

MINUTES OF A MEETING OF THE BROOMFIELD SCHOOL BOARD OF TRUSTEES

Held Monday 20 March 2023 at 6:00pm in Rimu class.

ADMINISTRATION MATTERS

PRESENT:

Andrew Kemp, Kimberley Hobson, Felicity Lang, Kevin Spicer, 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 15 February 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

Andrew and Kushla to meet monthly to do a hazard check of the school.

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.

Andrew reported that the Ministry is in the process of negotiating the purchase of the back field to extend the schools footprint.

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: Felicity Lang

DISCUSSION

NEW BUILD UPDATE

The contingency funds will cover the cost of reinstating the Autex throughout the new build. Also, when the builders replace the roof on Rimu, they will have to install insulation to meet current code which is an extra cost. Any excess contingency fund will not be determined until closer to the end of Term 3 once the project has been completed.

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

The board reviewed the results of the Duel naming survey and discussed the best way to communicate the results to the community. The outcome of the survey was to adopt the duel name Broomfield School, Te Kura Onepunga. It was decided that the information should be published in writing in the first instance stating the outcome of the survey. Craig to draft a communication to be sent to the community including the new logo.

As part of this communication we need to mention that the school community was consulted last year for the benefit of those families who have joined since then.

We will also advise the community that the first assembly of next term will include a celebration of our duel name. Felicity will purchase uniform with the new name/logo for her kids to be modelled at the assembly.

Motion: *Based on the outcome of the community survey, our duel name will be Broomfield School, Te Kura Onepunga.*

Moved: Craig Palmer

Seconded: Kevin Spicer

ERO UPDATE

We have had no further communication from the ERO reviewer.

SCHOOL DOCS TERM 1 FOCI

Staff are in the process of reviewing the following policies with the BOT to also review and add any comments:

Legislation and Administration Policy

Privacy

Official Information Requests

SPECIAL ISSUES

Meeting closed to the public at 6.35pm.

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

WORKING BEE

It was agreed to change the date of the upcoming working bee to Sunday 21st May.

MEETING CLOSED. 7:45pm.

Next meeting 11th May 2023.

Craig Palmer (Chairperson) _____ Date _____

Megan Garside (Secretary) _____ Date _____