

## ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).

### MINUTES OF MEETING

TUESDAY 12 MAY 2020. VIA ZOOM 7.00PM

*Meeting held online via Zoom due to the National Lockdown for Covid-19.*

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

**Meeting Opened:** 7.07pm

2. **Apologies:** Lucie Gilbertson (LF), Chair

3. **Declarations of Interest:** Nil

4. **All BOT to sign Code of Conduct for 2020**

All members of the BOT will sign the Code of Conduct at the next meeting due to Zoom meeting undertaken.

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

- MF

6. **Minutes of Last Meeting**

CS moved and QH 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	MF	To be done.
Hazard Walkaround	QH	N/A
Notify school/community that School Grounds are closed.	SC	Done
Review ongoing Pest Control email received from Mandy Miller	SC/RB	SC will send out email to BOT to check. RB to organise.
Maori Consultation – continue to consult with families	SC	In progress
Follow up insurance claim for replacement carpet at HG's house once lockdown is over	SC	Done
John Harris to repair senior handle door		Done
Continue with PB4L Branding	SC	Next meeting
PA System Quotation – Gerry Bidwell to investigate	SC	Gerry has got quotes – expensive. Will investigate cheaper options.
Update Trustees Manuals	AS/SC	After lockdown

Zip Quotes	RB	To be reviewed after lockdown.
Lodge bond for Principals House	SC	After lockdown.
Arrange school/community BBQ and sport get together	SC	After lockdown.
School Camp Budget	SC	Everything is booked. Will wait a month or so and put it out to the community/parents to see if we proceed with Covid-19..
Follow up that Insulation Statement has been completed in the RTA for new tenancy	SC	After lockdown.
Correspondence to students/families re compulsory polo shirt to be worn at school	SC	Questionnaire was in the online newsletter for families to respond with their thoughts. SC will wait to get further feedback and bring it to the next meeting for discussion.

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

## 7. Hazards

- BOT member (QH) walk around report:
  - N/A – school currently closed.
- BOT member to walk-around before next BOT:
  - SC reported some branches were down. He will contact Mo to see if he can come and do some clearing.
  - HG organised for the autumn leaves to be racked up by on the grounds. Anthony Littlejohn arranged for a vacuum from his work to use and it was very useful. A possible capital purchase?
- Any additional items identified by staff?
  - Maypole currently out of action – doesn't appear to be concreted in. It needs to be looked at before kids can play on it. MF has done some investigation and will arrange. SC will cone it off in the meantime.
- Action on items already identified:

Hazard Item		Update
Tennis court area – 2 <sup>nd</sup> court to be sprayed	-	To be done by Richard Scott after Lockdown
Carpet – between middle and senior room	GS	In 5YA.

Drainage/water issues at HG house when raining	HG	John Harris to look at when it is raining.
Potholes along school drive need repairing.	RB	In 5YA
Repair of Maypole	SC/M F	

Hazards review moved by MF and seconded by GS. All in favour. Carried.

## 8. Principal:

- Monthly Report (attached)
  - Roll currently sitting at 48 students.
  - The school has been doing online learning during Alert Level 4 & 3 Lockdown. Mixture of teacher allocated work and MOE learning packs. Most children have been engaged and showing working/learning on Seesaw.
  - Online dyslexia course available - Horiana and Gerry interested
  - Julie continuing with her Reading Recovery work during lockdown and will reconnect with students when they return to school.
  - BOT Covid-19 report (attached).
  - Two students enrolling from Auckland after Lockdown. Numbers need to be at 50 by July.
  - Elsthorpe School to be a polling station for General Election - 19/9.
  - Clarified with Dan Jones (MOE) school contents is insured under MOE scheme we pay through Ops grant.
  - Taylors building contract for the pool redevelopment signed off by LG, MF, SC on behalf of the BOT.
  - Terminated Advaro lease for remaining computers in library.
  - School has been cleaned.
  - Every student will be allocated with a device when they return to school after Lockdown.
  - \$2,000 received from RTLB to support children following Covid-19. SC is going to buy six new iPad's with this money so that all junior students will have an iPad.
  - Elsthorpe Alert Level 2 Draft Plan (distributed to BOT/families)
    - Contact tracing register will be at the office for visitors to sign.
    - School buses will run as normal with bus line distancing in place.
  - 5 aside competition and Ripper Rugby Tournament has been cancelled
  - Ngati Whai cultural festival in Term 3 has been postponed until 2021.
- Arrange Principal Appraisal and Set Performance Agreement
  - The BOT and SC agreed to continue to use Brad Gay.
  - SC would like to re-look at the goals with LG and Brad Gay.
  - MF moved RB seconded that we use Brad Gay for the Principal Appraisal. All in favour. Carried.

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

### 9. Beach Road Bus Rates Review

- To be completed by the next meeting.

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

### 10. MOE Review of Bus Routes Update

- GS will be looking to hold a meeting shortly as he will stand down as Chairmen due to now living in the Omakeke District.
- No information has been received from the Official Information Act.

