

MINUTES OF A MEETING OF THE BROOMFIELD SCHOOL BOARD OF TRUSTEES

Held Monday 15 Feb 2023 at 6:00pm in Rimu class.

ADMINISTRATION MATTERS

PRESENT:

Andrew Kemp, Kimberley Hobson, Felicity Lang, Kevin Spicer (left meeting at 7:25pm), Craig Palmer, Kushla Tapper and Megan Garside.

APOLOGIES: Owen Miller

WELCOME:

Craig opened the meeting and asked for any new Declarations of Interest. None given.

CONFIRMATION OF PREVIOUS MINUTES:

Motion: *The minutes of the meeting of the Broomfield Board of Trustees held on 6 December 2022 having been circulated, be approved and adopted as a true and correct record of that meeting.*

Moved: Craig Palmer

Seconded: Kushla Tapper

Andrew will circulate previous minutes/action sheet with pre-meeting papers for each meeting.

NOMINATIONS FOR PRESIDING MEMBER

Nominations for Presiding Member were called for. Kushla nominated Craig Palmer. There being no further nominations, Craig was appointed as Presiding Member on the understanding that the Board review this appointment in a couple of months with a view to someone else taking on the role of Presiding Member. Craig is carrying both the Finance trustee responsibilities as well as the Presiding Member role, and is very busy in his own work life. Felicity Lang indicated she would be willing to work with Craig to learn the role of Presiding Member. Congratulations to Craig on his appointment and the Board thanks him for his service to Broomfield School.

Kushla Tapper/Kimberley Hobson

Delegated Authority for the Deputy Principal

Motion: That the Board delegates to the Deputy Principal that in the absence of the Principal from duty they shall for the period or periods of such absence, perform all the duties and functions of the Principal except where the board, in its absolute discretion, otherwise determines.

Moved: Andrew Kemp

Seconded: Craig Palmer

TRUSTEE RESPONSIBILITIES

Trustee responsibilities were allocated for 2023 as follows:

Finance – Craig

Health & Safety – Kushla

Property – Kushla

Harassment Officer – Kevin

Privacy Officer – Andrew/Kevin

CODE OF CONDUCT

All board members present signed the BOT Code of Conduct forms for 2023. Megan to email a copy to Owen to complete and return.

HEALTH AND SAFETY INCLUDING HAZARD REGISTER

Andrew presented the updated Health and Safety register. Kushla and 1 other board member to complete monthly hazard check. A weekly hazard checklist to be completed by the caretaker.

Wasp nest in schoolhouse roof has been treated with spray and powder. Andrew to bomb roof over the weekend. If not successful, we will call in exterminator.

There was no asbestos found in the new build site.

Branches have been removed from around the school as they were a fire hazard.

FOCUS REPORTS

Compliance Report: As tabled and attached.

VARIANCE REPORT

Principal Report

As tabled and attached.

Andrew presented the Principals Report to the board. The report was taken as read and accepted.

An ex police officer in the AOS has offered to come in and review our lockdown procedures and advise of any improvements we could make.

We have switched our lowest paid teacher to Bulk Grant to offset the banked staffing deficit.

Finance Report

Craig reported that we are in a positive financial position. Great donation received from the BEES for the 2022 year. Kimberley to update list of where the money has been spent and to publish in the newsletter.

Motion: *That the Board approves the inclusion of a budget for the 2022 Statement of Financial Position which is derived from the Board's 2022 operating and capital purchased budgets.*

Moved: **Andrew Kemp**

Seconded: **Craig Palmer**

Motion: *The Board authorises the Board Chairperson and Principal to sign the Statement of Responsibility for the 2022 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.*

Moved: **Andrew Kemp**

Seconded: **Kimberley Hobson**

Motion: *That the Principals Report (including the Finance Report) be accepted and approved.* **Moved:** **Andrew Kemp**

Seconded: **Felicity Lang**

DISCUSSION

NEW BUILD UPDATE

The building process is running to schedule and with no asbestos found on site, there is a \$100000.00 contingency fee that may not be required if the rest of the project continues without major disruption.

ARBORIST FOR OAK TREES

Andrew to arrange for the arborist to inspect and prune the Oak trees as needed. Some branches may be dead and could be a Health and Safety risk.

COMMUNITY SURVEY RE: BROOMFIELD SCHOOL NAMING

Andrew presented a draft survey for stakeholders for board members to consider and approve. Andrew and Kimberley will finalise the survey and Kimberley will set it up online via Survey Monkey.

Craig to put a notice in the newsletter dated 16 Feb to advise the community that a discussion was held at this board meeting and advising that a summary of answers to the questions raised will be published on 20 February. It was agreed that we need to refer back to the minutes of the community meeting to ensure we have answered all the questions raised. For those outside of the school community who have an affiliation to the school, we will advertise an online form in the North Canterbury news and the Hotline which they should complete to register their interest in participating in the survey.

The survey will be emailed out on 6 March 2023 and will close on 12 March 2023. There will be a board meeting on 16 March to collate the responses of the survey.

ERO UPDATE

Andrew and Craig have completed the Board Assurance and Self Audit checklist for ERO.

2023 MEETING DATES

Confirmed meetings will be held on Thursdays for 2023. Meeting dates as follows:

15th Feb

16th March

11th May

15th June

3rd Aug

7th Sep

19th Oct

30th Nov

SPECIAL ISSUES

Meeting closed to the public at 7:30pm.

Motion: *I move that the public be excluded for agenda item 4.2 pursuant to section 48 of the Local Government Official Information and Meetings Act. The reason being to discuss a matter of personnel and the ground is to protect the privacy of individuals and other confidential information.*

Moved: Craig Palmer

Seconded: Andrew Kemp

Meeting moved out of committee at 7.30pm.

Motion: *I move that the meeting move out of committee.*

Moved: Craig Palmer

Seconded: Andrew Kemp

MEETING CLOSED. 8:15pm.
Next meeting 16th March 2022.

Craig Palmer (Chairperson) _____ Date _____

Megan Garside (Secretary) _____ Date _____