



Board Minutes
Tuesday 08 April 2025
6.30pm - 8.30pm
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)</p> <p>Apologies: Sunita Mistry</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"> • 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 	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
1.5 Minutes of previous meetings	<p>Motion 1: That the Board confirms that the previous minutes, dated 25 February 2025, are a true and correct record</p> <p>Resolution: The Board confirms that the previous minutes, dated 25 February 2025, are a true and correct record</p>	<p>Proposed: Amelia</p> <p>Accepted: Rachelle</p> <p>Passed</p>
2	Presentation	
	2.1 Hazard and Risk Register	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • Updated Hazard and Risk Register now captures all ongoing risks within the school environment. • Review cycle to be developed. • For ongoing hazard reporting to the board, hazards will be categorised, aligned to the headings in the register. This will help the board to identify patterns and trends.

	4.2 Finance Report	<p><i>Papers circulated prior to the meeting & discussion held</i></p> <ul style="list-style-type: none"> Financial Statement to 31 December 2024 has been prepared by accounting for schools and sent to auditor on 21 March 2025 <p>Motion 5 : That the Board accepts the February and March 2025 Financial Reports as presented Resolution: The Belmont School Board accepts the February and March 2025 Financial Reports as presented</p>	<p>Proposed: Jenn Accepted: Andy Passed</p>
	4.3 HAST Report	<p><i>Papers circulated prior to the meeting</i></p>	
	4.4 Policy Review - Health, Safety, and Welfare	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 6: That the Board reviews the Health, Safety & Welfare Policy Resolution: The Belmont School Board has reviewed the Health, Safety & Welfare Policy and accepts the policy as presented</p>	<p>Proposed: Amelia Accepted: Andy Passed</p>
	4.5 Policy Review - Safety Management System	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 7: That the Board reviews the Safety Management System Policy Resolution: The Belmont School Board has reviewed the Safety Management System Policy and accepts the policy as presented</p>	<p>Proposed: David Accepted: Amelia Passed</p>
	4.6 Policy Review - Risk Management	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 8: That the Board reviews the Risk Management Policy Resolution: The Belmont School Board has reviewed the Risk Management Policy and accepts the policy as presented</p>	<p>Proposed: David Accepted: Rachelle Passed</p>
5	Meeting administration		
	5.1 Actions from this meeting	<p>Actions from this meeting</p> <ul style="list-style-type: none"> Find & share the presiding member responsibilities document Action the new iPad lease as per quote Add a Category column to the monthly hazard & health and safety report 	<p>To do: David Bryan/Jude Jude</p>
	5.2 Community Update focus and responsibility	<ul style="list-style-type: none"> Update for the next newsletter - bring attention to the upcoming board elections 	<p>Jenn</p>
	Other		
6	Meeting Closure		
	6.1 Agenda Items - next meeting	<ul style="list-style-type: none"> 	

6.2	Karakia	
	Meeting Closed : 8.30pm	
	Next board meeting – Tuesday 20 May, 6:30pm Agenda closes – Tuesday 13 May 2025	
Correspondence In	<ul style="list-style-type: none"> • 2025-03-21 Rating Valuation Notice • SchoolDocs Advisory_ Mid-term updates 	
Appendices	1. Board Agenda 2025-04-08 1.1 He karakia whakatuwhera 1.4 Actions Update for 2025-04-08 Meeting 1.5 2025-02-25 Board Minutes 2.1 Hazard and Risk Register - Belmont School 3.1.1 Ipad Lease quote 3.1.2 Ipad Purchase quote 3.2.1 Self governance topics for review by meeting date 3.2.2 Governance and Management Policy 3.2.3 Board Responsibilities 3.2.4 Principal Responsibilities 4.1.1 Principal's Report to Board 8 April 2025 4.1.2 Attendance Monitoring 4.1.3 25-WhānauHui-Mar18th 4.1.4 Drainage Site Plan 4.1.5 Belmont School - 2024 Unaudited Financials Statements (20250321) 4.1.6 Grant Application - Resolution Required prior to Board Meeting 4.1.7 Ministry Notice to Schools 4.1.8 Consultation Document - Proposed Changes to funding for Resource Teachers 4.1.9 2025-02-28 Health & Safety Hazard Register 4.1.10 2025-02 Medical Report 4.1.11 2025-03-31 Health & Safety Hazard Report 4.1.12 2025-03-31 Medical Report 4.2.1 2025-02 Finance Report 4.2.2 2025-02-28 Sensitive Expenditure & Gifts Register 4.2.3 2025-03-31 Finance Report 4.2.4 2025-03-31 Sensitive Expenditure & Gifts Register 2025 4.3 HAST Update March 2025 4.4 Health, Safety, and Welfare Policy 4.5 Safety Management System 4.6.1 Risk Management 4.6.2 Worker Engagement, Participation, and Representation 6.2 He karakia whakakapi	

This copy of the Belmont School Board Meeting Minutes has been confirmed as a correct and accurate record of the meeting held on 08 April 2025

Signed:.....

(Presiding Member)

Dated:.....

16/5/25

Board Members Hours	
Number of Members at the meeting	6
Length of Meeting	2 hours
Preparation for meeting	
Time spent on other activities since last meeting	