

**ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).
MINUTES OF MEETING
TUESDAY 18 FEBRUARY 2020. ELSTHORPE SCHOOL 5.30PM**

1. **Present:** Lucie Gilbertson (LG), 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: 5.45pm

2. **Apologies:** Mark Ferguson (MF)

3. **Declarations of Interest:** Nil

4. **Appointment of Board Chair**

Nominations for Board Chair:

- Lucie Gilbertson – nominated GS/seconded CE.

Lucie Gilbertson accepted. All in favour. Carried

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

All members of the BOT will sign the Code of Conduct at the next meeting.

6. **Appointment of Officers**

- Vice Chair: MF
- Treasurer: CE
- Cattle Scheme: MF
- Property: QH
- Houses: RB
- Water: All
- Beach Road Bus: SC/LG

LG moved and CE seconded. All in favour.

BOT authorises officers to spend up to \$250 and then report back to the BOT.

Any expenditure over this need's prior approval from BOT Chairman.

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

- GS

8. **Minutes of Last Meeting**

LG moved and GS 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	Done.
Hazard Walkaround	GS	SC completed.
Insulation Statement – Lucie to look for files at home and advise	LG/RB	LG didn't find any information at home.
Review rates of Beach Road Bus for existing students	SC/LG	To be completed by next meeting.
Air Conditioning Service – to be completed by Jamie Lambert	SC	Done.
Pothole Repairs – review in the budget next year	LG	Part of 5YA.
Contact Mandy Miller re ants and wasps	RB	RB to follow up.
School Security Camera – advise staff that camera is on the school grounds and use app to monitor	SC	Done.
Maori Consultation – continue to consult with families	SC	In progress
School Docs - EOTC Policy to be reviewed online	BOT	Done.
Staff/BOT end of year lunch to be held at Patangata Tavern on the last day of School.	BOT	Done.
School Prize Giving	BOT	Done.
School Charter	SC/LG	To be discussed in the meeting.
Continue with insurance claim for replacement carpet at HG's School house	SC	Insurance claim was sent to Marsh on 2 nd December. SC to follow up outcome.
John Harris to repair library lock along with senior door handle and put latch on boys swimming changing room.	SC	All done, however just in the process of senior door handle.
PB4L – continue with values	SC	Consultation meetings took place with community, met with PB4L team from MOE. The school values decided on are Respect, Responsibility, Bravery, Togetherness. The BOT were happy with these. SC looking to get new branding done with PB4L money and replacing school sign on Kahuranaki Road
PA System – Gerry Bidwell to investigate over the holidays and report back to SC/BOT	SC	SC to follow up.

Jamie Lambert to look at wiring where ants have been	SC	Had a look and fixed it. Appears it will be ongoing. Need to keep on positioning them.
Emergency kit shed – talk to John Harris	SC	Done. SC put padlock on it. Located by the tennis courts behind staff room. Code 1898 to unlock padlock.
Book Waipukurau Pool for swimming sports in Term 1	SC	Omakere School is organising. Date confirmed as Monday 2 nd March.
Insurance for 25 Kenderdine Road	RB	Insured over the holidays – got immediate cover. Will review cost of policy when it comes due.
Analysis of Variance - distribute to the BOT in the new year	SC	To be discussed in the meeting.
School Charter Consultation – SC to contact Sandy Andersen about the process	SC	To be discussed in the meeting.
Approve transfers to/from School bus, house and livestock accounts	CE	To be discussed in the meeting.
Review and follow up 5YA letter	SC	To be discussed in the meeting.
Draft Budget – continue with budget with accountant and consult with BOT via email if received before the next meeting.	LG/SC	To be discussed in the meeting.
10 Year Property Plan Review	SC/LG	To be discussed in the meeting.
Water Supply – complete application form for new tank	SC	Done. Comes under 5YA.
Working Bee. SC to advertise in the school newsletter and on Facebook	SC/BOT	Done.
BOT Fees Return – pass onto Viv for processing	AS	Done.
Trustees Manuals – return to school by the end of the year	BOT	Done.
Update Trustees Manuals	AS/SC	To be done.
Complete Annual Plan	AS/SC	To be done.
Research zip quotes	RB	Quote last meeting. RB to follow up with Jamie Lambert

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

9. Hazards

- BOT member (SC) walk around report:
 - Round posts outside playground were loose but were fixed during the working bee.
- BOT member to walk-around before next BOT:
 - MF
- 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.
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

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

10. Principal:

- Monthly Report (attached)
 - Roll currently sitting at 46 students. Three families moved away during the Christmas holidays.
 - Reading recovery has started. Julie has started the training and SC covering in the afternoons with Rachael Hunter also relieving.
 - School Charter – see below
 - 2020 Budget – see below
 - Analysis of Variance – see below
 - Final Ero Report – the BOT have all reviewed the 2019 ERO External Evaluation report (attached).
 - 2019 Cyclical Maintenance schedule (letter attached). The BOT reviewed the letter
 - LG signed letter – annual provision for school support. Discussed and decided not to go ahead with the scheduled maintenance of the library and Block E
 - Pool cover has perished. Will wait until the pool has been upgraded before organising a new one.
 - New tenants moved into Principals house over the school holidays. Tenancy agreement signed and rent started 23.1.20. SC to organise Bond Lodgement to Tenancy services.
 - The school gets \$3,000 for new Junior room furniture when 10YPP is signed off.
 - Mo has purchased a padlock for the diesel tank located on Baragwanth's property. The previous one was broken when diesel stolen.

