

## ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).

### MINUTES OF MEETING

TUESDAY 16 JUNE 2020. ELSTHORPE SCHOOL STAFFROOM 5.30PM

1. **Present:** Lucie Gilbertson (LF), Chair; Geoff Strong (GS); Catherine Ewen (CE); Quentin Hunter (QH); Rhonda Bartlett (RB); Horiaana Goldsmith (HG), Staff Rep; Sandy Crawford (SC), Principal; Ange Scott (AS); Secretary

**Meeting Opened:** 5.46pm

2. **Apologies:** Mark Ferguson (MF) Vice Chair.
3. **Declarations of Interest:** Nil
4. **All BOT to sign Code of Conduct for 2020**
  - All BOT members (excluding MF) signed the Code of Conduct for 2020. MF will do it at the next meeting (if not before).
5. **BOT report for next newsletter:**
  - RB
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	Done.
Hazard Walkaround	RB	Done.
Email BOT quote for ongoing Pest Control for approval. RB to organise.	SC/RB	Done.
Maori Consultation – continue to consult with families	SC	SC covered most families.
Continue with PB4L Branding	SC	Discuss in meeting.
PA System Quotation – Gerry Bidwell to investigate cheaper options	SC	Work in progress.
Update Trustees Manuals	AS/SC	Done.
Lodge bond for Principals House	SC	Done.
School Camp – revise whether it will still go ahead	SC/BOT	Discuss in meeting.
Follow up that the Insulation Statement has been completed in the RTA for new tenancy	SC	RB/AC to follow up.
Correspondence to students/families re compulsory polo shirt to be worn at school	SC	Done. Discuss in meeting.
Contact Mo to clear up the branches that have fallen down at School	SC	Done
Repair of Maypole	SC/MF	Work in progress.

Arrange school/community BBQ and sport get together	SC	Discuss in meeting.
Continue with School Crest design	SC	Discuss in meeting.
Policies – send out to BOT for review	SC	SC to update and send to BOT.
Equal Employment Opportunities Questionnaire to be completed by staff	SC	Done. Discuss in meeting.
Cattle Scheme – follow up with farmers	MF	Work in progress. Next meeting as MF absent from meeting.
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	Done.
School House fence repair. Quote to be followed up and distributed to BOT.	SC/RB	To be discussed in meeting
Carpet quotes for school house	RB	Done. To be discussed in meeting.
DOC Letter follow up	LG	Done.

Matters arising moved by GS and seconded by QH. All in favour. Carried.

## 7. Hazards

- BOT member (RB) walk around report:
  - Swing seats (by sandpit) need to be looked at.
  - Old boat – sharp edges (has been discussed before). To be removed and replaced with new one. LC to talk to Harry about removing the boat. GS to talk to John Harris about the replacement boat.
  - Zip on tramp not closing properly.
  - Matting under shingle on playground is disintegrating. Need to look into more shingle. SC to look into this.
  - Spoke to teachers.
    - No fire extinguisher in middle room (one in corridor). SC has a spare one and will put it up in the middle room.
    - Curtains in junior room are not hanging very well. Need looking at. SC to look at them.
    - Long internet cord hanging down in classroom that needs looking at. SC to look at it.
    - Staffroom toilet door needs addressing. QH had a look during the meeting and there appears that there's not much we can do to fix it and will leave as is.
  - Maypole. RB has done some research about May poles in schools and there are very specific standards/criteria. It is currently out of action and it is a health and safety issue and has to be removed. The BOT are all in favour. Carried. LC to talk to Harry to try and remove it.
- BOT member to walk-around before next BOT:
  - CE
- Any additional items identified by staff?

- See above.

- 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
Drainage/water issues at HG house when raining	HG	John Harris to look at when it is raining.

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

## 8. Principal:

- Monthly Report (attached)
  - Roll currently sitting at 48 students.
  - Staffing in 2021. *The BOT went in-committee to discuss.*
  - Jamie to replace power board for pool pump in preparation for reno start.
  - Tigerturf rep came to measure up and quote for turf on back tennis court. Quote is for turf, underlay, and levelling. Has been added to 5YA agreement. SC to follow up for another quote.
  - Department of Conversation re water charges. SC and LG drafted a response (attached) as to why we shouldn't pay the invoice and sent on 9.6.20. SC to update on response.
  - SSL (School Support Limited) have offered to project manage building projects that we have coming up. The charge is 6.8% of the project price. No decision made as to whether to use them. Could potentially approach Deb Renton-Green.
  - Leak in junior room where the old flu was. SC contacted Rob Kerr who is coming to have a look asap.
  - Uniform review (attached).
    - 23 families responded
    - 17 were supportive – 74%
    - 6 were not – 26%
    - The main feedback was the thickness of the shirt.
    - The BOT were in favour of introducing the uniform and looking at starting in January 2021.
    - RB to look at options and bring along to the next meeting. She has some contacts.
  - Pest Control – Mandy from Squeal and Squish. Quote has been approved. Monthly visits will be on the site on a Saturday. Mice & rat bait stations around the school (site plan documented in pink folder). Wasps, will introduce in summer. Ant baiting with granules (externally), bait in stations around the flaxes for rats. She will need access to the folder and school grounds and will require a key. The BOT were all in favour for her to have a key issued to her. Carried.
  - Perspex screen purchased from Mammoth and installed by Jon Harris over office counter.
  - Waiting for annual report/audit report to come through.

