



## Board Minutes

### Tuesday 05 August 2025

### 6:30pm - 8:00pm

### School Staffroom

		Actioned
1	<b>Meeting protocol</b>	
1.1	<b>Karakia</b>	
1.2 Present & Apologies	<p><b>Present:</b> Bryan Trevean (Principal), David Grigg (Presiding Member), Andrew Rodger, Rachelle Time &amp; Amelia Fellerhoff (Staff Representative)</p> <p><b>Apologies:</b> Jenn Gilbert, Sunita Patel</p> <p><b>Minute taker:</b> Jude Burcher</p> <p><b>Other Attendees:</b> Linda Ojala (DP), Laura Hill-Ranger, Michael Nuth, Carmen Potgieter</p>	
1.3 Declaration of interests	No new or changes to declarations of interests	
1.4 Actions Update	<p><b>Action</b></p> <ul style="list-style-type: none"> <li>Progress with Community consultation</li> </ul>	<b>Complete</b>
1.5 Minutes of previous meetings	<p><b>Motion 1:</b> That the Board confirms that the previous minutes, dated 24 June 2025, are a true and correct record</p> <p><b>Resolution:</b> The Board confirms that the previous minutes, dated 24 June 2025, are a true and correct record</p>	<p><b>Proposed: Andy</b> <b>Accepted: Amelia</b> <b>Passed</b></p>
2	<b>Presentation</b>	
2.1 Mid Year Data Review	<i>Papers circulated prior to the meeting</i>	
2.2 Year 6 Camp	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> <li>Update the camp SAP to reflect that all parent helpers are police vetted by the school.</li> </ul> <p><b>Motion 2:</b> That the Board approves the Year 6 camp between 3rd-6th November 2025 at Forest Lakes</p> <p><b>Resolution:</b> The Board approves the Year 6 camp between 3rd-6th November 2025 at Forest Lakes</p>	<p><b>Proposed: Rachelle</b> <b>Accepted: Amelia</b> <b>Passed</b></p>

3	<b>Strategic Discussion/Decisions</b>	
3.1 Community Consultation Planning	<i>Papers circulated prior to the meeting</i> <ul style="list-style-type: none"> <li>• Consultation forms have been sent home to families</li> <li>• Prizes have been purchased for the prize draw</li> <li>• Board will be in attendance at disco (final day of consultation)</li> </ul>	
3.2 Board Self Review	<i>Papers circulated prior to the meeting</i> <ul style="list-style-type: none"> <li>• Topics were discussed at the meeting as scheduled</li> </ul>	
3.3 Board Elections	<i>Papers circulated prior to the meeting</i> <ul style="list-style-type: none"> <li>• 3 Nominations have been received to date</li> <li>• Results to be declared 16 Sept if election is required</li> </ul>	
3.4 Mid Year Budget Review	<i>Papers circulated prior to the meeting</i> <b>Motion 3: That the Board approves the changes to the budget for 2025 as detailed in the proposed mid year budget review</b> <b>Resolution: The Board approves the changes to the budget for 2025 as detailed in the proposed mid year budget review</b>	<b>Proposed: Andy</b> <b>Accepted: David</b> <b>Passed</b>
3.5 School Donations Scheme	<i>Papers circulated prior to the meeting</i> <b>Motion 4: That the Board confirms the intention to remain in the School Donation Scheme</b> <b>Resolution: The Board confirms that Belmont School will remain in the School Donation Scheme</b>	<b>Proposed: Andy</b> <b>Accepted: David</b> <b>Passed</b>
3.6 2026 Dates	<i>Papers circulated prior to the meeting</i> <i>To ensure we are open for the required number of 382 half days in 2026, proposed Belmont School dates are as follows:</i> <ul style="list-style-type: none"> <li>• Term 1 Begins: Wednesday 4 February &amp; Ends: Thursday 2 April</li> <li>• Term 2 Begins: Monday 20 April &amp; Ends: Friday 3 July</li> <li>• Term 3 Begins: Monday 20 July &amp; Ends : Friday 25 September</li> <li>• Term 4 Begins: Monday 12 October &amp; Ends: Wednesday 16 December</li> </ul> <b>Motion 5: That the board approves the school term dates for 2026 as detailed in the proposal.</b> <b>Resolution: The board approves the proposed school term dates for the 2026 school year.</b>	<b>Proposed: Rachelle</b> <b>Accepted: David</b> <b>Passed</b>
3.7 2026 Ballot Dates	<i>Papers circulated prior to the meeting</i> <b>Motion 6: That the board approves the ballot dates for 2026/2027 as detailed in the proposal</b> <b>Resolution: The board approves the proposed ballot dates for 2026/2027</b>	<b>Proposed: Amelia</b> <b>Accepted: Andy</b> <b>Passed</b>

