

**ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).  
MINUTES OF MEETING  
TUESDAY 11 MAY 2021. SCHOOL STAFF ROOM 6.00PM**

- 1. Present:** Lucie Gilbertson (LF), Chair; Mark Ferguson (MF), Vice Chair  
Catherine Ewen (CE); Rhonda Bartlett (RB); Nicola Wall (NW); Felicity MacLean (FM); Horiana Goldsmith (HG), Staff Rep; Sandy Crawford (SC), Principal; Ange Scott (AS), Secretary; Richard Scott (RS); Pamu Representative

**Meeting Opened:** 6.06pm

**2. Apologies:** Nil

**3. Declarations of Interest:** Nil

**4. Beach Road Bus**

- Richard Scott (RS) attended the meeting as a Pamu Representative
- SC and LG have put together a proposal letter as the School are looking at potentially getting a bigger bus as there are 21 kids on the bus currently (and a couple of 5 year olds starting this year).
- A questions ask was if the bus was increased in size would a different licence will need to held by the driver.
- RB raised the question about whether the families on the bus are transient and what is the number of students looking like for the bus in the future. It was discussed that they appear to be settled families currently.
- RS explained that the bus is associated with a business unit and options for the future (given the changes of the farm operations) is possibly unlikely to replace the bus.
- MF raised if we got a head of the curve we could potentially look at asking for an annual donation from Pamu.
- RS gave SC a copy of the contract and read it out to the BOT (attached).
- RS said that he is happy to go back to Pamu and discuss the options and put his best foot forward but it is potentially opening a can of worms.
- RS believes that he could go to Pamu and say that the bus is not sustaining the needs of the kids and costings are starting to be substantial. Potentially asking Pamu to gift the school the bus and provide annual support for the bus. RS has sewed the seed within the company about the bus already.
- Other options raised were getting MOE to introduce a new bus and the Pamu bus continues to run from Te Apiti to the MOE bus.
- Further questions raised were
  - Can the current bus carry on and sustain under the current situation?
  - Do we look at obtaining sponsorship to cover the shortfall?
- If we were to upgrade to a bigger bus could it be driven safely down the roads that it currently travels on? HG advised that she has already met trucks on corners on Te Apiti road that have been 'close calls' so upgrading the size of the bus wouldn't necessarily be a 'safe' option.
- Before we move forward we need to look into the options further, the BOT agreed to leave everything as is, and reach out to the community.

- A proposal will be put together for us to give out to the community/school newsletter/advertised on Facebook. LG will get Tim Gilbertson to put together a brief blurb for SC to put together.

#### 5. BOT report for next newsletter:

- HG

#### 6. Minutes of Last Meeting

LG moved and HG 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	CE	Done.
Hazard Walkaround	HG	Done.
Upload minutes to website	AS	Done.
LG to follow up with Centralines about powerlines	LG	To be done.
Follow up with the staff after the BOT meeting	HG	Done.
Rates/Formula for students using the Beach Road School Bus	CE/SC	Ongoing.
Property Maintenance Plan	MF/CE/RB	To be discussed in the meeting.
Email 5YPP and 10YPP to BOT	SC	Done.
Pool shed repapering repair by Jon Harris	SC	To be done.
Maypole replacement options through Carl Neilson – follow up	LG	To be removed. Not going to replace it.
MOE Bus Review Update for Newsletter	MF	To be done.
Carpet/Mat outside staff room needs re-fixing	AS	Done. Needs to be wet and forget it. SC will get Jon Harris to complete.
Follow up with Jon Harris re Caretaker employment	SC	Done.
Follow up with North Fuels re fuel	SC	Done. Fuel is still free.
Student Achievement Report	SC	To be discussed in the meeting.
School uniforms – letter of intent to parents and order uniforms	SC	To be discussed in the meeting.
Follow up with Dan re Audit report queries	SC	Done. Confirmed query and audit report was adopted
Follow up with Judy Andrews re bus payment	SC	Payment has been coming through and conditions of the letter have been met to date. Contact needs to be made with Judy to see

		where the family is at as we agreed to stop the arrangement at the end of Term 1.
Credit Card options	SC	Ongoing
Principals House – contact Pete from 4x2 Ltd to look at porch drainage issue and quote	RB	To be discussed in the meeting
Advise tenants of dishwasher installation outcome	RB	Done.
Community House – follow up with quote with 4x2 Ltd (confirm that bath is included in the quote). Accept quote if the quote remains under Issacs amount.	RB	To be discussed in the meeting.
Add houses to the monthly pest control list with Mandy Miller	RB	Done.
Trustees Manual to FM	AS	Done.
Removal of the School Sign at the Waimarama turn-off	SC	
New school signs for Waimarama turn off and Patangata turn-off	SC	Waiting on logo. LG/RB have been looking into this. SC to follow up with the logo. LG to email quote to AS (attached)
Petrol Power Leaf Blower Research	RB	Two quotes. (attached). Decided to go with Stihl petrol. LG will purchase in town tomorrow. LG moved. HG seconded. All in favour. Carried.

