

ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).

MINUTES OF MEETING

TUESDAY 10 AUGUST 2020. ELSTHORPE SCHOOL STAFFROOM 5.30PM

- 1. Present:** Lucie Gilbertson (LF), Chair; Mark Ferguson (MF) Vice Chair; Catherine Ewen (CE); Quentin Hunter (QH); Rhonda Bartlett (RB); Horiana Goldsmith (HG), Staff Rep; Sandy Crawford (SC), Principal; Ange Scott (AS); Secretary

Meeting Opened: 5.35pm

- 2. Apologies:** Geoff Strong (GS)
- 3. Declarations of Interest:** Nil
- 4. BOT report for next newsletter:**
 - RB

5. Minutes of Last Meeting

LG moved and CE seconded that the minutes of the last meetings are a true and correct record. All in favour. Carried.

Matters Arising:

Action	By Whom	By When
Report for Newsletter	RB	To be done.
Hazard Walkaround	CE	Done.
Sign Code of Conduct	MF	Done.
School Camp – revise whether it will still go ahead	SC/BOT	Done.
Follow up that the Insulation Statement has been completed in the RTA for new tenancy	RB/AC	Done.
Policies – send out to BOT for review	SC	Sent out. Yet to be completed by BOT.
Cattle Scheme – follow up with farmers	MF	In progress.
Removal of boat in sandpit	LG	Done. RB said that Sven Muggerridge can collect the new boat.
Removal of Maypole	LG	Done.
Extra shingle for Playground	SC	To be done.
Fire extinguisher to Middle Room	SC	Done.
Look at curtains in Junior Room	SC	Done. SC has reattached.
Replacement boat for sandpit	GS	On hold.
Look at internet cord in Junior Room	SC	Done.
Quote for turf	SC	To be discussed during meeting.
Issue key to Mandy from Squeal & Squish	SC	Done.

MOE Kahuranaki Bus Route Update	GS	Discuss in meeting.
Principal House – fence repair – accept quote	RB	Done.
Principal House – carpet – accept quote	RB	Done.
Voucher/Flowers/Chocolate for Deb Renton-Green	LG	To be done.
Continue with PB4L Branding	SC	In progress.
PA System Quotation – Gerry Bidwell to investigate cheaper options	SC	RB to get quotes

Matters arising moved by LG and seconded by CE. All in favour. Carried.

6. Hazards

- BOT member (CE) walk around report:
 - Bird bath bowl gone (crumbled). Bolt sticking up.
 - Concrete under picnic tables by library is uneven due to tree routes – need to keep an eye on this in the future.
- BOT member to walk-around before next BOT:
 - HG
- Any additional items identified by staff?
 - Nil
- Action on items already identified:

Hazard Item		Update
Tennis court area – 2 nd court to be sprayed	-	To be done by Richard Scott after Lockdown
Drainage/water issues at HG house when raining	HG	John Harris to look at when it is raining.
Boat in Sandpit – to be removed	LG	Done
Maypole – to be removed	LG	Done
More shingle to cover exposed matting in playground	SC	To be done
No fire extinguisher in middle room	SC	Done
Curtains in junior room	SC	Done
Internet cord hanging in junior room	SC	Done
Swing seats by sandpit	SC	SC to look into it
Zip on tramp not closing properly	SC	SC to look into it

Hazards review moved by RB and seconded by CE. All in favour. Carried.

7. Principal:

- Monthly Report (attached)
 - Roll currently sitting at 49 students.
 - Staff completed PD with PB4L facilitator from MOE to review new positive reinforcement system and set up system to respond to inappropriate behaviour.

- SC completed appraisal observations of teachers at the end of Term 2.
- Mid year reports went home Term 3, Week 2, delayed because of Covid-19.
- Ange Giddens employed to share school cleaning duties with Horiaana – employed 7 hours per week.
- July 1 roll returned submitted. Currently 48 students. 53 predicted by 1.3.21.
- Department of Conservation – invoices credited back to us after response from SC.
- Deb Renton-Green happy to take on the project management of the turf but not the building projects. CE moved; LG seconded that they are happy for Deb to project manage the turf project. All in favour. Carried.
- SC has quote from School Support.
- New admin desktop computer purchased from Norrcom.
- Rob Kerr has provided quote to put new drain in at Community House - \$2,000. LG/RB to contact Isaacs for another quote.
- 8 new iPads purchased for junior room.
- SC shared senior camp to Wellington RAMS and LG signed it.
- Chimneys have been swept.
- Mandy, pest controller, completed Police vet form.
- Junior student suspected broken ankle on tramp. Taken to HB hospital by SC and HG. Decision made for the future to call the ambulance to take less staff away from school.
- Parent conferences in Week 8.
- CHBDC Composting workshop to be held at school.
- Staffing in 2021. *The BOT went in-committee to discuss.*

LG moved. CE seconded. All in favour. Carried.

8. Student Achievement Report

- The BOT went into Committee to discuss this Mid-Year Data.

9. Beach Road Bus

- Proposition from North Fuels for a new diesel tank. It is a free, compliant bus diesel tank and we would need to sign with them for 3 years.
 - Our current tripod tank will be illegal at the end of the year.
 - SC to investigate with Rural Fuel (McFall Fuel) to investigate current deal, and see what the options are with them before looking into the North Fuels option.
 - SC to sign up to School Programme (regardless of whether we take up the new tank option).
- CE to follow up re Bus Rates/Formula for next meeting.

RB moved. QH seconded. All in favour. Carried.

