

ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).
MINUTES OF MEETING
WEDNESDAY 18 NOVEMBER 2020. ELSTHORPE SCHOOL STAFFROOM
6.30PM

- 1. Present:** Lucie Gilbertson (LF), Chair; Mark Ferguson (MF), Vice Chair; Geoff Strong (GS); Quentin Hunter (QH); Rhonda Bartlett (RB); Nicola Wall (NW); Horiana Goldsmith (HG), Staff Rep; Sandy Crawford (SC), Principal; Ange Scott (AS), Secretary

Meeting Opened: 6.37 pm

Welcome to NW.

The scheduled meeting dated Tuesday 10th November was postponed due to extreme weather conditions. NW took term on Thursday 12th November as the replacement for GS. GS has been given speaking rights at this meeting due to the change of meeting dates and the cross-over. LG moved. MF seconded. All in favour. Carried.

- 2. Apologies:** Catherine Ewen (CE)

- 3. Declarations of Interest:** Nil

- 4. Appointment of Board Chair**

Nominations for Board Chair:

- Lucie Gilbertson – MF nominated/SC seconded.

Lucie Gilbertson accepted. All in favour. Carried

- 5. All BOT to Sign Code of Conduct for 2020**

All members of the BOT signed the code of conduct.

It was noted that at a meeting on Monday night that members are not known as “Trustees” any more and that they are known as “Board Members”. The members changed this on the Code of Conduct by hand and initialled. AS to update the Code of Conduct for the next signing.

- 6. Appointment of Officers**

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

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

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.

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

7. BOT report for next newsletter:

- LG.

8. 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	HG	Done
Hazard Walkaround	GS	Done
Continue with PB4L Branding	SC	To be discussed in meeting.
PA System Quotation	RB	RB has quote – around \$2,800. Going to try MF's sound system which is from Noel Leeming.
Issue key to QH	SC	No need to be done.
New power point to be installed into the garage of the Community House by Jamie Lambert.	RB	Currently booked in with Jamie.
Engage School Support to project manage the building projects at the School (revised quote). Accept on the BOT's behalf	SC	Done. Waiting for go ahead from the Ministry.
Replacement of Maypole options	SC	Looked at options
School Charter Consultation/Feedback	SC	On website and in newsletter.
Begin draft budget	SC	Done
Follow up with Kooga re school uniforms and send through new logo	SC	To be discussed in meeting
Investigate value of the Pump that is surplus to requirements	CE	To be discussed in meeting
Retaining wall around the perimeter of the big playground. Talk to Dan to see if we can get it added to our 10YPP as a health and safety item.	SC	Done
Pool shed repapering quote from John Harris	SC	To be quoted
Beach Road Bus North Fuels Contract to be sent to AS	SC	Done

Respond to Felicity MacLean's correspondence re Beach Road Bus	SC	Done
Follow up payment to Essential Resources Fyndit for the amount of \$457.	SC	Done
Contact Isaacs to fix Principals House drain outlet issues.	LG	To be done
Follow up with the tenant of the Principal's House re deck request	LG	To be discussed in the meeting
Additional quote for bath in the Community House	LG	Done
Advise everyone of the updated Working Bee date to Friday 13 th December	SC	Done. Rescheduled to December 4 th due to weather conditions
Stickers to be removed from School Bus	HG	To be done.

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

9. Hazards

- BOT member (GS) walk around report:
 - Tennis net – needs new poles as old poles are a hazard. HG to investigate quote for new poles. New net is already in the PE shed.
- BOT member to walk-around before next BOT:
 - MF
- Any additional items identified by staff?
 - Nil
- Action on items already identified:

Hazard Item		Update
Bird Bath – remove bolt	SC	Done.
Barrel Swing	SC	Done.
Wasp Nests – advise Mandy Miller for treatment	LG	Will put up trap for wasps. Has advised to remove cabbage trees from the school as the bees are attracted to them. Will do this at the next working bee.

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

10. Principal:

- Monthly Report (attached)
 - Roll currently sitting at 52 students.
 - RTLB support funded students in all three rooms.
 - Life Education tentatively booked for Term 1, 2021.
 - Reading Recovery application sent and accepted in 2021. We get 0.2 FTTE in the second year.