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

## 7. Hazards

- BOT member (HG) walk around report:
  - Nil
- BOT member to walk-around before next BOT:
  - FM
- Any additional items identified by staff?
  - Nil.
- Action on items already identified:

Hazard Item		Update
Carpet/Mat outside staff room needs re-fixing	AS	Done.

--	--	--

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

## 8. Principal:

- Monthly Report (attached)
  - Roll currently sitting at 49 students (unfortunately 2 students left last week).
  - Jon Harris has taken over the caretaker roll permanently.
  - PB4L Curriculum report (attached).
  - We are now in negative banked staffing, will now need to use the cattle scheme money (approved in previous minutes)
  - School houses and class chimneys swept.
  - PAF's donated \$5,000 for the pool but only \$3,800 required. Have asked if we can earmark remainder for shade sails which was agreed by PAF's.
  - From 11 May 2021 all school must display notices stating smoking and vaping within premises is forbidden at all times. Ministry of Health has supplied stickers to put in windows of buildings. SC to put them up.
  - Finance and student achievement NZSTA workshops available in May. Dates emailed to BOT members if they wish to attend.
  - National Library rep visited and gave us free access to all their books online.
  - Cancelled paying for StepsWeb online student resource. The staff decided to focus on using workbook resources to improve spelling progress of students.
  - New RTLit starter in Term 2 and in process of referring 3 students in Middle Room for support.
  - Digital Circus facilitator has been working with staff and classes
  - Postpone planting at Potters due to hardness of the grounds
  - New soil in gardens and started thinning the trees. Juniors to plant winter vegetables.
  - Invited to send Year 4-7 to an Matariki Learning Day at Atea Rangi in June (fully funded)
  - Discussed plan for Ngatai Whai in Term 3.
  - 87% of children achieved their PB4L Bronze awarded by the end of the term.
  - Occupancy use certificates for turf and pool have been sent to MOE.

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

## 9. Student Achievement Report

- The board went in committee to discuss this.

## 10. School Uniform Update

- SC has a notice going out in the next newsletter so parents can pre-order the uniform and an order can go in (at least 10 for first run)
- New entrance and new students to school will be required to buy/wear the new shirt.
- Shirts are \$40 + GST. PAF's have expressed interest in perhaps helping out with some of the uniform costs, nothing confirmed to date.

- PAF's are going to buy some sports singlets. SC currently looking at costings.
- Once the new shirts arrive SC will put a notice out information the school families that the uniform are compulsory.

#### **11. Beach Road Bus**

- Rates/Formula for Students using the Beach Road Bus
  - Ongoing

#### **12. Policy – Review**

- Policy review means *“Review the policy/procedure and share with relevant stakeholders so they can also provide feedback*
- SC will send them out to the BOT to review
  - Reporting to Parents
  - Protected Disclosure
  - Visitors

#### **13. Policy – Assurance**

- Policy assurance means *“Assure the board that proper steps/actions have been taken regarding the policy/procedure, and that they are up to date”*.
- Computer Security & Cybersafe
  - Currently working on this (with search engines etc)
- Finance and Property Management
- SUE (Staff Usage and Expenditure) Reports
  - SC checks every pay and reports get checked off
- Student Attendance
  - Report each week from MUSAC (SMS provider)

#### **14. MOE Review of Bus Routes Update**

- Ongoing. MF reported that he has caught up with Pete Fowler and they have written a letter for Hipkins. They will take it to Anna Lorcks office and will wait for feedback.

#### **15. Finance**

- Approve Monthly Accounts
  - Cheque run dated 30 April 2021 totally \$22,392 (attached).
  - BOT noted the larger payments and payments to staff/parents.
  - Monthly financial report adopted and all expenditure for previous month ratified.
  - LG moved. HG seconded. All in favour. Carried.

#### **16. Property**

- Houses
  - RB commenced property checks in April and will continue with them quarterly following the guidelines and report back to the BOT.