### 11. Policies

- Staff Well-Being
  - SC will send out an email to BOT for policies to review
- Equal Employment Opportunities Questionnaire
  - SC will complete with the staff

### 12. Curriculum

- PB4L
  - Developing positive programme
  - Working with MOE on 25<sup>th</sup> May going through the next steps and developing.

### 13. Finance

- Approve Monthly Accounts
  - Cheque run dated 31 March 2020 totalling \$26,189 (attached) and dated 31 April 2020 totalling \$10,617 (attached).
  - BOT noted the larger payments and payments to staff/parents.
  - Monthly financial report adopted and all expenditure for previous month ratified.
  - Cattle Scheme – MF to touch base with farmers to see if anyone is able to put any on (mindful of the drought)
  - Budget – SC to talk to PAFS and adjust the donations accordingly.

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

### 14. New School Crest

- To be discussed at the next meeting.

### 15. Property

- Houses
  - Broken window repaired during Lockdown.
  - Bond to be paid after Lockdown
  - John Harris repaired front door due to high winds.

- Fence around school house is broken and John Harris is going to provide a quote to fix the fence. Fence could potentially be repaired at a working bee. SC to follow up and quote to be distributed via email. HG showed photo to the BOT.
  - HG's house – drainage issues. Robbie Kerr came out during Lockdown and drained the pipe. There appears to be no fall on the pipes. Robbie Kerr to provide a quote. He has previously had a look and dug up the backyard to try and find a solution. We will wait until the next blockage and contact another plumber (Isaacs Plumbing & Electrical) to see if they can see what is going.
  - RB said that LG has been approached by the tenants about the carpeting the house. RB to obtain a couple of quotes to complete and report back to the BOT (bedrooms, hallway and lounge, excluding kitchen and dining). SC to give contact details to RB of who completed HG's house.
- School Pool Upgrade
    - Taylors building contract for the pool redevelopment signed off by LG, MF, SC on behalf of the BOT.
    - The aim is to have it running by Term 4. It will be on trial over summer on the salt system.
  - 10 Year Property Plan
    - SC waiting until school goes back and getting an idea of when work will be done.

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

## 16. Correspondence.

### **Inwards:**

Document and from	Summary	Board comment or action (if any)
Department of Conservation	Letter of charges pipes to go through land. (\$414 + \$287).	LG to deal with this on the BOT behalf.

### **Outwards:**

To whom	Description	Action

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

## General Business

- Review of Wishlist

Wishlist	Responsible
Zip	Added to budget. Review at the next meeting. RB to follow up quotes.
Petrol Power Leaf Blower/Vacuum	2021 Budget
Re-do Tennis Court Mural	Kylee Guy to complete
Spray Tennis Courts	Richard Scott - in progress
Turf	In 10YPP.

**Meeting Closed:** 8.33pm

**Next Meeting:** Tuesday 16<sup>th</sup> June 2020

Signed:

(Mark Ferguson, Deputy-Chair)

Date:

**Action List:**

Action	By Whom	By When
Report for Newsletter	MF	ASAP
Hazard Walkaround	RB	Next meeting
Review rates of Beach Road Bus for existing students	SC/LG	Next meeting
Email BOT quote for ongoing Pest Control for approval. RB to organise.	SC/RB	ASAP
Maori Consultation – continue to consult with families	SC	In progress
Continue with PB4L Branding	SC	Next meeting
PA System Quotation – Gerry Bidwell to investigate cheaper options	SC	Next meeting
Update Trustees Manuals	AS/SC	After lockdown
Lodge bond for Principals House	SC	After lockdown
Arrange school/community BBQ and sport get together	SC	After lockdown
School Camp – revise whether it will still go ahead	SC/BOT	Re-look at the next meeting

Follow up that Insulation Statement has been completed in the RTA for new tenancy	SC	After lockdown
Correspondence to students/families re compulsory polo shirt to be worn at school	SC	Next meeting
Contact Mo to clear up the branches that have fallen down at School	SC	ASAP
Repair of Maypole	SC/MF	ASAP
Update Trustees Manuals	AS/SC	After lockdown
Arrange school/community BBQ and sport get together	SC	After lockdown
Lodge bond for Principals House	SC	After lockdown
Follow up that Insulation Statement has been completed in the RTA for new tenancy	SC	After lockdown
Correspondence to students/families re compulsory polo shirt to be worn at school	SC	Next meeting
Continue with School Crest design	SC	Next meeting
Beach Road Bus Review Rates	SC/LG	Next meeting
Policies – send out to BOT for review	SC	ASAP
Equal Employment Opportunities Questionnaire to be completed by staff	SC	ASAP
PB4L	SC	
Cattle Scheme – follow up with farmers	MF	ASAP
Talk to PAF's re changes that need to be made to the budget for loss of donations this year due to Covid-19	SC	ASAP
School House fence repair. Quote to be followed up and distributed to BOT.	SC	ASAP
Carpet quotes for school house	RB	Next meeting
DOC Letter follow up	LG	Next meeting
Zip Quotes – follow up post Covid-19	RB	Next meeting