- Draft 10YPP from SSL received. The BOT reviewed the letter and discussed. SC will query section 2106 regarding the foot pedestrian access (as requested by the Board) but will approve the 10YPP. CE moved. QH seconded. All in favour. Carried. LG signed.
- Power outage in the area on Saturday 1 February caused school server not to work. Norrcom fixed the issue but will find a permanent solution when they are here next.
- The school has been approached to be a transition point for the Youth Adventure Race on the weekend of 17th-19th April. All in favour.
- SC asked for ideas to involve the community this term. Ideas were a sport afternoon with families followed by a BBQ. Other suggestion was Grandparents day. SC to arrange the sport/bbq afternoon.
- SAAR – Novapay – SC to sign to say it's true and correct and send back. BOT reviewed and agreed. SC to action.

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

11. Review/Approve Analysis of Variance

- SC distributed the Analysis of Variance to the BOT via email.
- BOT reviewed and approved the analysis of variance for maths, writing and reading.
- BOT approved entering the reports into the ministry portal along with the data by 1st March

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

12. Beach Road Bus Rates Review

- To be completed by the next meeting.

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

13. MOE Review of Bus Routes Update

- GS reported to the Board saying that the committee are waiting for a response from their request from the Official Information Act re bus route.
- The next meeting will be scheduled after a response is received.

14. School Charter Consultation

- SC went through the draft school charter (attached). He suggested a Camp in Wellington and the BOT were in favour of this. SC will go ahead and put together a budget.
- BOT were happy with the charter and approved entering the Charter into the ministry portal by 1st March.

GS moved. LG seconded that the Charter be adopted. All favour. Carried.

15. Finance

- School Support went under during the school holidays and therefore the School's accounts automatically passed over to another firm which released the Xero account. SC/CE selected Eclipse (School Accounting Specialists), a local company for the schools accounting services based on advice from other schools. The BOT agreed via email (attached) to accept the agreement (attached).
- The BOT confirmed that Sandy Crawford, Lucie Gilbertson and Catherine Ewen will be the BOT signatories to the Westpac accounts.

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

- Approve Monthly Accounts
 - No cheque run due to change over with the accountants. Will wait and review at the next meeting.

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

- **Approve transfers to/from School bus, house and livestock accounts**
 - CE moved and HG seconded that the Beach Road Bus invoice will be sent to Te Apiti Station, Landcorp on completion and the transfers are approved for the Houses and Livestock Accounts.

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

16. Budget for 2020

- SC went through the budget in detail with the BOT.
 - There is an increase in the ops grant by 1.8% which covers the increase in support staff wage.
 - SC will follow up and adjust the Teacher Aide amount, bus wages, zip etc. SC will then distribute to the BOT and the BOT will approve via email before 1st March that the budget for the 2020 Financial Year be adopted. The figures are all GST inclusive.
 - CE moved. LG seconded. All in favour. Carried.

Once approved, LG moved/GS seconded that the Board authorises the Principal, and Julie Gilmour in the Principal's absence, to spend within the budget. All proposed expenditure outside the budget is to be referred to the board for consideration. BOT all in favour – carried.

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

17. Property

- Houses

- New tenants – see note above in Principal's report
- Both houses are now insured.
- Insulation Statement – SC to follow up that it has been included in the new tenancy agreement (look at previous agreement as a guide)
- School Pool Upgrade
 - Work in progress. Waiting on advice from Taylors. Deb will pass on information as it comes to hand.
- 10 Year Property Plan
 - Discussed above

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

18. Correspondence.

Inwards:

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

Outwards:

To whom	Description	Action

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

General Business

- Working Bee
 - Good turnout
- Trustees Manuals
 - SC and AS to get together and complete
- Crutching Fundraiser
 - Te Apiti Station – Saturday 29th February
- Wider Elsthorpe Community Get Together
 - Discussed above. SC to organise.
- Primary Principal Performance Agreement
 - The BOT went in committee to discuss the agreement. The agreement was signed and approved.

- Review of Wishlist

Wishlist	Responsible
Zip	Add to budget. Go to Jamie for re-quote – 5L. RB
Petrol Power Leaf Blower	2021 Budget
Re-do Tennis Court Mural	Kylee Guy to complete
Spray Tennis Courts	Richard Scott - in progress
Turf	

Meeting Closed: 9.27pm

Next Meeting: Tuesday 31st March 2020 at 5.30pm.

Signed:

(Lucie Gilbertson, Chair)

Date:

Action List:

Action	By Whom	By When
Report for Newsletter	GS	ASAP
Hazard Walkaround	MF	Next meeting
Review rates of Beach Road Bus for existing students	SC/LG	Next meeting
Contact Mandy Miller re ants and wasps	RB	ASAP
Maori Consultation – continue to consult with families	SC	In progress
Follow up insurance claim for replacement carpet at HG's house	SC	ASAP
John Harris to repair senior handle door		
PB4L Branding	SC	
PA System – Gerry Bidwell to investigate	SC	
Update Trustees Manuals	AS/SC	Next meeting
Complete Annual Plan	AS/SC	Next meeting
Zip Quotes	RB	
Lodge bond for Principals House	SC	ASAP
Arrange school/community BBQ and sport get together.	SC	Term 1
Upload Analysis of Variance into the MOE portal	SC	1 st March
Upload School Charter into the MOE portal	SC	1 st March
School Camp Budget	SC	
Update School Budget and get BOT's approval	SC	1 st March
Follow up Insulation Statement for new tenancy	SC	