



# Broomfield School

## Te Kura Onepunga

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

Held Wednesday 11<sup>th</sup> September 2024 at 6:00pm in the Staffroom.

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### ADMINISTRATION MATTERS:

**PRESENT:** Kimberley McKenzie, Anneka Cumming, Kevin Spicer , Owen Miller, Felicity Lang, Andrew Kemp, and Megan Garside

**APOLOGIES:** Wayne Youle

**DECLARATION OF INTEREST:** Nil

### CORRESPONDENCE:

In: Nil

### PREVIOUS MINUTES

The minutes of the meeting held 7<sup>th</sup> August were accepted as a true and correct record.

### Health and Safety including Hazard

Wayne has done the Hazaard check.

Sports shed door to be installed once Scott Barr has replaced the framing.

Nikau fire exit to be repaired.

Remove cleaning supplies from Tawa/Kowhai.

Grafitti in Ti Kouka has been removed.

Staff have run through the lock down procedure with an ex police officer. We need to have the capacity to block out the windows. One option is to use a film applied to windows as a cheaper alternative to blinds. Black paper on a roller is also an option. Andrew to follow up with Kelly re the tinted film already purchased for Matai door.

We need to have a lockdown drill so all students and staff know what to do.

### FOCUS REPORT

Compliance report: As tabled and attached.

### VARIANCE REPORT

Principal Report (Including Finance Report)

As tabled and attached

*Te Kura Onepunga, he punga tamariki, mai i te papa ki te rangi!*

*Onepunga school, anchoring children, from the ground reaching up to the sky!*

## Budgeted Statement of Financial Position

Now that the 2023 audit has been finalised, Solutions and Services have provided a full budgeted statement of financial position and statement of cash flows extracted from the Board approved operating and capital budgets for use in the 2024 annual accounts. We acknowledge that these reports are prepared post 2023 audit finalisation to ensure accuracy and usefulness in the 2024 annual accounts. On this basis the Board approves the use of these documents in the 2024 annual reports.

**Moved: Andrew Kemp**

**Seconded: Anneka Cumming**

Statement of Financial Position attached.

The 2024 Annual Report has been completed and uploaded to website along with the 2023 annual audited accounts.

## Curriculum Update

Teacher only day was successful. New curriculum reasonably clear and teachers are positive about changes.

Andrew reported on his AI conference and how it can be implemented in our school.

## Roll Review

Andrew submitted a roll review to MOE resourcing on 16 August as we have reached 131 students which is above the threshold required to retain our existing funding going into next year. No extra staffing for this year.

Moved: Andrew Kemp

Seconded: Owen Miller

## **DISCUSSION:**

### Cellphone policy and procedure

2 responses received and the policy has been updated.

## School Docs

These Policies reviewed by board and updated online.

- Concerns and Complaints
- Performance Management
- Protected Disclosures

## Playground

Give a little page to be set up by the BEES and sponsorship sought from local businesses. Need to be able to keep funds completely separate as if we don't reach the funding threshold we would need to return funds. As Kevin finishes up on the board at the end of the year we need another board rep to take over as BOT rep on the playground committee. To be confirmed at next meeting.

## White bus

An extension of the DR contract for the current bus service has been signed off until 2027. Andrew suggested we keep the white bus going for the next 3 years until end of contract at which time we will sell this bus. The Board agreed.

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## **SPECIAL ISSUES**

**Meeting closed to the public at 7:05pm.**

**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: Andrew Kemp**

**Seconded: Kimberley McKenzie**

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

**Moved: Felicity Lang**

**Seconded: Kimberley McKenzie**

**MEETING CLOSED.7:20pm.**

Next meeting: 30 October 2024.

**Felicity Lang (Presiding Member)** \_\_\_\_\_ Date \_\_\_\_\_

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

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