- Principal's House
  - The Littlejohns vacated on the 9<sup>th</sup> May (end of Tenancy letter attached), and the Wiggins moved in on the 10<sup>th</sup> May. The tenancy agreement has been signed and the bond has been received. RB queried bank account and SC has sorted it out.
  - RB spoke to Jayne re painting of the Principals House and is waiting to hear back.
  - There needs to be some maintenance done. RB will get Jon Harris to look at this e.g. fixing door handles etc.
  
- Community House
  - After RB inspected, it needs a freshen up. Ceiling has cracked paint; some lightbulbs are illegal.
  - Power box (older variety), Genesis will look to put on a Smart Metre and meet at the house with the electrician (may need to replace the switchboard though). There is a cost associated with it.
  - The house needs to be re-wired.
  - RB said that the house is potentially paying for the running of the septic tanks for Playgroup and the school which needs to be investigated.
  - RB to talk to Jamie and Isaacs Plumbing and Electrical
    - To quote for rewiring the house, new switchboard and potentially new metres for the septic tank pumps.
    - RB to email the BOT members quotes and go from there.
  - SC to look into insurance for cracked windows as there are a couple of cracked windows.
  - The two fires that are in the house are currently inefficient and needs to be addressed in the property maintenance plan. RB will get 4x2 Ltd to have a look at the options as a wall may need to be removed when they come out to do the bathroom.
  - 4x2 Ltd – can come to do the bathroom (2<sup>nd</sup> to 3<sup>rd</sup> week of June) all going to plan.

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

- Property Maintenance Plan
  - RB will make a start on this and work on it with MF and CE.

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

## 17. Correspondence.

### *Inwards:*

Document and from	Summary	Board comment or action (if any)
STA Magazine		
Education Gazette		
Rhonda Littlejohn	End of Tenancy Letter	

**Outwards:**

To whom	Description	Action

Inwards correspondence accepted and outwards approved. LG moved. HG seconded. All in favour. Carried.

**General Business**

- Feedback from Community
  - RB got feedback from the community about some things that could be improved.
    - Enrolment pack - needs to be updated – SC to look to do this
    - Further information about sports/music/uniforms/houses/PAF's/Bus/Facebook pages/Playgroup
    - Website appears to be currently outdated also. It was asked if there is someone at the school that could keep this up to date. Potentially Viv?
    - Working bees – need to have a ring around to get more help along and to encourage new families to come along for a meet and greet.
    - Some families have expressed that they want to do School Donations rather than fundraising with PAF's. LG will put a letter together.
    - After school care request.
  
- Review of Wishlist

Wishlist	Responsible
Petrol Power Leaf Blower	LG to purchase
Hockey Goal	PAF's looking into this

**Meeting Closed:** 9.01pm

**Next Meeting:** Tuesday 15<sup>th</sup> June, 6.00pm at School Staffroom

Signed:

(Lucie Gilbertson, Chair)

Date:

**Action List:**

Action	By Whom	By When
Report for Newsletter	HG	ASAP
Hazard Walkaround	FM	Next meeting
Upload minutes to website	AS	Next meeting
LG to follow up with Centralines about powerlines	LG	Next meeting
Rates/Formula for students using the Beach Road School Bus	CE/SC	Next meeting
Property Maintenance Plan	MF/CE/RB	2021
Pool shed repapering repair by Jon Harris	SC	Next meeting
MOE Bus Review Update for Newsletter	MF	Next meeting
Carpet/Mat outside staff room needs sprayed (by Jon Harris)	SC	ASAP
School Uniforms Order	SC	ASAP
Follow up with Judy Andrews re Beach Road Bus use	SC	ASAP
Credit Card options	SC	Next meeting
Removal of the School Sign at the Waimarama turn-off	SC	
New school signs for Waimarama turn off and Patangata turn-off – logo	SC/RB/LG	
Purchase Petrol Leaf Blower	LG	ASAP
Put up non-smoking and non-vaping signs	SC	ASAP
Policy Reviews – sent out to BOT	SC	Next meeting
Maintenance required by Jon Harris on Principals House	RB	ASAP
Quotes for re-wiring of Community House/Switchboard etc. Contacting Jamie Lambert and Isaacs.	RB	ASAP
Investigate insurance on the houses for windows. There are 2 cracked windows in Community House.	SC	Next meeting
Ask 4x2 Ltd to look at heating situation when they come to the Community House for the bathroom work.	RB	Next meeting
Update School Enrolment Pack	SC	
Look at updating School Website	SC	
Proposal/letter for the community in regards to the School Bus funding/sponsorship to help cover the shortfall that it is currently happening.	SC/LG	Next meeting