



Board Minutes

Tuesday 21 October 2025

6:30pm - 8:30pm

School Staffroom

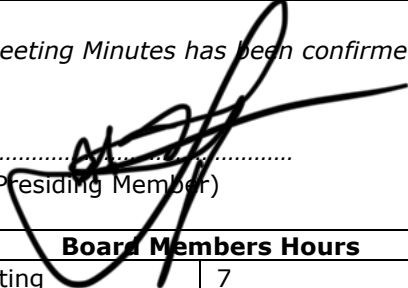
		Actioned
1	Meeting protocol	
1.1	Karakia	
1.2 Present & Apologies	<p>Present: Bryan Trevean (Principal), David Grigg (Presiding Member), Mike Nuth, Chris Stokes, Laura Hill-Ranger, Clinton Zirk & Olivia Hill (Staff Representative)</p> <p>Apologies:</p> <p>Minute taker: Jude Burcher</p> <p>Other Attendees: Linda Ojala (DP)</p>	
1.3 Declaration of interests	The board have no declarations of interests to declare	
1.4 Actions Update	<p>Action</p> <ul style="list-style-type: none"> • Welcome letters for new board • Police checks for new board 	<p>Complete</p> <p>Complete</p>
1.5 Minutes of previous meetings	<p>Motion 1: That the Board confirms that the previous minutes, dated 2 September 2025, are a true and correct record</p> <p>Resolution: The Board confirms that the previous minutes, dated 2 September 2025, are a true and correct record</p>	<p>Proposed: David</p> <p>Accepted: Olivia</p> <p>Passed</p>
2	Presentation	
3	Strategic Discussion/Decisions	
3.1 Staff Contribution to End of Year Function	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 2: That the board approves a contribution of \$35 per employee towards the end of year staff function</p> <p>Resolution: The board approves a contribution of \$35 per employee towards the end of year staff function</p>	<p>Proposed: David</p> <p>Accepted: Laura</p> <p>Passed</p>
3.2 Draft Budget 2026	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 3: That the board approves in principle the circulated Draft Budget for 2026</p> <p>Resolution: The board approves in principle the circulated Draft Budget for 2026</p> <p>Add \$1,000 expense for Kāhui Ako</p>	<p>Proposed: Olivia</p> <p>Accepted: Chris</p> <p>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 • Delegated authority required for a 2nd board signatory for ASB authorisation of 2 payment batches for October accounts as Laura’s bank account and fastnet access has not been finalised. <p><u>Motion 6 :</u> That the Board approves a special delegation for the Principal to act as second approver for the October invoices greater than \$6,000, totalling \$34,920.03.</p> <p><u>Resolution:</u> The Belmont School Board approves a special delegation for the Principal act as second approver for the October invoices greater than \$6,000, totalling \$34,920.03, noting that these invoices have been approved in Xero by the Presiding Member.</p> <p><u>Motion 7:</u> That the board approves a special delegation for the Principal act as second approver for October Principal’s Credit Card payment totalling \$42.19.</p> <p><u>Resolution:</u> The Belmont School Board approves a special delegation for the Principal to act as second approver for October Principal’s Credit Card payment totalling \$42.19, noting that the expenditure has been approved in Xero by the Presiding Member.</p> <p><u>Motion 8 :</u> That the Board accepts the September 2025 Financial Reports as presented</p> <p><u>Resolution:</u> The Belmont School Board accepts the September 2025 Financial Reports as presented</p>	<p><i>Proposed: Laura Accepted: Mike Passed</i></p> <p><i>Proposed: Laura Accepted: Chris Passed</i></p> <p><i>Proposed: David Accepted: Laura Passed</i></p>
4.3 HAST Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • Disco was a great success and the costumes were amazing • Despite heavy rain the bake sale was also very successful • Upcoming fundraisers, calendar art, sausage sizzle, pizza lunch, chocolate fundraiser, christmas raffle, iceblock fridays & Belmont 60th birthday community night <p>The Board thanked the Home & School Team for their dedication.</p>	
4.4 Policy Review - Bullying and Harassment	<p><i>Papers circulated prior to the meeting</i></p> <p><u>Motion 9:</u> That the Board reviews the Bullying and Harassment Policy</p> <p><u>Resolution:</u> The Belmont School Board has reviewed the Bullying and Harassment Policy and accepts the policy as presented</p> <p>Board will review the policy in School Docs and provide any feedback before next meeting</p>	<p><i>Proposed: Accepted: Passed</i></p>
4.5 Policy Review - Behaviour Management	<p><i>Papers circulated prior to the meeting</i></p> <p><u>Motion 10:</u> That the Board reviews the Behaviour Management Policy</p> <p><u>Resolution:</u> The Belmont School Board has reviewed the Behaviour Management Policy and accepts the policy as presented</p> <p>Board will review the policy in School Docs and provide any feedback before next meeting</p>	<p><i>Proposed: Accepted: Passed</i></p>
4.6 Policy Review - Minimising Physical Restraint	<p><i>Papers circulated prior to the meeting</i></p> <p><u>Motion 11:</u> That the Board reviews the Minimising Physical Restraint Policy</p> <p><u>Resolution:</u> The Belmont School Board has reviewed the Minimising Physical Restraint Policy and accepts the policy as presented</p> <p>Board will review the policy in School Docs and provide any feedback before next meeting</p>	<p><i>Proposed: Accepted: Passed</i></p>