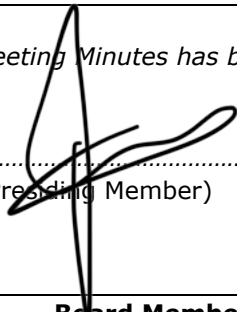
4	Monitoring		
4.1 Principal's Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> <li>• Focus for our teachers continues to be the implementation of the new BLSA &amp; Pr1me maths curriculums.</li> <li>• CPR &amp; AED training provided by Wellington Free Ambulance attended by all staff</li> <li>• We had a great turn out to our fourth Whānau hui</li> <li>• Sewer and storm water project progressing, security fencing will go up on 1 December</li> <li>• Acoustic improvements for Room 9 have been completed</li> <li>• A new teacher, Emma Fox has been appointed for Room 9</li> <li>• A paid union meeting to be held on Wednesday 20th August, we will aim to manage the children onsite with staff not attending the meeting</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• The Annual Report has been received, signed and submitted to the Ministry of Education and updated onto the school website.</li> </ul> <p><b>Health &amp; Safety Hazard Register</b></p> <ul style="list-style-type: none"> <li>• The board is assured that identified hazards are being monitored and/or controlled, and that measures are being re-evaluated to check their adequacy</li> <li>• Front gate damaged, awaiting repair - caretaker continuing to follow up with repairer regularly.</li> </ul> <p><b>Motion 7: That the Board accepts the 05 August Principal's Report as presented</b>  <b>Resolution: The Belmont School Board accepts the 05 August Principal's Report as presented</b></p>	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> <li>• Focus for our teachers continues to be the implementation of the new BLSA &amp; Pr1me maths curriculums.</li> <li>• CPR &amp; AED training provided by Wellington Free Ambulance attended by all staff</li> <li>• We had a great turn out to our fourth Whānau hui</li> <li>• Sewer and storm water project progressing, security fencing will go up on 1 December</li> <li>• Acoustic improvements for Room 9 have been completed</li> <li>• A new teacher, Emma Fox has been appointed for Room 9</li> <li>• A paid union meeting to be held on Wednesday 20th August, we will aim to manage the children onsite with staff not attending the meeting</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• The Annual Report has been received, signed and submitted to the Ministry of Education and updated onto the school website.</li> </ul> <p><b>Health &amp; Safety Hazard Register</b></p> <ul style="list-style-type: none"> <li>• The board is assured that identified hazards are being monitored and/or controlled, and that measures are being re-evaluated to check their adequacy</li> <li>• Front gate damaged, awaiting repair - caretaker continuing to follow up with repairer regularly.</li> </ul> <p><b>Motion 7: That the Board accepts the 05 August Principal's Report as presented</b>  <b>Resolution: The Belmont School Board accepts the 05 August Principal's Report as presented</b></p>	<p><b>Proposed: David</b>  <b>Accepted: Rachelle</b>  <b>Passed</b></p>
4.2 Finance Report	<p><i>Papers circulated prior to the meeting &amp; discussion held</i></p> <ul style="list-style-type: none"> <li>• No unexpected expenditure noted</li> </ul> <p><b>Motion 8 : That the Board accepts the June &amp; July 2025 Financial Reports as presented</b>  <b>Resolution: The Belmont School Board accepts the June &amp; July 2025 Financial Reports as presented</b></p>	<p><i>Papers circulated prior to the meeting &amp; discussion held</i></p> <ul style="list-style-type: none"> <li>• No unexpected expenditure noted</li> </ul> <p><b>Motion 8 : That the Board accepts the June &amp; July 2025 Financial Reports as presented</b>  <b>Resolution: The Belmont School Board accepts the June &amp; July 2025 Financial Reports as presented</b></p>	<p><b>Proposed: Andy</b>  <b>Accepted: David</b>  <b>Passed</b></p>
4.3 HAST Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> <li>• Excited to have new members attending the meetings</li> <li>• Regular fundraisers this term include sausage sizzle, pizza lunch &amp; Disco</li> <li>• Next focus is the 60th birthday celebration evening in November</li> </ul>	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> <li>• Excited to have new members attending the meetings</li> <li>• Regular fundraisers this term include sausage sizzle, pizza lunch &amp; Disco</li> <li>• Next focus is the 60th birthday celebration evening in November</li> </ul>	
4.4 Child Protection Policy	<p><i>Papers circulated prior to the meeting</i></p> <p><b>Motion 9: That the Board reviews the Child Protection Policy</b>  <b>Resolution: The Belmont School Board has reviewed the Child Protection Policy and accepts the policy as presented</b></p>	<p><i>Papers circulated prior to the meeting</i></p> <p><b>Motion 9: That the Board reviews the Child Protection Policy</b>  <b>Resolution: The Belmont School Board has reviewed the Child Protection Policy and accepts the policy as presented</b></p>	<p><b>Proposed: Rachelle</b>  <b>Accepted: Andy</b>  <b>Passed</b></p>
4.5 Abuse Recognition and Reporting Policy	<p><i>Papers circulated prior to the meeting</i></p> <p><b>Motion 10: That the Board reviews the Abuse Recognition and Reporting Policy</b>  <b>Resolution: The Belmont School Board has reviewed the Abuse Recognition and Reporting Policy and accepts the policy as presented</b></p>	<p><i>Papers circulated prior to the meeting</i></p> <p><b>Motion 10: That the Board reviews the Abuse Recognition and Reporting Policy</b>  <b>Resolution: The Belmont School Board has reviewed the Abuse Recognition and Reporting Policy and accepts the policy as presented</b></p>	<p><b>Proposed: Amelia</b>  <b>Accepted: David</b>  <b>Passed</b></p>

