



Board Minutes

Tuesday 24 February 2026

6:30pm - 8:00pm

School Staffroom

| | | Actioned |
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| 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 & Olivia Hill (Staff Representative)</p> <p>Apologies: Clinton Zirk</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"> • 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 | <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 4 December 2025, are a true and correct record</p> <p>Resolution: The Board confirms that the previous minutes, dated 4 December 2025, are a true and correct record</p> | <p><i>Proposed: Mike</i></p> <p><i>Accepted: Laura</i></p> <p><i>Passed</i></p> |
| 2 | Presentation | |
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| 3 | Strategic Discussion/Decisions | |
| 3.1 Election of Presiding Member and Treasurer | <p>Motion 2: That the board appoints David Grigg as Presiding Member for 2026</p> <p>Resolution: The board agrees to appoint David Grigg as Presiding Member for 2026</p> <p>Motion 3: That the board appoints Laura Hill-Ranger as Treasurer</p> <p>Resolution: The board agrees to appoint Laura Hill-Ranger as Treasurer</p> | <p><i>Proposed: Chris</i></p> <p><i>Accepted: Laura</i></p> <p><i>Passed</i></p> <p> </p> <p><i>Proposed: Chris</i></p> <p><i>Accepted: Olivia</i></p> <p><i>Passed</i></p> |

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| | 3.2 2026 Review Schedule and Board Assurances | <i>Papers circulated prior to the meeting for Board members information</i> | |
| | 3.3 2026 Meeting Dates and Work Programme | <p><i>The board meeting dates are noted for 2026 as approved at the last meeting.</i></p> <p><i>Tuesday 24 February Term 1 Week 4</i></p> <p><i>Tuesday 31 March Term 1 Week 9</i></p> <p><i>Tuesday 12 May Term 2 Week 4</i></p> <p><i>Tuesday 16 June Term 2 Week 9</i></p> <p><i>Tuesday 11 August Term 3 Week 4</i></p> <p><i>Tuesday 08 September Term 3 Week 8</i></p> <p><i>Tuesday 03 November Term 4 Week 4</i></p> <p><i>Thursday 03 December Term 4 Week 8</i></p> | |
| | 3.4 Confirm Delegations | <p><i>Papers circulated prior to the meeting</i></p> <p>Motion 4: The Board delegates to the Principal the responsibility to operate the school effectively</p> <p>Approved Delegation: The Board delegates responsibility to the Principal to operate the school in accordance with the School Strategic Plan & Policies</p> <p>Motion 5: The Board delegates to the Principal a financial delegation to approve purchases of goods and services</p> <p>Approved Delegation: The Board approves a financial delegation of up to \$6000 to the Principal. The Principal can approve purchases of goods and services to this value. All purchases above this value must be approved by the Board. Purchases of goods & services to the value of \$10,000 are able to be approved by email by the Finance Committee. Purchases above \$10,000 need to be approved at a meeting by the majority.</p> <p>Motion 6: School board financial signatories</p> <p>Approved Delegation: The board directs the principal to work with the school's bank to ensure that the required school staff and board members have the appropriate financial permissions needed to undertake their fiscal responsibilities as per board policy and/or their job description.</p> <p>Motion 7: The Board delegates responsibility in the Principal's absence</p> <p>Approved Delegation: That the Board directs that, except where at its discretion, otherwise determines, the Deputy Principal, the Assistant Principal, or nominated team leader shall, in the absence of the Principal from duty for periods not exceeding 2 weeks and for the full period or periods of such absence, perform all the duties and powers of the principal.</p> <p>Motion 8: The Board delegates the presiding member to sign the Statement of Responsibility on behalf of the Board when submitting the Annual Accounts</p> <p>Approved Delegation: The Board authorise the Presiding Member to sign the Statement of Responsibility on their behalf when submitting the Annual Accounts</p> <p>Motion 9: The Board delegates the presiding member the overall responsibility for the implementation of the Principal's annual performance review</p> <p>Approved Delegation:The Board authorises the Presiding Member to take responsibility for the process of the Principal's performance review, whilst providing feedback to the board.</p> | <p>Proposed: Mike Accepted: David Passed</p> <p>Proposed: Chris Accepted: Laura Passed</p> <p>Proposed: Olivia Accepted: Mike Passed</p> <p>Proposed: David Accepted: Laura Passed</p> <p>Proposed: Chris Accepted: Mike Passed</p> <p>Proposed: Laura Accepted: Olivia Passed</p> |

