

**ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).
MINUTES OF MEETING
TUESDAY 15 JUNE 2021. SCHOOL STAFF ROOM 6.00PM**

1. **Present:** Lucie Gilbertson (LF), 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

Meeting Opened: 6.16pm

2. **Apologies:** Mark Ferguson (MF), Vice Chair

3. **Declarations of Interest:** Nil

4. **BOT report for next newsletter:**
- FM

5. **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	FM	Done
Upload minutes to website	AS	Done
LG to follow up with Centralines about powerlines	LG	WIP
Rates/Formula for students using the Beach Road School Bus	CE/SC	WIP. To be discussed in the meeting.
Property Maintenance Plan	MF/CE/RB	WIP. To be discussed in the meeting
Pool shed repapering repair by Jon Harris	SC	Jon Harris advised it does not need to be completed at the moment.
MOE Bus Review Update for Newsletter	MF	Done
Carpet/Mat outside staff room needs sprayed (by Jon Harris)	SC	To be done
School Uniforms Order	SC	Done
Follow up with Judy Andrews re Beach Road Bus use in the future.	SC	Partly done. SC to follow up.
Credit Card options	SC	Done
Removal of the School Sign at the Waimarama turn-off	SC	Done
New school signs for Waimarama turn off and Patangata turn-off – logo	SC/RB/LG	Done
Purchase Petrol Leaf Blower	LG	Done

Put up non-smoking and non-vaping signs	SC	Done
Policy Reviews – sent out to BOT	SC	Sent out to BOT to completed by 1 st July
Maintenance required by Jon Harris on Principals House	RB	Spoke to tenants and currently happy.
Quotes for re-wiring of Community House/Switchboard etc. Contacting Jamie Lambert and Isaacs.	RB	To be discussed in meeting.
Investigate insurance on the houses for windows. There are 2 cracked windows in Community House.	SC	Excess of \$400. SC to get a quote for repair from Barry Dean Glass. RB to follow up with new local glazier too.
Ask 4x2 Ltd to look at heating situation when they come to the Community House for the bathroom work.	RB	To be discussed in the meeting.
Update School Enrolment Pack	SC/HG/FM	WIP. Team effort to get it completed
Look at updating School Website	NW	WIP
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	To be discussed in the meeting.

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

6. Hazards

- BOT member (FM) walk around report:
 - Boundary fence with Playgroup needs repairing. SC to get Jon Harris to have a look at to repair.
 - Firewood shed needs to be looked at as it is currently warped. Discussed the idea of putting a partition in the middle to keep wood separate and to support the building. Will revisit at the end of the year.
- BOT member to walk-around before next BOT:
 - LG
- Any additional items identified by staff?
 - Nil.
- Action on items already identified:

Hazard Item		Update

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

7. Principal:

- Monthly Report (attached)
 - Roll currently sitting at 47 students
 - Teachers in the process of gathering assessment data for end of term analysis and reports
 - RTLit working with 3 children in Middle Room
 - Ripper Rugby Tournament Report from Haylee Moody (attached)
 - Paid Union meetings for teachers coming up to confirm the focus and direction for renegotiations. Classes split in the afternoon when teachers attending so school doesn't have to close.
 - Know your principal article submitted to CHB paper for publication.
 - Westpac credit card application sent to Westpac business team. Card has arrived.
 - Septic tank pump – only Playgroup is hooked up to the Community House.
 - Two wasp swarms/nests removed by pest control.
 - Beach and Kahu bus left at 2pm on 18.5.21 due to high winds.
 - New auditor appointed for the 2021 financial year.
 - New iPad's for Middle and Senior classes purchased by PAF's.
 - Junior/Middle class did seed collection at Elgin farm with Enviorschool.
 - New school polo shirt order put through to Kooga for 70 shirts. 45 pre-ordered by families.
 - LG and SC met with Dan Jones and MOE property delivery manager to discuss PMC development.
 - Firewood working bee 11.06.21.

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

8. School Uniform Update

- New school polo shirt order put through to Kooga for 70 shirts. 45 pre-ordered by families.

9. Beach Road Bus

- Rates/Formula for Students using the Beach Road Bus
 - CE has looked into the formula. Current rates/income attached. The MOE advised \$0.72c per kilometre, however this would increase the students contributions massively per child. Looked at smaller options to make it more affordable around \$0.30 per kilometre, however this is still a large increase.
 - Students need to be 3.2km from the school to get the conveyancing. Potentially one student should be able to now get conveyancing. SC to have a look into this.
 - LG suggested a flat rate for those children that don't receive conveyancing as the bus will be going past anyway. \$40 per term, per family for non-conveyancing families. Starting from Term 3.
 - LG moved. NW seconded. All in favour. Carried.
- Letter to Community
 - SC to email draft letter to the community to the BOT members for review and to provide feedback.

- LG suggested creating a small committee to look after this funding/project.
 - The committee consists of LG/NW/FM/RB/AS.
 - RB moved. FM seconded. All in favour. Carried.