	4.6 Safety Checking Policy	<i>Papers circulated prior to the meeting</i> <ul style="list-style-type: none"> <li>Decision made that future board member will be police vetted</li> </ul> <p><b>Motion 11: That the Board reviews the Safety Checking Policy</b>  <b>Resolution: The Belmont School Board has reviewed the Safety Checking Policy and accepts the policy as presented</b></p>	<p><b>Proposed: Andy</b>  <b>Accepted: David</b>  <b>Passed</b></p>
5	<b>Meeting Administration</b>		
	5.1 Actions from this meeting	<p><b>Actions from this meeting</b></p> <ul style="list-style-type: none"> <li>2026 school dates to be updated in next newsletter and school website</li> <li>Update the camp SAP to reflect that all parent helpers are police vetted by the school.</li> </ul>	<p><b>To do:</b>  <b>Bryan</b></p> <p><b>Bryan</b></p>
	5.2 Community Update focus and responsibility	<ul style="list-style-type: none"> <li>Update for the next newsletter <ul style="list-style-type: none"> <li>Board Election update</li> <li>Community consultation reminder</li> </ul> </li> </ul>	<p><b>Bryan</b></p>
6	<b>Meeting Closure</b>		
	6.1 Agenda Items - next meeting	<ul style="list-style-type: none"> <li>Board Induction</li> </ul>	
	6.2	<b>Karakia</b>	
	<b>Meeting Closed : 8:00pm</b>		
	<p><b>Next board meeting – Tuesday 2 September 2025</b>  <b>Agenda closes – Tuesday 26 August 2025</b></p>		
	Correspondence In	<ul style="list-style-type: none"> <li>Board Matters Term 3 2025</li> <li>Notice of disestablishment Kahui Ako 99065</li> <li>Resource Teacher Literacy - Notification Letter</li> <li>SchoolDocs Advisory_ End of term updates</li> <li>SchoolDocs Advisory_ Term 3 Review and Board Assurances</li> </ul>	

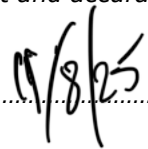
	Appendices	<ul style="list-style-type: none"> <li>1. Board Agenda 2025-08-05</li> <li>1.1 He karakia whakatuwhera</li> <li>1.4 Actions Update for 2025-08-05 Meeting</li> <li>1.5 2025-06-24 Belmont School Board Minutes</li> <li>2.1 Statement of Variance 2026 for 2025 (Term 2 - Board)</li> <li>2.2.1 Camp Booklet 2025</li> <li>2.2.2 Year 6 Camp SAP 2025</li> <li>2.2.3 Forest Lakes Safety Information</li> <li>3.1 Community Consultation 2025 – Have Your Say</li> <li>3.2 Self governance topics for review by meeting date</li> <li>3.4 Mid Year Budget Review</li> <li>3.6 2026 school terms and holidays</li> <li>3.7 2026 Ballot Dates</li> <li>4.1.1 Principal's Report to Board 5 August 2025</li> <li>4.1.2 2807 Attendance Term 2 2025</li> <li>4.1.3 Plan for meetings_key dates Term 3 2025</li> <li>4.1.4 WhānauHui-4 - July 24th</li> <li>4.1.5 New Zealand School Property Agency announced</li> <li>4.1.6 Audited Financial Statements2024 - Belmont School</li> <li>4.1.7 Belmont School 2024 Audit Completion Report</li> <li>4.1.8 2025-06-30 Health Safety Hazard Register</li> <li>4.1.9 2025-06-30 Medical Report</li> <li>4.1.10 2025-07-31 Medical Report</li> <li>4.1.11 2025-07-31 Health &amp; Safety Hazard Report</li> <li>4.2.1 2025-06-30 Finance Report</li> <li>4.2.2 2025-06-30 Sensitive Expenditure &amp; Gifts Register</li> <li>4.2.3 2025-07-31 Finance Report</li> <li>4.2.4 2025-07-31 Sensitive Expenditure &amp; Gifts Register</li> <li>4.3.1 HAST Minutes 22-07-2025</li> <li>4.3.2 HAST Updates</li> <li>4.4 Child Protection Policy</li> <li>4.5 Abuse Recognition and Reporting Policy</li> <li>4.6.1 Safety Checking Policy</li> <li>4.6.2 Police Vetting Policy</li> <li>4.6.3 Missing Student Procedure</li> <li>6.2 He karakia whakakapi</li> </ul>	
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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 05 August 2025*

Signed:.....  
(Presiding Member)



Dated:.....



<b>Board Members Hours</b>	
Number of Members at the meeting	5
Length of Meeting	1.5 hours
Preparation for meeting	
Time spent on other activities since last meeting	