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| | 3.5 2026 Cyclical Maintenance Plan | <p><i>Papers circulated prior to the meeting</i></p> <p><u>Motion 10:</u> That the Belmont School Board approves the Cyclical Maintenance Plan</p> <p><u>Resolution:</u> The Belmont School Board approves the Cyclical Maintenance Plan</p> | <p><i>Proposed: David</i> <i>Accepted: Olivia</i> <i>Passed</i></p> |
| | 3.6 2026 Budget | <p><i>Papers circulated prior to the meeting</i></p> <p><u>Motion 11:</u> That the Belmont School Board discusses & approves the proposed financial budget for 2026</p> <p><u>Resolution:</u> The Belmont School Board approves the proposed financial budget for 2026</p> | <p><i>Proposed: Laura</i> <i>Accepted: David</i> <i>Passed</i></p> |
| | 3.7 2026 Strategic Plan | <p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • Strategic Plan and Annual Implementation Plan for 2026 discussed • The Strategic Plan will be uploaded to the school website prior to 31 March 2026 <p><u>Motion 12:</u> That the Belmont School Board discusses & approves the Strategic Plan and 2026 Annual Implementation Plan</p> <p><u>Resolution:</u> The Belmont School Board approves the Strategic Plan and 2026 Annual Implementation Plan</p> | <p><i>Proposed: David</i> <i>Accepted: Olivia</i> <i>Passed</i></p> |
| | 3.8 OIA Request Received | <p><i>Papers circulated prior to the meeting</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"> • Roll numbers are consistent with 2025 at this point • Attendance 76% for Term 4, 2025 • Additional Staff only days Friday 8 May and Friday 14 August • The first quote for the bike track is \$71,820 + GST. This does not include the cost of a container for bike storage. \$60,000 funding earmarked through bikes in schools programme. Further quotes to come which will be presented to the board for approval • Playground flying fox replacement \$6,861 +GST further quotes to come • School Closure 16 February 2026 due to storm damage and risk to safety of students and staff • Appointed new fixed term teacher aide - Tracy Hingston <p><u>Motion 13:</u> That the Board agrees for Bryan to attend the opening of Te Rau Horopito School in Christchurch on Friday 20 March and the cost of approximately \$500 be covered by the school</p> <p><u>Resolution:</u> The Belmont School Board agrees for Bryan to attend the opening of Te Rau Horopito School in Christchurch on Friday 20 March and the cost of approximately \$500 covered by the school</p> <p><u>Motion 14:</u> That the Board accepts the principals report presented on 24 February</p> <p><u>Resolution:</u> The Belmont School Board accepts the principals report as presented</p> | <p><i>Proposed: David</i> <i>Accepted: Laura</i> <i>Passed</i></p> <p><i>Proposed: Chris</i> <i>Accepted: David</i> <i>Passed</i></p> |

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| 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 • Unforeseen Opex funding \$5,560 received for 2025 Storm Damage • Asbestos Cost Reimbursement Application has been submitted to recover \$3,844.42 costs incurred through the recall of magic sand • Y Central using Room 14 for afterschool care at charge of \$1 per child per day and flat rate of \$100 a day for holiday programme • Accrued expenses of approx \$20,000 to be included in year end accounts <p>Motion 15: That the Belmont School Board agrees to hold a 2026 Financial Sustainability Raffle Resolution: The Belmont School Board agrees to have a 2026 Financial Sustainability Raffle</p> <p>Motion 16: That the Board accepts the December 2025 & January 2026 Financial Reports as presented Resolution: The Belmont School Board accepts the December 2025 & January 2026 Financial Reports as presented</p> | <p>Proposed: David Accepted: Olivia Passed</p> <p>Proposed: Chris Accepted: Laura Passed</p> |
| 4.3 HAST Report | <p><i>Papers circulated prior to the meeting</i></p> <ul style="list-style-type: none"> • Colour fun run on 20 March, other fundraisers sausage sizzle, pizza lunch, Easter raffle and iceblock sales • Annual General meeting will be held on 10 March | |
| 4.4 Policy Review - Alcohol, Drugs, and Other Harmful Substances | <p><i>Papers circulated prior to the meeting</i></p> <p>Motion 17: That the Board reviews the Alcohol, Drugs and Other Harmful Substances Policy Resolution: The Belmont School Board has reviewed the Alcohol, Drugs and Other Harmful Substances Policy and accepts the policy with small amendment</p> <p>Amend wording in 2nd paragraph to include- if student, staff or member of the school community</p> | <p>Proposed: Laura Accepted: Mike Passed</p> |
| 4.5 Policy Review - Sun Protection | <p><i>Papers circulated prior to the meeting</i></p> <p>Motion 18: That the Board reviews the Sun Protection Policy Resolution: The Belmont School Board has reviewed the Sun Protection Policy and accepts the policy as presented</p> | <p>Proposed: Chris Accepted: Mike Passed</p> |
| 5 | Meeting Administration | |
| 5.1 Actions from this meeting | <p>Actions from this meeting</p> <ul style="list-style-type: none"> • Upload the Strategic Plan to the school website • Respond to the OIA request received • Thank you card and chocolates for HAST AGM • School Docs wording change 4.4 • Remove Carol Hogwood from bank signatories list | <p>To do: Bryan David Chris/Bryan Jude Jude</p> |
| 5.2 Community Update focus and responsibility | Thank you to the HAST volunteers for last years fundraising effort | Chris |
| 6 | Meeting Closure | |