10. 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”*.
 - Abuse Recognition and Reporting
 - Procedures in place with disclosure. Record, present, follow steps
 - Digital Technology and Cybersafety, Cyberbullying
 - Licence updates each year, citizen licence. Abide by the rules, digital literacy with professional learning.
 - Emergency Evacuation/Emergency Kit
 - Currently updating emergency contact details and emergency kit
 - Monitoring and Auditing School Bus
 - Ongoing
 - Risk Management
 - Strategies are in place for risk management.

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

11. MOE Review of Bus Routes Update

- SC reported he took a call from Janice and also had email correspondence. There is some confusion around the bus providers for 2021. SC to follow up. Appears that the route is still going to be going from Elsthorpe to Red Bridge in 2021. SC to clarify with Janice.
- LG moved. HG seconded. All in favour. Carried.

12. Finance

- Approve Monthly Accounts
 - Cheque run dated 31 May 2021 totally \$17,431 (attached).
 - BOT noted the larger payments and payments to staff/parents.
 - Monthly financial report adopted and all expenditure for previous month ratified.
 - LG moved. CE seconded. All in favour. Carried.
- Mid-year Budget Review
 - A snapshot of the budget was handed out to all the BOT members.
 - The BOT reviewed and they were all happy with where the budget is sitting.
 - LG moved. CE seconded. All in favour. Carried.
- Approve Annual Report (attached)
 - SC briefly went through the Annual Report for the year ended 31 December 2020.
 - LG moved, RB seconded that the annual accounts be adopted. All in favour. Carried.

13. Curriculum

- Maths – Number & Algebra, Geometry
 - SC will go over this at the next meeting once the data is collected.

14. Property

- Houses
 - Principal's House
 - Nothing to report. The tenants are currently happy, however they did note cracks in the concrete water tank
 - Community House
 - Bathroom is now completed
 - Fireplace – asked Pete (4x2 Ltd) when he was completing the bathroom about the heating options in the house and whether we could open up the rooms. Unfortunately it is a load bearing wall which means it would require plans and consent (very costly). Option would be to put a new fireplace in conjunction with a heat transfer and close off the open fire.
 - RB handed around a quote to rewire the house
 - DMAK Electrical - \$5,999.56
 - Isaacs - \$5,879.47
 - The BOT reviewed the quotes and decided to move forward with DMAK Electrical.
 - LG moved. NW seconded.
 - HG advised that the heat pump is not working. It was second hand from the library and installed by Jamie Lambert a few years ago. RB to ring Jamie to have a look at it. HG also requested if Jamie could have a look at the two fan lights also. RB to email BOT if quotes need to be reviewed.
 - The BOT agree that they will complete the rewiring and then review the fireplace.

Property Maintenance Plan

- Work in progress

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

15. Correspondence.

Inwards:

Document and from	Summary	Board comment or action (if any)

Outwards:

To whom	Description	Action

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

General Business

- Letter
 - LG handed out a draft letter to the BOT which is addressed to PAF's about potentially getting families to donate to PAF's when they are unable to help out at fundraising events.
 - Thoughts were to remove monetary amount.
 - LG to revise draft and give to PAF's.
- Free Sanitary Products for Girls
 - CE asked whether Primary Schools were eligible for the free products.
 - CE will investigate and report back to the BOT.
- Website
 - NW logged on and showed the BOT the new website that she has been working on.
 - The BOT were all happy with the progress and NW will continue.
- Review of Wishlist

Wishlist	Responsible
Hockey Goal	PAF's looking into this

Meeting Closed: 8.22pm

Next Meeting: Tuesday 3rd August, 6.00pm at School Staffroom

Signed:

(Lucie Gilbertson, Chair)

Date:

Action List:

Action	By Whom	By When
Report for Newsletter	FM	ASAP
Hazard Walkaround	LG	Next meeting
Upload minutes to website	AS	Next meeting
LG to follow up with Centralines about powerlines	LG	Next meeting
Property Maintenance Plan	MF/CE/RB	Ongoing
Re-draft community letter for potential Beach Road Bus funding.	SC	
Carpet/Mat outside staff room needs sprayed (by Jon Harris)	SC	Next meeting
Follow up with Judy Andrews re Beach Road Bus use in the future.	SC	Next meeting
Quote for replacement windows in Community House	SC/RB	Next meeting
Update School Enrolment Pack	SC/HG/FM	
Update School Website	NW	
Repair boundary fence by Playgroup needs repairing – Jon Harris	SC	Next meeting
Look into conveyancing allowance for potential student	SC	ASAP
Follow up confusion about bus providers/bus route for 2021 on the Kahuranaki Road	SC	Next meeting
Maths – Number & Algebra, Geometry	SC	Next meeting
Follow up with Jamie Lambert re heat pump and fan lights in the Community House	RB	ASAP
Give potential donation letter to PAF's	LG	Next meeting
Follow up re free sanitary products for girls in Primary Schools	CE	Next meeting