- Annual Targets
  - Julie has restarted Reading Recovery (report attached).
  - Revised mid-year report to go home at the start of Term 3 with student and parent feedback about learning at home over lockdown included.
  - Family/Grandparent day Term 3, Week 5 to start history of our community/. Notice to go out early next term.
  - 'Paper for Trees' group rang. Sending paper recycle boxes and 5 free native trees.
- Sandy attended a whanau consultation workshop during BP regional hui. He has met with most Maori student families and had positive discussions and gathered feedback about what we are doing as a school and what they would like to see happen for their children.
- Navigating the journey inquiry learning Week 1-4 of Term 3. Will send home information for families.

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

#### **9. Beach Road Bus Rates Review/Invoice**

- SC has put together the Beach Road Bus budget for 2019 and to 2020 to date (attached).
- He has put together the rates that children currently pay that don't get conveyancing from the Ministry.
- The BOT were all in favour of leaving the rates as is.
- Moving forward we will review the rates for new families at the time. CE to look into rates/formula

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

#### **10. Policies**

- Staff Well-Being
  - SC will send out an email to BOT for policies to review
- Equal Employment Opportunities Questionnaire
  - SC has completed. Results attached.

#### **11. Curriculum**

- PB4L
  - Next meeting SC will have data to share.
- Literacy – Reading
  - Next meeting SC will have data to share.

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

- Nothing to report to date.
- GS to follow up with Patrick and report back at next meeting

#### **13. Finance**

- Approve Monthly Accounts
  - Cheque run dated 31 May 2020 totalling \$13,381 (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).
- Mid-Year Budget Review
  - To be reviewed at the next meeting as we have not yet received a copy.
- Approve Annual Report
  - The annual report has not yet been received and will need to be approved at the next meeting.
- Audit Management Letter (Audit Report)
  - The audit report has not yet been received and will need to be approved at the next meeting.

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

#### 14. New School Crest

- George Williams, Top Dog has designed a new school crest, that incorporates Kia Kaha and the values. \$550 + GST.
- The design ideas have been distributed to the BOT. Attached.
- Some BOT members are in favour but others dislike it.
- SC will follow up with George with follow up options.

#### 15. Property

- Houses
  - Fence quotes (from John Harris)
    - Timber paling - \$562.51
    - Zinc tin lad - \$681.72
    - The BOT were all in favour of the timber paling fence. Carried. RB will contact John and get it underway.
  - Carpet quotes for Principals House – lounge/3 bedrooms/hallway
    - Harrisons - \$3,740.55
    - Carpet Mill - \$3,500.00
    - The BOT were all in favour of the Carpet Mill quote. Carried. RB will get it underway.
  - LG moved, HG seconded. All in favour. Quotes accepted.
- School Pool Upgrade
  - Pool will start next Monday and be ready for the next season.
  - Health & Safety has been covered e.g. police vetting, bringing own toilet etc.
  - LG will check if Deb has been paid for her project managing of the job. We will buy her a \$200 dinner voucher for Malo, along with flowers and chocolate.
    - CE moved. LG seconded. All in favour. Carried.

- 5 & 10 Year Property Plan
  - The 10YPP has not yet arrived (still with MOE to be signed off). Hopefully next meeting.

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

## 16. Correspondence.

### **Inwards:**

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

### **Outwards:**

To whom	Description	Action
DOC	Letter of Response to invoices received	

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

## General Business

- Meeting Timetable
  - The BOT were all favour of bringing the meeting forward to 5.30pm, until October/November/December.
  - A judgement call will be made re Zoom meetings depending on what needs to be discussed in the agenda.
- School/Community Get Together
  - Week 5, Term 3 – Family/Grandparent day at the school. To be held on a school day. 28<sup>th</sup> August. Shared/BBQ lunch.
- Zip Quotes
  - To be removed from the wishlist.
- Review of Wishlist

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

**Meeting Closed: 8.15pm**

**Next Meeting:** Tuesday 4<sup>th</sup> August 2020

Signed:

(Lucie Gilbertson, Chair)

Date:

**Action List:**

Action	By Whom	By When
Report for Newsletter	RB	ASAP
Hazard Walkaround	CE	Next meeting
Sign Code of Conduct	MF	Next meeting
School Camp – revise whether it will still go ahead	SC/BOT	Next meeting
Follow up that the Insulation Statement has been completed in the RTA for new tenancy	RB/AC	Next meeting
Continue with School Crest design	SC	Next meeting
Policies – send out to BOT for review	SC	Next meeting
Cattle Scheme – follow up with farmers	MF	Next meeting
Removal of boat in sandpit	LG	ASAP
Removal of Maypole	LG	ASAP
Extra shingle for Playground	SC	ASAP
Fire extinguisher to Middle Room	SC	ASAP
Look at curtains in Junior Room	SC	ASAP
Replacement boat for sandpit	GS	
Look at internet cord in Junior Room	SC	ASAP
Quote for turf	SC	
Uniform Options/Research	RB	Next meeting
Issue key to Mandy from Squeal & Squish	SC	ASAP
Beach Road Bus rates/formula for students	CE	Next meeting
Policies – send out to BOT for review	SC	ASAP
MOE Kahuranaki Bus Route Update	GS	Next meeting
Principal House – fence repair – accept quote	RB	ASAP
Principal House – carpet – accept quote	RB	ASAP
Voucher/Flowers/Chocolate for Deb Renton-Green	LG	ASAP
Continue with PB4L Branding	SC	Next meeting
PA System Quotation – Gerry Bidwell to investigate cheaper options	SC	