



# Broomfield School

## Te Kura Onepunga

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

Held Wednesday 6 November 2024 at 6:00pm in Nikau Class.

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### ADMINISTRATION MATTERS:

**PRESENT:** Kimberley McKenzie, Wayne Youle, Anneka Cumming, Kevin Spicer (via zoom) , Owen Miller, Felicity Lang, Andrew Kemp, and Megan Garside

### APOLOGIES:

**DECLARATION OF INTEREST:** Nil

### CORRESPONDENCE:

In: Nil

### PREVIOUS MINUTES

The minutes of the meeting held 11<sup>th</sup> September were accepted as a true and correct record.

### Health and Safety including Hazard

Annual audit done by Wormald. We needed to move the objects blocking the fire exit in Kowhai. Completed and signed off.

There is no fixed fire extinguisher in the Admin block. Andrew to check with Wormald whether another fire extinguisher is needed. We currently have the school house extinguisher in the office. Do we need to supply an extinguisher for the school house? Fencing required due to new student starting in 2025. Andrew has approached the Ministry of Education , but they have said they are very behind in actioning request at present.

Reminder needed regarding the gates on Onepunga Road being kept closed at all times not to be latched open. Megan will put this in the next newsletter. Staff to be requested to park on the courtside carpark on Mt Brown Road to give more space for parents to drop off and collect from Onepunga Road.

Andrew to ask Sam Thorn to top up the sandpit with a load of sand.

### 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 (Including Finance Report)

As tabled and attached

Kim reported on the new Mathematics programme coming in next year. We will be using Numicom programme funded for the first two years by the ministry. It is rumoured that the MOE will continue to fund the programme beyond this also.

### White Bus

Road User Charges review for White bus. We are recording the readings and comparing with the records held by Waka Kotahi.

Bus audit expected this term.

### Classes for 2025

Not finalised yet as we still have new enrolments coming in and current students leaving.

### Signed Statement of Responsibility

This authorises the signing of the Statement of Responsibility for the sign off our 2024 Annual Accounts.

The Board authorises the Presiding Member and Principal to sign the Statement of Responsibility for the 2024 Annual Accounts on the Board's behalf when confirmation is received that the audit has been completed.

**Moved: Andrew Kemp**

**Seconded: Anneka Cumming**

### Pool Key Questionnaire

Kim to create a google doc questionnaire to go out to community to gauge the interest in Pool Keys over the swimming season. The Board agreed that \$100 per key was a reasonable charge taking into account the increase in costs associated with maintaining the pool. Andrew to ask Neil Hammond if he would do the daily testing for the pool in exchange for a key for the season.

**Motion:** *It was moved to increase the cost of entry to the pool for the season to \$100. This is due to the increased cost to keep the pool within the acceptable levels to be open to the public.*

**Moved: Andrew Kemp**

**Seconded: Wayne Youle**

### Annual School Donation

The board reviewed the Annual School Donation amount and it was decided to add \$10 to each of the set rates charged to families. The annual donation has not been increased for at least 10 years.

**Motion:** *It was moved to increase the school donation for a single child to \$70.00 and the donation for 2 or more children to \$130.00 from 2025.*

**Moved: Andrew Kemp**

**Seconded: Kimberley McKenzie**

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**DISCUSSION:**  
**SPECIAL ISSUES**

**Meeting closed to the public at 6:39pm.**

**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 8:33 pm.**

Next meeting: 4 December 2024.

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

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

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