10. Policies

- Staff Well-Being
 - To be completed online by BOT.
- Personnel Policy
 - To be completed online by BOT.

11. Curriculum

- PB4L
 - There is another session in a couple of weeks time. Currently working through the approach to inappropriate behaviour and the three different tiers of inappropriate behaviour.
- Literacy – Reading
 - Next meeting SC will have data to share.

12. MOE Review of Bus Routes Update

- Personnel
 - MF and SC attended a meeting a couple of weeks ago. A contingency letter was drafted to Janice and being held until needed. Drafted from the Health and Safety side in the way that nothing has changed i.e. there is still no safe spot to turn the bus around on Kahuranaki Road. Also moving forward the committee would like to be involved in the consultation process again.

13. Finance

- Approve Monthly Accounts
 - Cheque run dated 30 June 2020 totalling \$21,172 (attached).
 - BOT noted the larger payments and payments to staff/parents. SC to follow up with Viv re cheque run as it is not documented this month.
 - Monthly financial report adopted and all expenditure for previous month ratified.
 - CE moved. RB seconded. All in favour. Carried.
- Mid-Year Budget Review
 - SC gave out a copy of the Mid-Year Budget Review to the BOT (attached).
 - The BOT were happy with where it is sitting.
 - LG moved. MF seconded. All in favour. Carried.
- Approve Annual Report
 - SC briefly went through the Annual Financial Statements for the year ended 31 December 2019.
 - QH moved, CE seconded that the annual accounts be signed off. All in favour. Carried.
 - Report has been uploaded to the Ministry.
- Audit Management Report (Audit Report)
 - SC has reviewed the Audit Management Report (attached). SC noted that segregation of duties was a key area of focus as outlined by the auditors. He noted that it is important that no single person has control over, or access to, all aspects of

recording and control of school funds. Moving forward LG will check the records/files etc before every BOT meeting.

- The Audit report was formally adopted by the Board.
- Attached to the minutes is also a copy of the Representation Letter for the Year Ended 31st December 2019.
- CE Moved /MF seconded. All in favour. Carried.

LG moved. HG seconded. All in favour. Carried.

14. New School Crest

- This is ongoing. SC to go back to George Williams to continue to work on the design.

15. New School Uniform

- RB has been investigating options and showed them to the BOT members.
- The BOT looked through all the options and discussed materials/style/design/colours.
- SC to take the preferred options to the PAF's meeting and report back to the BOT at the next meeting.

16. Property

- Houses
 - School House
 - The new carpet and fence repair have been completed.
 - Two leaking hot taps – need to contact plumber to fix.
 - Community House
 - Bath has a crack in. It is a shower over the bath so has heavy use. Needs replacing.
 - Horiaana has requested for a power point and light in the garage as there is currently no power out there.
 - RB to contact Isaacs to fix the leaking taps and look at the bath and drainage and provide quotes. RB to also contact Jamie Lambert for quote for power point.
- School Pool Upgrade
 - Pool upgrade progressing well. Contractor will give Mo a rundown of how to operate the new system. The old pump is still working. Do we want to sell it? SC to follow up with Taylors to see who owns the pump.
- 5 & 10 Year Property Plan
 - The 5 & 10 YPP has not yet arrived (still with MOE to be signed off).
 - SC presented Project Management options for the building projects. SC to follow up.

QH moved. HG seconded. All in favour. Carried.

17. Correspondence.**Inwards:**

Document and from	Summary	Board comment or action (if any)
Education Gazette	Magazine	
Felicity MacLean	Beach Road Bus use for Pippa MacLean	SC and CE to follow up liability about pre-schoolers on the bus and report back to the BOT.

Outwards:

To whom	Description	Action

Inwards correspondence accepted and outwards approved. CE moved. QH seconded. All in favour. Carried.

General Business

- Replacement of Maypole
 - To be discussed at the next meeting.
- Review of Wishlist

Wishlist	Responsible
Petrol Power Leaf Blower/Vacuum	2021 Budget
Re-do Tennis Court Mural	Kylee Guy to complete

Meeting Closed: 8.22pm

Next Meeting: Tuesday 8th September 2020

Signed:

(Lucie Gilbertson, Chair)

Date:

Action List:

Action	By Whom	By When
Report for Newsletter	RB	ASAP
Hazard Walkaround	HG	Next meeting
Complete policy reviews that SC has emailed out.	BOT	ASAP
Cattle Scheme – continue to follow up with farmers	MF	Next meeting
Extra shingle for Playground	SC	
Voucher/Flowers/Chocolate for Deb Renton-Green	LG	To be done.
Continue with PB4L Branding	SC	In progress.
Continue with School Crest Design	SC	Next meeting
PA System Quotation	RB	
Contact Isaacs to repair leaking taps at the School House. Also get them to quote on the drain at the community house and replacement bath.	RB	ASAP
Issue key to QH	SC	
Follow up with Taylors re pool pump	SC	Next meeting
Confirm with Deb Renton-Green project management of the turf	SC	ASAP
Contact Rural Fuel (McFall Fuel) re North Fuels diesel tank offer and get options.	SC	Next meeting
Beach Road Bus rates/formula for students	CE	Next meeting
Cheque run – follow up with Viv	SC	ASAP
Take school uniform ideas to PAFS meeting for further feedback	SC	Next meeting
New power point to be installed into the garage of the Community House. Jamie Lambert to be contacted.	RB	
Follow up project management options of the building projects to be completed at school	SC	Next meeting
Follow up re pre-schoolers on the beach road bus so a response can be given to Felicity MacLean	CE	ASAP