

**ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).  
MINUTES OF MEETING  
TUESDAY 20 OCTOBER 2020. ELSTHORPE SCHOOL STAFFROOM  
5.30PM**

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

**Meeting Opened:** 6.07pm

2. **Apologies:** Rhonda Bartlett (RB)
3. **Declarations of Interest:** Nil
4. **BOT report for next newsletter:**
- HG. LG to complete the next one.

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	HG	To be completed.
Hazard Walkaround	LG	Completed. To discuss in the meeting.
Cattle Scheme – follow up with farmers	MF	To be discussed in the meeting.
Extra shingle for Playground	SC	See above.
Continue with PB4L Branding	SC	WIP
PA System Quotation	RB	
Issue key to QH	SC	To be issued
Isaacs – accept quote for drainage	RB	Done
Isaacs – quote for bath in Community House	RB	To be discussed
Issacs – quote for mixer in shower at School/Principal's House	RB	Done and installed.
New power point to be installed into the garage of the Community House. Jamie Lambert to be contacted.	RB	To be done.
Engage School Support to project manage the building projects at the School	SC	SC to obtain new quote as turf has been removed. BOT happy for him to accept new quote.
Follow up re required bus driver's licence (if any) for Mo & Viv in Neil's absence.	SC	To be discussed in meeting.

School Apps – further investigation	SC	SC looking at School Loop. Free. SC has gone with them, will look into it and gain knowledge about it before going out to the school and community.
Replacement of Maypole with a basket swing	SC	SC to look at options.
Follow up with North Fuels and sign contract moving forward. Cancel fuel with McFall Fuels and remove stickers from bus.	SC	Done.
Health curriculum survey responses	SC	To be discussed
Follow up with Deb Renton-Green about Returning Officer duties	AS	Done
School Charter Consultation	SC	To be completed
Confirm turf colours	SC	Done
Contact Eclipse to start Draft Budget	SC	Started
Email out School Crest design to the rest of the staff and the BOT for further feedback	SC	To be discussed
Follow up with Kooga re school uniforms and possibly get a mockup to share at Pet Day with the community	AS	To be discussed
SC to follow up with the Ministry re trench by the pool	SC	Being added to 10YPP Health and Safety work by SSL. