



Board Minutes
Thursday 04 December 2025
6:30pm - 8:00pm
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"> 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 	<p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p>
1.5 Minutes of previous meetings	<p>Motion 1: That the Board confirms that the previous minutes, dated 21 October 2025, are a true and correct record</p> <p>Resolution: The Board confirms that the previous minutes, dated 21 October 2025, are a true and correct record</p>	<p>Proposed: Laura</p> <p>Accepted: Chris</p> <p>Passed</p>
2	Presentation	
	2.1 Tier 2 Literacy Support Report	<i>Papers circulated prior to the meeting</i>
	2.2 Statement of Variance 2025	<i>Papers circulated prior to the meeting and overview presented</i>

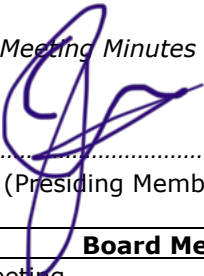
3	Strategic Discussion/Decisions		
	3.1 Strategic Priorities for 2026	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • Inline with our Strategic Priority under Wellbeing, we have been offered the opportunity to access funding to support the construction of a bike track. To secure this funding, the board needs to consider a potential contribution. This will be earmarked for now, and then confirmed once further detail of overall costs are presented in 2026. <p>Motion 2: That the Board confirms it is in favour of the construction of a bike track and agrees to contribute an initial sum of \$30,000 to support the project.</p> <p>Resolution: The Board confirms it is in favour of the construction of a bike track and agrees to contribute an initial sum of \$30,000 to support the project.</p>	Proposed: Mike Accepted: Laura Passed
	3.2 Giving Effect to Te Tiriti o Waitangi	<p><i>Papers circulated prior to the meeting</i></p> <p>The board overwhelmingly agrees that we continue to give effect to Te Tiriti o Waitangi. A statement will be published in our final newsletter for the term, and added to our school Facebook page alongside our redeveloped Strategic Direction.</p>	
	3.3 Attendance Plan	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • This has been developed in line with Ministry requirements. It will be published on our school website ready for the start of the 2026 school year. <p>Motion 3: That the Board approves the Attendance Plan</p> <p>Resolution: The Board approves the Attendance Plan</p>	Proposed: Clinton Accepted: David Passed
	3.4 Board Meeting Dates 2026	<p><i>Papers circulated prior to the meeting</i></p> <p>The board meeting dates for 2026 were approved as circulated</p>	
4	Monitoring		
	4.1 Principal's Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • Professional growth cycle of teachers and the principal completed • Mitey KURA buddies have been introduced to help with positive play in the junior playground. • Great night at the 60th birthday, especially thrilled at the student-led stalls. • Sewer and stormwater project ready to start on 17 December. • Waiting on quotes for digging and replacing bark on senior playground. • Application for Surplus staffing to enable Aimee Aislabie to undertake training in 2026 was successful. • Magic sand recall - for potentially containing asbestos discovered in 2 classrooms, results came back clear. 	

	<p>Motion 4 : That the board approves the remaining \$1,522.39 of the Professional Coaching Support for Principal Leadership Role Funding to be rolled over into the 2026 budget, enabling ongoing professional support for the principal.</p> <p>Resolution: <i>The Belmont School Board agrees that the remaining \$1,522.39 of the Professional Coaching Support for Principal Leadership Role Funding to be rolled over into the 2026 budget, enabling ongoing professional support for the principal.</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"> Front gate has now been replaced <p>Motion 5: That the Board accepts the 4 December Principal’s Report as presented</p> <p>Resolution: <i>The Belmont School Board accepts the 4 December Principal’s Report as presented</i></p>	<p><i>Proposed: Laura Accepted: Olivia Passed</i></p> <p><i>Proposed: David Accepted: Mike Passed</i></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 Fixed Term Deposits to be reinvested as follows 0073 matures 5 Dec 2025 reinvest \$500,000 for 6mths 0079 matures 21 Dec 2025 reinvest \$255,620 for 6mths 0072 matures 1 Feb 2026 \$200,000 to be discussed by the finance sub committee in January. <p>Motion 6 : That the Board accepts the October & November 2025 Financial Reports as presented</p> <p>Resolution: <i>The Belmont School Board accepts the October & November 2025 Financial Reports as presented</i></p>	<p><i>Proposed: Laura Accepted: Olivia Passed</i></p>
4.3 HAST Report	<p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> Successful year of fundraising, \$19,400 raised to 30 November. Winding up for 2025 with the christmas raffle and iceblock fridays 	
4.4 Policy Review 4.5 Bullying and Harassment	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 7: <i>That the Board reviews the Bullying and Harassment Policy</i></p> <p>Resolution: <i>The Belmont School Board has reviewed the Bullying and Harassment Policy and accepts the policy as presented</i></p>	<p><i>Proposed: Mike Accepted: Clint Passed</i></p>
4.5 Policy Review - Behaviour Management	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 8: <i>That the Board reviews the Behaviour Management Policy</i></p> <p>Resolution: <i>The Belmont School Board has reviewed the Behaviour Management Policy and accepts the policy as presented</i></p>	<p><i>Proposed: Clint Accepted: David Passed</i></p>
4.6 Policy Review - Minimising Physical Restraint	<p><i>Papers circulated prior to the meeting</i></p> <p>Motion 9: <i>That the Board reviews the Minimising Physical Restraint Policy</i></p> <p>Resolution: <i>The Belmont School Board has reviewed the Minimising Physical Restraint Policy and accepts the policy as presented</i></p> <p>Recommended small change to the wording that refers to only as much force as possible to read as little force as possible</p>	<p><i>Proposed: Chris Accepted: Olivia Passed</i></p>

5	Meeting Administration		
	5.1 Actions from this meeting	Actions from this meeting <ul style="list-style-type: none"> • Provide update to the school community via Facebook and the school newsletter to communicate the boards support for giving effect to Te Tiriti o Waitangi • Term Deposits to be reinvested for 6 months • Schooldocs change to wording in 4.6 Policy Review • Upload Attendance Management Plan to the school website 	To do: Bryan Jude Bryan Bryan
	5.2 Community Update focus and responsibility	<ul style="list-style-type: none"> • Update for the next newsletter - Giving effect to Te Tiriti o Waitangi 	Bryan
6	Meeting Closure		
	6.1 Agenda Items - next meeting	<ul style="list-style-type: none"> • Annual Implementation Plan 2026 	
	6.2	Karakia	
	Meeting Closed : 8:15pm		
	Next board meeting – Tuesday 24 February 2026 Agenda closes – 17 February 2026		
	Correspondence In	<ul style="list-style-type: none"> • Board response to recent MoE directives • Commitment to continue to give effect to Te Tiriti o Waitangi • SchoolDocs Advisory_ Mid term 4 updates • 22 November 2025 Belmont School • Update on recent and upcoming legislative changes - School boards, Initial Teacher Education, Teaching Council 	
	Appendices	1. Board Agenda 2025-12-04 1.1 He karakia whakatuwhera 1.4 Actions Update for 2025-12-4 Meeting 1.5 2025-10-21 Belmont School Board Minutes.signed (1) 2.1 2025 Tier 2 Intervention BOT Report 2.2 Statement of Variance 2026 for 2025 (Final) 3.1.1 Strategic Direction 2026-2028 3.1.2 Strategic Priorities 2026-2028 3.3.1 Attendance Management Plan 3.3.2 Summary of Attendance Management Plan (Belmont) 3.4 Proposed Board Meeting 2026 Dates. 4.1.1 Principal's Report to Board 4 December 2025 4.1.2 WhānauHui-5 - 28th October 4.1.4 Appointment Summary Report - Team Leader 2025 4.1.5 2025-11-21 Health & Safety Hazard Report 4.1.6 2025-10-31 Medical Report 4.1.7 2025-11-30 Medical Report 4.1.8 Approved_EV-36045-2 4.2 2025-10-31 Finance Report 4.2.1 2025-11-30 Finance Report 4.2.2 2025-11-30 Sensitive Expenditure & Gifts Register 4.2.3 Term Deposit Review - 26 November 2025 4.3.1 HAST Minutes 11-11-2025	

	4.3.2 HAST _ Final Update 2025 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 4 December 2025

Signed: 
 (Presiding Member)

Dated:.....

Board Members Hours	
Number of Members at the meeting	7
Length of Meeting	1 hour 45 minutes
Preparation for meeting	
Time spent on other activities since last meeting	