



Board Minutes

Tuesday 20 May 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, Sunita Mistry & Amelia Fellerhoff (Staff Representative)</p> <p>Apologies: Rachelle Time, Jude Burcher</p> <p>Minute taker: Jinesse Taylor</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"> • 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
1.5 Minutes of previous meetings	<p>Motion 1: That the Board confirms that the previous minutes, dated 08 April 2025, are a true and correct record</p> <p>Resolution: The Board confirms that the previous minutes, dated 08 April 2025, are a true and correct record</p>	<p>Proposed: Amelia</p> <p>Accepted: David</p> <p>Passed</p>
2	Presentation	
3	Strategic Discussion/Decisions	
	3.1 Community Consultation Planning	<p><i>Bryan spoke to this, topics were discussed</i></p> <ul style="list-style-type: none"> • Consultation on Strategic Direction 2026-2028. Plan consultation process in Term 2, implement in Term 3, ready for Term 4 and new Board • Discussed current vision, Kāhui Ako connections, KURA Values, Belmont Active Learner Traits, Te Tiriti o Waitangi, Curriculum • How many pou are needed to guide our direction? Teaching & Learning, Wellbeing, Culture

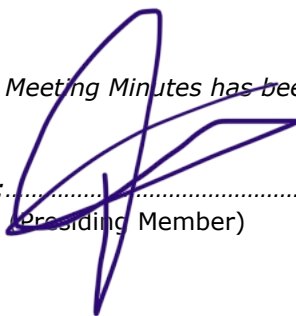
		<ul style="list-style-type: none"> Consider how Health Consultation will be carried out alongside this process, along with consultation about our Outdoor Learning space (after sewer & stormwater repair) <p>Community Event in Term 4</p> <ul style="list-style-type: none"> Belmont School's 60th Birthday 	
	3.2 Board Self Review	<p><i>Papers circulated prior to the meeting</i></p> <p>Topics were discussed at the meeting as scheduled</p> <ul style="list-style-type: none"> Leadership <ul style="list-style-type: none"> Does everyone take an active role? Suggestion of alternate members running the meeting/agenda Succession Planning <ul style="list-style-type: none"> How do we ensure stability of the Board? Discuss at next meeting Composition of Board <ul style="list-style-type: none"> Reflection of school community Induction of a new Board - process established. 	
	3.3 Projector Replacement	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> <i>Discussed options</i> <i>Essential part of the curriculum</i> <p><u>Motion 2</u> : That the Board approves the replacement of the projectors in Rooms 2, 3 & 4 as quoted by AV Integration to the value of \$10,903.26</p> <p><u>Resolution</u>: The Belmont School Board approves the replacement of projectors in Rooms 2, 3 & 4 as quoted by AV Integration to the value of \$10,903.26</p>	<p><i>Proposed: Andy</i> <i>Accepted: David</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"> Provisional Staffing and Operation Grant funding discussed All classes using PR1ME Maths resource Year 4-6 Team participated in 2 days of BSLA Professional Learning BSLA Tier 2 support has begun with good results Whānau hui was held 14 May in preparation for Matariki celebration, new families were present A number of repairs and asset replacements have been carried out Attendance Report underway Acoustics in Room 9, two options discussed <p>Finance</p> <ul style="list-style-type: none"> The board approved via email to contribute to Support Staff Day through sensitive expenditure. A movie ticket for each support staff member was presented. Our support staff appreciated this acknowledgement of their role at our school <p><u>Motion 3</u> : That the Board approves the installation of Acoustic Ceiling Panels in Room 9, with an estimated cost of \$11,500</p> <p><u>Resolution</u>: The Belmont School Board approves the installation of Acoustic Ceiling Panels in Room 9, with an estimated cost of \$11,500</p>	<p><i>Proposed: Jenn</i> <i>Accepted: Andy</i> <i>Passed</i></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"> Main library door not locking Leak in Room 6 Resource Room Ceiling <p>Motion 4: That the Board accepts the 20 May Principal's Report as presented Resolution: The Belmont School Board accepts the 20 May Principal's Report as presented</p>	<p>Proposed: David Accepted: Amelia Passed</p>
	4.2 Finance Report	<p><i>Papers circulated prior to the meeting & discussion held</i></p> <ul style="list-style-type: none"> Pub Charity Grant Application for Year 6 camp transport costs was successful and \$1,105 has been received No unexpected expenditure noted <p>Motion 5: That the Board accepts the April 2025 Financial Report as presented Resolution: The Belmont School Board accepts the April 2025 Financial Report as presented</p>	<p>Proposed: Andy Accepted: Jenn Passed</p>
	4.3 HAST Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> Bake Sale raised just over \$1200 	
	4.4 Policy Review - Planning and Preparing for Emergencies, Disasters and Crises	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 6: That the Board reviews the Planning and Preparing for Emergencies, Disasters and Crises Policy Resolution: The Belmont School Board approves the Planning and Preparing for Emergencies, Disasters and Crises Policy and accepts the policy as presented</p>	<p>Proposed: David Accepted: Jenn Passed</p>
	4.5 Policy Review - Communication During an Emergency, Disaster, or Crisis	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 7: That the Board reviews the Communication During an Emergency, Disaster or Crisis Policy Resolution: The Belmont School Board approves the Communication During an Emergency, Disaster or Crisis Policy and accepts the policy as presented</p>	<p>Proposed: Jenn Accepted: Sunita Passed</p>
	4.6 Policy Review - School Closure	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 8: That the Board reviews the School Closure Policy Resolution: The Belmont School Board approves the School Closure Policy and accepts the policy as presented</p>	<p>Proposed: Amelia Accepted: David Passed</p>
5	Meeting administration		
	5.1 Actions from this meeting	<p>Actions from this meeting</p> <ul style="list-style-type: none"> Update the Community Consultation Plan 	<p>To do: Bryan</p>