5	Meeting Administration		
	5.1 Actions from this meeting	Actions from this meeting <ul style="list-style-type: none"> Review and provide any feedback on the 3 policies for review before the next meeting Add an expense of \$1,000 for Kāhui Ako in the 2026 draft budget Circulate a date for the board to provide thank you morning tea for staff. Share the Strategic Direction Document at the Whānau Hui, with the staff and the community for feedback 	To do: <i>All Board Members</i> <i>Jude</i> <i>Bryan</i> <i>Bryan</i>
	5.2 Community Update focus and responsibility	<ul style="list-style-type: none"> Update for the next newsletter An introduction to the board members	<i>Chris</i>
	5.3 Board Photos		
6	Meeting Closure		
	6.1 Agenda Items - next meeting	Policy Review - Bullying and Harassment Policy Review - Behaviour Management Policy Review - Minimising Physical Restraint	
	6.2	Karakia	
		Meeting Closed : 8:30pm	
		Next board meeting – Thursday 4 December 2025 Agenda closes – Tuesday 25 November 2025	
	Correspondence In	<ul style="list-style-type: none"> Guidance for Schools on Lawful Strikes Informal notice of strike Open for supervision or closed_ SchoolDocs Advisory_ Term 4 review and board assurances 	
	Appendices	1. Board Agenda 2025-10-21 1.1 He karakia whakatuwhera 1.4 Actions Update for 2025-10-21 Meeting - Google Docs 1.5 2025-09-02 Belmont School Board Minutes signed 3.2 Draft Budget 2026 3.3.1 Community Consultation Feedback Summary 3.3.2 Draft Strategic Direction 2026-2029 4.1.1 Principal's Report to Board 21 October 2025 4.1.2 2807 Attendance Final EDM Term 3 2025 4.1.3 Plan for meetings_key dates Term 4 2025 4.1.4 Assessment and Reporting Timeline 4.1.5 Sewer and Stormwater Drainage Plan 4.1.6 Sewer and Stormwater Financial Summary 4.1.7 Formal notification of strike action on 23 October 2025 4.1.8 RT-Lit Letter to the Board 4.1.9 2025-09-30 Health & Safety Hazard Report 4.1.10 2025-09-30 Medical Report 4.2.1 2025-09-30 Finance Report 4.2.2 2025-09-30 Sensitive Expenditure & Gifts Register	

	4.3.1 HAST Minutes 14-10-2025 4.3.2 HAST update _ 14th October 4.4 Bullying and Harassment Policy 4.5.1 Behaviour Management Policy 4.5.2 Searches, Surrender, and Retention of Property Policy 4.6.1 Minimising Physical Restraint 4.6.2 Stand-down, Suspension, and Exclusion Policy 4.6.3 Staff Wellbeing and Safety Policy 6.2 He karakia whakakapi	
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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 21 October 2025

Signed:  (Presiding Member)

Dated: 23/10/25

Board Members Hours	
Number of Members at the meeting	7
Length of Meeting	2 hours
Preparation for meeting	
Time spent on other activities since last meeting	