



Broomfield School Te Kura Onepunga

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MINUTES OF A MEETING OF THE BROOMFIELD SCHOOL BOARD OF TRUSTEES

Held Tuesday 13th February 2024 at 6:30pm in the Staffroom.

ADMINISTRATION MATTERS:

PRESENT: Kimberley McKenzie, Felicity Lang, Andrew Kemp, Anneka Cumming, Kevin Spicer, Wayne Youle and Megan Garside
Owen absent

APOLOGIES: Nil

DECLARATION OF INTEREST: Nil

CONFIRMATION OF PREVIOUS MINUTES:

Motion: *The minutes of the meeting of the Broomfield Board of Trustees held on 29th January 2024 having been circulated, be approved and adopted as a true and correct record of that meeting.*

Moved: Andrew Kemp

Seconded: Kimberley McKenzie

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

CORRESPONDENCE:

In: Leave request from Pauline White for urgent consideration.

Out: Response to Pauline White's application for FWA and appeal of first decision.

APPOINTMENT OF PRESIDING MEMBER

Andrew nominated Felicity as Presiding Member. Felicity accepted the position and the board unanimously voted to support the appointment. Kevin Spicer has offered to support Felicity in this role.

Motion

That Felicity Lang be appointed Presiding Member of the Broomfield School Board of Trustees'

Moved: Andrew Kemp

Seconded: Kimberley McKenzie

HEALTH AND SAFETY

Boards on playground perimeter is snapped. Was hit when digger was spreading the bark. Wire coming through the rope on the adventure playground coming through and needs to be replaced.

FOCUS REPORT

Compliance 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!*

VARIANCE REPORT

PRINCIPAL REPORT

As tabled and attached

Moved: Andrew Kemp

Seconded: Kimberley McKenzie

PROPERTY, HEALTH AND SAFETY

Felicity has sourced a set of metal lockers from Hanmer Pools which can be purchased from them and installed for Nikau class. She will follow up before next meeting.

Board approved the purchase of sunblinds from Curtain Studio for Nikau class. Kimberley to contact them to arrange for installation.

Garden shed to be assembled and installed on a skid for ease of movement.

Andrew to check with the ministry and the neighbour regarding the purchase of the extra land for the school footprint.

DISCUSSION:

CODE OF CONDUCT

Completed at end of 2023, will reissue at first meeting of 2025

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: Anneka Cumming

POSITIONS OF RESPONSIBILITY

Finance – Anneka

H & S and Property – Wayne

Privacy and Harassment Officer - Owen

SCHOOL DOCS REVIEW

Board to review policies as per Principals' report

KAHUI COL BOT MEETING

6th March 2024 location and agenda to be confirmed

MEETING DATES FOR 2024

Wednesdays 6pm

13 February

20 March

15 May

19 June

7 August

11 September

30 Oct

4 Dec

SPECIAL ISSUES

Meeting closed to the public at 7:00pm.

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: Felicity Lang

Meeting moved out of committee at 7:40pm.

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


Moved: Andrew Kemp

Seconded: Anneka Cumming

MEETING CLOSED. 7:50pm.

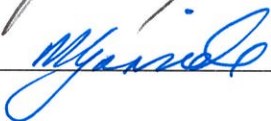
Next meeting 20 March 2024.

Felicity Lang (Presiding Member)



Date 16/2/24

Megan Garside (Secretary)



Date 16/2/24