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| 6.1 Agenda Items - next meeting | | |
| 6.2 | Karakia | |
| | Meeting Closed : 8:00pm | |
| | Next board meeting – Tuesday 31 March 2026 Agenda closes – 24 March 2026 | |
| Correspondence In | <ul style="list-style-type: none"> • 5YA Funding Announcement • Introducing GovHub – School Board Services • SchoolDocs Advisory_ Term 1 review and board assurances • OIA Request (Academic Research) – Board policies on trustee use of personal devices | |
| | <p>1. Board Agenda 2026-02-24</p> <p>1.1 He karakia whakatuwhera</p> <p>1.4 Actions Update for 2026-02-24 Meeting - Google Docs</p> <p>1.5 2025-12-04 Board Minutes signed (1)</p> <p>3.2.1 2025–2027-Review-Schedule-colour</p> <p>3.2.2 Board Assurances</p> <p>3.3 Board Work Programme 2026</p> <p>3.4 Current Delegations to be Approved February 2026</p> <p>3.5 Cyclical-Maintenance-Provision-Calculator Feb 2026</p> <p>3.6 Proposed Budget 2026</p> <p>3.7 Belmont School Strategic Planning 2026</p> <p>4.1.1 Principal's Report to Board 24 February 2026</p> <p>4.1.2 2807 Attendance Final EDM Term 4 2025</p> <p>4.1.3 Long Term Plan 2026</p> <p>4.1.4 The-New-Zealand-Curriculum-Te-Mātaiaho-Oct-2025</p> <p>4.1.5 Assessment and Reporting Timeline</p> <p>4.1.6 Plan for meetings_key dates Term 1 2026</p> <p>4.1.7 Belmont Teams</p> <p>4.1.8 Belmont School (LHutt) 2024-25 10YPP 5YA Docs SIGNED</p> <p>4.1.9 School Structure 2026</p> <p>4.1.10 2025-12-31 Health & Safety Hazard Register</p> <p>4.1.11 2025-12-31 Medical Report</p> <p>4.1.12 2026-01-31 Health & Safety Hazard Report</p> <p>4.2.1 2025-12-31 Finance Report</p> <p>4.2.2 2025-12-31 Sensitive Expenditure & Gifts Register</p> <p>4.2.3 2026-01-31 Finance Report</p> <p>4.2.4 2026-01-31 Sensitive Expenditure & Gifts Register</p> <p>4.3.1 HAST Update Term 1 2026</p> <p>4.3.2 HAST Minutes 10-02-2026</p> <p>4.4 Alcohol, Drugs, and Other Harmful Substances Policy</p> <p>4.5 Sun Protection Policy</p> <p>6.2 He karakia whakakapi</p> | |

This copy of the Belmont School Board Meeting Minutes has been confirmed as a correct and accurate record of the meeting held on 24 February 2026

Signed: 
(Presiding Member)

Dated: 26/2/26

Board Members Hours

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|---------------------------------------------------|-------------------|
| Number of Members at the meeting | 6 |
| Length of Meeting | 1 hour 30 minutes |
| Preparation for meeting | |
| Time spent on other activities since last meeting | |