- 6 children came for their 4-year-old school visit.
- Staff had TAI writing target group reflection and feedback session today.
- Technology report on Digital Literacy professional learning for 2021 (attached).
 - Received confirmation from MOE we have been successful in getting 40 hours Digital Fluency PLD
- Provision staffing for 2021 is 3.73 plus Reading Recovery of 0.2 = 3.93. 0.24 down on 2020. Have budgeted for more staffing to cover this. Will use remaining \$10,000 U1/2 principal funding to offset this.
- ICS funding for a senior student in Term 4 came through. Re-applying for 2021.
- Morning tea to farewell Neil. HG started Beach Road Bus run 27/10. Agreed on 13 hours per week including cleaning of the bus. Messenger group has been set up for families for easy communication.
- HG's application for 'P' license done for 5 years.
- Look at employing another TA for 2-3 hours a day in 2021 so more target children supported in each class. SC will investigate and there is potential to use the Cattle Scheme money to fund it.
- Replacement of the playground surrounds is a P4 project which the BOT fund and can't be paid for out of MOE funding. LG to talk to Roger Waihua for a quote (fencing contractor).
- It's around \$5,000 plus installation to replace the maypole with a new basket swing. LG to contact Carl Neilson and Charlie Brown for a quote.
- Applying to Rural travel fund through Sport HB for money to transport teams to hockey
- Received new quote from SSL to project manage 5YA projects (except turf). 6.9%. Have accepted on behalf of BOT. Waiting for supplementary funding to be approved by MOE before plan can be submitted.
- Senior Camp planned for Wakaraka 2021.
- Stephanie Melville (MOE Media Advisor) has contact SC and offering advise if media contact him re Kahurankai bus review.
- Education and Training Act reviewed 2020. School Boards to give greater effect to Treaty of Waitangi.
- Senior class took part in Kio-rahi tournament in Hastings – thoroughly enjoyed it.
- Year 7 & 8 students attended PCT competition at CHB College run by Police.
- Zero waste facilitator coming to school to do a reusing workshop with the children.
- Interior painting of library deferred until 2022.

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

11. Beach Road Bus

- Rates/Formula for Students
 - CE has not yet completed. To be completed at next meeting.
- Pre-Schoolers Disclaimer.
 - SC has sent these out to relevant families and they have been returned.

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

12. Policy

- Curriculum Delivery Policy Review
 - SC to look into this and follow up with the BOT at next meeting.

13. Curriculum

- Technology
 - SC to follow up. To be discussed at the next meeting.
- Maori Achievement
 - SC to follow up. To be discussed at the next meeting.

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

14. BOT Elections Update

- AS has completed the elections and letter is attached.

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

15. MOE Review of Bus Routes Update - Media

- MF is leading the Bus Committee.
- MF has met with Kieran McAnulty regarding our bus issues. He filled him in on what has happened so far he has an issue he also knows about. He is really keen to take this on and help get things sorted. He is going to contact Anna Lorck as well and get her involved to. He has also caught up with Doug Laing who is also is keen to stay in the loop.
- Any correspondence that comes into SC can be directed to the Bus Committee.

16. School Charter (Draft)

- To be discussed at the next meeting.

17. Finance

- Approve Monthly Accounts
 - Cheque run dated 30 June 2020 totally \$21,172 and 30 October 2020 totalling \$33,997 (attached).
 - BOT noted the larger payments and payments to staff/parents.
 - SC followed up on the payment to Essential Resources Fyndit for the amount of \$457. Books were charged and we are waiting for a credit note.
 - Monthly financial report adopted and all expenditure for previous month ratified.

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

- Provisional Staffing/Funding Entitlement
 - Nothing to report
- Update/Review 5YA
 - Nothing to report.

- Draft Budget for 2020/2021
 - SC has completed the draft budget. He has distributed a copy to the BOT and we will discuss at the next meeting (attached).

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

18. New School Crest

- SC has a new crest made up based on the feedback from Pet Day.
- The designs are in black and yellow and the use of it will depend on what colour the background is.

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

19. New School Uniform

- SC has a mock-up from Kooga of the new uniform in the new fabric.
- SC will begin to notify the families in the newsletter about the compulsory wearing of the school uniform in 2021 and will ask for families to pre-order so that we can put an order together

LG moved. NW seconded. All in favour. Carried

20. Property

- Houses
 - Principal's House
 - The tenants have asked LG if they can have fly doors on the front and back doors of the house.
 - RB to advise them about the outcome of deck and fly screens that they will not be going ahead in this years budget.
 - RB to follow up with Issacs about the water issue/drainage issue.
 - There appears to be some water damage to the roof at the back door from the heavy rain that we had last week and the light no longer works. RB to contact John Harris to have a look at it and Jamie Lambert to disconnect light.
 - Community House
 - Bathroom quotes have come through:
 - Isaacs - \$6,578.68
 - Turfrey - \$6,400.00
 - The BOT have agreed to go with Isaacs. Although this is the more expensive quote it includes the building aspect of the project where has Turfrey's quote excludes a builder.
 - RB to follow up and accept.

