

# MINUTES OF A MEETING OF THE BROOMFIELD SCHOOL BOARD OF TRUSTEES

Held Thursday 11<sup>th</sup> May 2023 at 6:00pm in the Staffroom.

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## ADMINISTRATION MATTERS

### **PRESENT:**

Andrew Kemp, Kimberley Hobson, Felicity Lang, Kevin Spicer, Craig Palmer, Owen Miller, Kushla Tapper and Megan Garside.

### **APOLOGIES:**

### **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 20 March 2023 having been circulated, be approved and adopted as a true and correct record of that meeting.*

**Moved:** Craig Palmer

**Seconded:** Andrew Kemp

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

## **HEALTH AND SAFETY INCLUDING HAZARD REGISTER**

Kushla completed a Hazard check. The hooks on the swings have worn out, and will be replaced. Taps in Tawa/Kowhai replaced.

The Board agreed that we employ Rentokil to set and maintain bait stations around the school to deal with the infestation of rodents on site.

## **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.

### **Finance Report**

Craig reported that we are in a positive financial position.

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

**Seconded:** Owen Miller

## **DISCUSSION**

### **STRATEGIC GOALS**

The 2023 Strategic Plan has been completed and uploaded to the MOE. The Board to familiarise themselves with and focus on the 4 Strategic goals and be guided by them.

## **2022 AOV**

The 2022 AOV has been uploaded to the MOE. Andrew reported on results.

## **NEW BUILD UPDATE**

Progress with the new build is going well and indications are that we can move in for the start of Term 3. Before we have an opening ceremony, the building has to be blessed by mana whenua from Tuahiwi Marae. Andrew has tried to make contact to no avail at this stage. He will attempt to arrange for this to happen to coincide with completion of the build.

It was noted that Glenn Colenso has been extremely generous in supplying all the joinery for free for the new build and Andrew suggested as a sign of our deep appreciation, the Board should make a gift to Glenn. The Board agreed, and Kushla will organise.

## **ERO UPDATE**

There has been no further communication from ERO.

## **SCHOOL DOCS TERM 2 FOCI**

The EOTC policy is up for review this term. It was felt that due to the recent tragedy at another school, there would be a Ministry level review of all EOTC procedures and that the best option was postpone our review until we have received advice from the MOE.

## **UNIFORM AND LOGO LAUNCH**

Felicity reported that Mainland Uniforms are unable to import the polo shirts we originally ordered for at least 4 months. It was decided that this would delay the roll out of the new uniforms too much, so a decision was made by the board to select an alternative, very similar polo shirt. Mainland Uniforms will send a sample of the uniform as soon as possible and at the assembly following their receipt, the uniform will be presented to the community. The uniform will be available for anyone to purchase from Term 3, and will be compulsory for Years 1 – 4 from Term 1 2024. The uniform will then move up through the school each year.

## **GRANTS COMMITTEE: PLAYGROUND**

Craig reported that the BEES are very keen to undertake fundraising for a replacement playground as it is no longer fit for purpose. In conjunction with the Grants Committee applying for appropriate grants, it was proposed that the funds raised by the BEES this year go directly to the replacement of the playground. The school also has some money in reserves which can be allocated to the playground. This strengthens any grant application by showing that the school is financially contributing to the project and not solely relying on grants.

Andrew to approach the Hurunui District Council to see if there is any financial support that they can offer us.

The Board supported the BEES proposal to contribute all funds raised this year to the replacement of the school playground.

## **WORKING BEE**

Working bee to be held on Sunday 21 May. Kim will set up a google doc for staff to list any jobs they would like completed. Information has gone out in newsletter. Felicity suggested approaching Amberley Fire Brigade to clear out the guttering for free. Andrew will get in touch with Anthony Parish. Sausages and bread will be supplied by school for a BBQ.

## **SPECIAL ISSUES**

**Meeting closed to the public at 7:15pm.**

**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:** Kushla Tapper

**Meeting moved out of committee at 7.45pm.**

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

**Moved:** Craig Palmer

**Seconded:** Andrew Kemp

**MEETING CLOSED.** 7:30pm.

Next meeting 15<sup>th</sup> June 2023.

**Craig Palmer (Chairperson)** \_\_\_\_\_

Date \_\_\_\_\_

**Megan Garside (Secretary)** \_\_\_\_\_

Date \_\_\_\_\_