul style="list-style-type: none"> 1. Board Agenda 2025-02-25 1.1 Kahui Ako Karakia 1.4 Actions Update for 2025-02-25 Meeting 1.5 2024-12-10 Belmont School Board Minutes 3.2.1 2025–2027-Review-Schedule-colour 3.2.2 BoardAssurances 3.3 Board Work Programme 2025 3.4 Current Delegations to be Approved February 2025 3.5 2025 Cyclical Maintenance Plan 3.6.1 Proposed Budget 2025 3.6.2 Budget - RT Lit 2025 3.7 Belmont School Strategic Planning 2025 3.9 Vote Schooled for your 2025 Board Elections 4.1.1 Principal's Report to Board 25 February 2025 4.1.2 2807 Attendance Term 4 4.1.3 Long Term Plan 2025 4.1.4 Classroom Release Time 2025 4.1.5 Plan for meetings_key dates Term 1 2025 4.1.6 Attendance code tree 4.1.7 Stepped Attendance Response (STAR) 4.1.8 Mitey-Learning-Outcomes-Level-1-Te-Reo-Maori-English 4.1.9 Sewer and Stormwater - Presentation of Quotes 4.1.10 School Structure 2025 4.1.10 School Structure 2025 4.1.12 2024-12-31 Health & Safety Hazard Register 4.1.13 2024-12-31 Medical Report 4.2.1 2024-12-31 Finance Report 4.2.2 2025-01-31 Finance Report 4.2.3 2024-12-31 Sensitive Expenditure & Gifts Register 4.2.3 Accruals 2024 4.3.1 HAST Update 4.3.2 HAST Financial Report 31 December 2024 4.4.1 Healthcare 4.4.2 Recording and Reporting Accidents, Injuries, and Illness 6.2 Karakia Whakamutunga
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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 25 February 2025

Signed:.....
(Presiding Member)



Dated: 16/3/25.....

Board Members Hours	
Number of Members at the meeting	7
Length of Meeting	2.15 hours
Preparation for meeting	
Time spent on other activities since last meeting	