		<ul style="list-style-type: none"> • Change the wording to include adults being harmed by students both physical and psychological on behaviour response document • Community Update for the Newsletter - upcoming board elections 	<p>Bryan</p> <p>Sunita</p>
	5.2 Community Update focus and responsibility	<ul style="list-style-type: none"> • Update for the next newsletter <ul style="list-style-type: none"> ◦ Board Elections 	
	Other		
6	Meeting Closure		
	6.1 Agenda Items - next meeting	<ul style="list-style-type: none"> • Consultation Planning • Board Elections Planning 	
	6.2	Karakia	
		Meeting Closed : 8:30pm	
		Next board meeting – Tuesday 24 June 2025 Agenda closes – Tuesday 17 June 2025	
	Correspondence In	<ul style="list-style-type: none"> • SchoolDocs Advisory_ Term 2 Review and Board Assurances 	
	Appendices	1.1 He karakia whakatuwhera 1.4 Actions Update for 2025-05-20 Meeting 1.5 2025-04-08 Belmont School Board Minutes 3.1 2026-2028 Strategic Plan_ Consultation Design (Belmont) 3.2 Self governance topics for review by meeting date 3.3 Belmont School Classroom projectors P-90 Projector options for x3 classrooms Q-134 V3 (2) 4.1.1 Principal's Report to Board 20 May 2025 4.1.2 2807 Attendance Term 1 2025 4.1.3 Mathematics at Belmont School 4.1.4 Parent Portal - Information for schools 4.1.5 Plan for meetings_key dates Term 2 2025 4.1.6 Attendance Report 4.1.7 Behaviour Response - Belmont School 4.1.8 WhānauHui-3 - May 14th 4.1.9 Room 9 Acoustic Improvements 4.1.10 2025-04-30 Health & Safety Hazard Register 4.1.11 2025-04-30 Medical Report 4.2.1 2025-04-30 Finance Report 4.2.2 2025-04-30 Sensitive Expenditure & Gifts Register 4.3.1 HAST Update 4.3.2 HAST Minutes 07-05-2025 4.4 Planning and Preparing for Emergencies, Disasters, and Crises Policy 4.5 Communication During an Emergency, Disaster, or Crisis Policy 4.6.1 School Closure Policy 4.6.2 Disaster Management Policy 4.6.3 Emergency Management Policy 4.6.4 Crisis Management Policy 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 20 May 2025

Signed:.....
(Presiding Member)



Dated: 25/5/25.....

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	