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

- Property Maintenance Plan
 - CE has sent through some Building Maintenance Plans as an example.
 - Will start working on it in 2021.

- School Pool Upgrade
 - Taylors team are back and have sealed and painted the pool. Crack in pool was fixed. Had to drill underground to drain source of leak which came from water table. They'll concrete hole and trench but will be cost extra. Claim from MOE.
 - John Harris to fix pump shed roof.
- 5 & 10 Year Property Plan
 - The 5 & 10 YPP has not yet arrived (still with MOE and waiting to be signed off). Waiting for contingency funding.

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

21. Correspondence.

Inwards:

Document and from	Summary	Board comment or action (if any)
Ange Scott	BOT Returning Officer Update/Letter	
Isaacs & Turfreys	Community House Bathroom Quotes	
Angela Scott & Felicity MacLean	Pre-schooler declarations	
Quentin Hunter	Resignation from the BOT	

Outwards:

To whom	Description	Action
Geoff Strong	Mitre10 Voucher – a thank you from the BOT at the end of his term.	

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

General Business

- Working Bee
 - Due to the weather conditions last week the working bee was postponed. New date is Friday 4th December 2020 from 3pm onwards. BBQ to follow around 5pm. HG and NW to arrange.
- December Meeting Venue
 - To be held at the Patangata Tavern on Wednesday 9th December at 6.30pm.
- School Show – Thursday 10th December
 - To be held at the Elsthorpe Hall at 7pm

- Prize Giving – Tuesday 15th December
 - To be held at 1.00pm at Elsthorpe School
 - Last day of school is Wednesday 16th December (half day)
- End of Year Lunch with BOT and Staff – Wednesday 16th December
 - To be held at the Patangata Tavern at 1.00pm
 - 7 hams to be organised by RB
- Casual vacancy for an elected trustee by selection
 - QH handed in his resignation from the BOT
 - The BOT have agreed to follow the process of selecting a trustee by selection for the casual vacancy.
 - LG moved HG seconded. All in favour. Carried.
 - AS to move forward with the process of notifying the public.
- Review of Wishlist

Wishlist	Responsible
Petrol Power Leaf Blower/Vacuum	2021 Budget
Re-do Tennis Court Mural	Kylee Guy to complete
Heat Pump – shift to staffroom	
Sand for sandpit	

Meeting Closed: 9.01pm

Next Meeting: Wednesday 9th December 2020 at the Patangata Tavern

Signed:

(Lucie Gilbertson, Chair)

Date:

Action List:

Action	By Whom	By When
Report for Newsletter	LG	ASAP
Hazard Walkaround	MF	Next meeting
Update Code of Conduct to reflect "Board Members" rather than "Trustees".	AS	2021
Continue with PB4L Branding	SC	
PA System		
New power point to be installed into the garage of the Community House by Jamie Lambert.	RB	WIP
School Charter	SC	Next meeting
Investigate value of the Pump that is surplus to requirements	CE	To be discussed at the next meeting.
Pool shed repapering quote from John Harris	SC	Next meeting
Contact Isaacs to fix Principals House drain outlet issues.	RB	ASAP
Follow up with the tenant of the Principal's House re deck request and fly screens	RB	ASAP
Accept quote from Isaacs for Community House Bathroom	RB	ASAP
Advise school community of change of date for the School Working Bee – 4 th December	SC	ASAP
Stickers to be removed from School Bus	HG	ASAP
New tennis poles quote	HG	Next meeting
TA investigation for 2021	SC	Next meeting
Playground perimeter – talk to Roger Waihua re replacement perimeter.	LG	Next meeting
Maypole replacement options through Carl Neilson and Charlie Brown	LG	Next meeting
Rates/Formula for students using the Beach Road School Bus	CE/SC	Next meeting
Curriculum Delivery Policy Review	SC	Next meeting
Technology Curriculum Review	SC	Next meeting
Maori Achievement Curriculum Review	SC	Next meeting
Review Draft Budget	BOT	Next meeting
Notify families about compulsory polo shirt/uniform in 2021 and ask for pre-orders for uniform so an order can be put through.	SC	Next meeting
Quote from John Harris to repair Principal's House roof issues from the latest rainstorm. Contact Jamie Lambert to disconnect light in the meantime.	RB	ASAP
Property Maintenance Plan		2021
Elsthorpe School Show	BOT	Thursday 10 th December at 7pm

Elsthorpe School Prize Giving	BOT	Tuesday 15 th December at 1pm
End of Year Lunch with BOT and Staff at Patangata Tavern	BOT	Wednesday 16 th December at 1pm
Notify the community/public re the casual vacancy for an elected trustee by selection	AS	ASAP