



Broomfield School

Te Kura Onepunga

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MINUTES OF A MEETING OF THE BROOMFIELD SCHOOL BOARD OF TRUSTEES

Held Thursday 3rd August 2023 at 6:00pm in the Nikau Class.

ADMINISTRATION MATTERS

PRESENT:

Andrew Kemp, Kimberley McKenzie, Felicity Lang (6:39pm), Owen Miller (6:10pm), Kushla Tapper, Kevin Spicer (via Zoom), McKenzey Hobson and Craig Palmer.

APOLOGIES: Nil

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 15th June 2023 having been circulated, be approved and adopted as a true and correct record of that meeting.*

Moved: Kushla Tapper

Seconded: Kimberley McKenzie

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

HEALTH AND SAFETY INCLUDING HAZARD REGISTER

Fire Drill

A successful fire drill was held on 28 July 2023. A very rapid response by all classes and a good opportunity for new staff and students to familiarise themselves with process.

Septic Tank

The alarm on the septic tank behind Matai/Rimu was sounding, and on inspection it was discovered that it needed emptying. This has now been completed.

Playground Bark

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Andrew to check the depth of the bark in the playground and if it is not up to the standard required, will arrange for a load of chips to be delivered.

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.

Personnel: A caretaker has been appointed 4 hours a week with extra hours to be worked as required as jobs come up. Already positive comment received regarding the improved condition of school grounds.

Property: The Ministry has approve free upgrade of acoustics, heating and lighting. As the majority of our buildings are new or recently upgraded, this applies to Ti Kouka class only and they will receive free autex, carpet and LED lighting.

<p>Motion: <i>That the Principals Report (including the Finance Report) be accepted and approved.</i> Moved: Andrew Kemp Seconded: Owen Miller</p>

DISCUSSION

2023 MID-YEAR DATA ANALYSIS

Andrew presented the mid-year data. Report attached.

DIVERSE ABILITIES REPORT

McKenzezy Hobson was given speaking rights for the meeting and presented the Diverse Abilities Report. (As tabled and attached).

Andrew congratulated McKenziezy on his work as SENCO. McKenziezy left the meeting at 6:22pm.

ERO UPDATE

The ERO rep met with Andrew and Kim. Andrew has supplied him with all the requested documentation. He will attend the next Board meeting to explain the process to the Board.

NON TEACHING SPACE BUILD

Staff are very happy with the new building space and Admin and Nikau are all moved in and settling in. The final financial information will not really be clear until the next GST return is processed together with the finalisation of any retention amounts. Costing for blinds to be added also. By next meeting we will hopefully have a clearer idea of any funds remaining.

CARUS ZOOM

Carus zoomed in to meeting to answer any trustees' questions regarding their painting and maintenance proposal for the next 7 years.

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Their pricing is locked in for the 7 year contract. They were not sure of how their schedule would marry up with the schedule set out by the MOE in our current 10ypp. Andrew and Megan to compare the two and report on the cost comparison at the next meeting.

The removal of any asbestos was not anticipated to cause any problems as Carus have processes in place to remove the types of asbestos likely to be present in buildings of the age we have.

Andrew to check with Yvonne to get her perspective on using Carus.

NEW BUILD OPENING CELEBRATION

The representatives from Tuahiwi Marae have changed the format for the Opening Ceremony of the new build. North Canterbury news have been in touch with Andrew and he has provided them with pictures and a story to be published in their upcoming edition.

LOCKSMITH QUOTES

The local mobile locksmith has provided 2 quotes for changing all locks in the school to the same masterkey. Option 1 is a standard master key that we would keep onsite and have copies cut as required (\$1092.14). Option 2 is a master key that is held by the locksmith and only he can supply new keys as required (\$2422.20).

Andrew to check on any insurance requirements for new build and then report back to the Board to make a decision on which option we will go with.

SCHOOLHOUSE REFURB

Craig proposed that we approach Bushnell Builders to provide a quote for the refurbishment of the schoolhouse (painting/new carpet). Andrew to ask them to prepare a quote to be presented to the Board.

OUT OF ZONE ENROLMENTS 2024

Andrew has a meeting with local Principal's next week to advise numbers of Out of Zone spaces that we have for 2024. Places for Leithfield, Amberley and Broomfield to be advertised in September, with applicants to be advised of decision on 2 October. Andrew suggested that next year we challenge the zone meaning we capture those new builds closer to Amberley.

SENIOR CAMP

Kimberley has provided the forms for the senior camp to Mt Hutt from 9 – 11 August for Andrew and Craig to authorise. If the weather is not appropriate for skiing on any of the 3 days, there are other activities available for them to do. Chains have been organised for the white bus and all others providing transport have chains.

GRANTS COMMITTEE UPDATE

Kim has met with the Grants committee and established a new procedure process to be followed when applying for grants. Kim will act as Liaison Officer

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between staff and Grants committee. Applicants will have to complete a Grants application form for Kim to pass on to the committee.

PLAYGROUND SUB-COMMITTEE

A sub committee to be formed to investigate options for the new playground and co-ordinate visits to other school playgrounds with a group of children and arrange quotes for proposed playground options. Tammy Dickson will be the staff rep on the committee as she was involved in the implementation of a new playground at her previous school and has lots of useful contacts. One Board member and a Grants committee member to complete the sub-committee.

It was proposed that a separate bank account be set up solely for the purpose of the playground funds.

The Grants committee is a completely separate entity from The BEES. A code of conduct is being developed for the Grants Committee.

Andrew to follow up with Ministry regarding the purchase of the back field to add to the schools potential footprint for future development.

SPECIAL ISSUES

Meeting closed to the public at 7:50pm.

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 8:10pm..

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

Moved: Craig Palmer

Seconded: Andrew Kemp

MEETING CLOSED. 7:30pm.

Next meeting 7 September 2023.

Craig Palmer (Chairperson) _____

Date _____

Megan Garside (Secretary) _____

Date _____

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