



Board Minutes
Tuesday 02 September 2025
6:30pm - 7:30pm
School Staffroom

		Actioned	
1	Meeting protocol		
	1.1	Karakia	
	1.2 Present & Apologies	Present: Bryan Trevean (Principal), David Grigg (Presiding Member), Jenn Gilbert, Sunita Patel, Andrew Rodger, Rachelle Time & Olivia Hill (Staff Representative) Apologies: Amelia Fellerhoff Minute taker: Jude Burcher Other Attendees: Linda Ojala (DP)	
	1.3 Declaration of interests	No new or changes to declarations of interests	
	1.4 Actions Update	Action <ul style="list-style-type: none"> ● 2026 school dates to be updated in next newsletter and school website ● Update the camp SAP to reflect that all parent helpers are police vetted by the school. 	Complete Complete
	1.5 Minutes of previous meetings	Motion 1: That the Board confirms that the previous minutes, dated 5 August 2025, are a true and correct record Resolution: The Board confirms that the previous minutes, dated 5 August 2025, are a true and correct record	Proposed: Andy Accepted: Rachelle Passed
2	Presentation		
3	Strategic Discussion/Decisions		
	3.1 Board Elections Update	<i>Papers circulated prior to the meeting</i> <ul style="list-style-type: none"> ● Election closes Wednesday 10 September, 4pm ● Results counted and declared Tuesday 16 September 2025 ● Official start date for the new board is Wednesday 17 September 2025 	

	3.2 Board Induction	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • Induction meeting date Tuesday 7 October, 6pm • Induction information will be available • Police check needed for new Board members • Welcome letter to be prepared for new board members 	
	3.3 Community Consultation Update	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • Final day for completion of consultation is Friday 5 September • Staffroom open during Disco for final completion of surveys. Board members available during that time 	
4	Monitoring		
	4.1 Principal's Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • New advertising strategy for enrolment scheme after discontinuation of the Hutt News • BSLA & PR1ME maths remains the focus for teachers • Upcoming 60th Birthday party plans are underway • Fixed term Teacher aide has been appointed • Lockdown training completed • Bryan is to continue in the role of Lead Principal in Te Kāhui Ako o te Ngaengae until its discontinuation on 28 January 2026 • Thank you to the outgoing Board for your assistance and support <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"> • Front gate damaged, awaiting repair - quote received. - Minimised • Mouse droppings in room 1 - Eliminated • Weird noise from white box in room 13 - Eliminated <p><u>Motion 2:</u> That the Board accepts the 2 September Principal's Report as presented <u>Resolution:</u> The Belmont School Board accepts the 2 September Principal's Report as presented</p>	<p>Proposed: David Accepted: Jenn Passed</p>
	4.2 Finance Report	<p><i>Papers circulated prior to the meeting & discussion held</i></p> <ul style="list-style-type: none"> • No unexpected expenditure noted • Invoices and reimbursements will be approved and paid before the board change date of 17 September <p><u>Motion 3 :</u> That the Board accepts the August 2025 Financial Reports as presented <u>Resolution:</u> The Belmont School Board accepts the August 2025 Financial Reports 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"> • Great to have new HAST team members onboard • Term 3 Disco, pizza lunch, bake sale • Term 4 - chocolate fundraiser, 60th Birthday celebration 	

5	Meeting Administration		
5.1 Actions from this meeting	Actions from this meeting <ul style="list-style-type: none"> Welcome letters for new board Police checks for new board 	To do: Bryan Bryan	
5.2 Community Update focus and responsibility	<ul style="list-style-type: none"> Update for the next newsletter <ul style="list-style-type: none"> Thank you to current board, and welcome new members Thank you for participation in consultation process 	Bryan	
6	Meeting Closure		
6.1 Agenda Items - next meeting			
6.2	Karakia		
	Meeting Closed : 7:30pm		
	New Board Induction Meeting - Tuesday 7th October 2025 Next board meeting – Tuesday 21 October 2025 Agenda closes – Tuesday 14 October 2025		
Correspondence In	<ul style="list-style-type: none"> SchoolDocs Advisory_ Mid-term 3 update 		
Appendices	1. Board Agenda 2025-09-02 1.4 Actions Update for 2025-09-02 Meeting 1.5 2025-08-05 Belmont School Board Minutes.signed 3.2 Belmont Board Induction Process 4.1.1 Principal's Report to Board 2 September 2025 4.1.2 Out of Zone Enrolments - Advert 4.1.3 NZEI - Information from PUM 4.1.4 2025-08-27 Health & Safety Hazard Register 4.1.5 2025-08-28 Medical Report 4.1.6 Emergency Management Training Report - Belmont School 4.1.7 School Certificate 2025 - Belmont School 4.1.8 Incident Controller Certificate 2025 - Linda Ojala 4.2 2025-08-31 Finance Report 4.2.1 2025-08-27 Sensitive Expenditure & Gifts Register 4.3.1 HAST Update 4.3.2 HAST Minutes 19-08-2025		

This copy of the Belmont School Board Meeting Minutes has been confirmed as a correct and accurate record of the meeting held on 02 September 2025

Signed: 
(Presiding Member)

Dated: 17/9/25

Board Members Hours	
Number of Members at the meeting	7
Length of Meeting	1.0 hours
Preparation for meeting	
Time spent on other activities since last meeting	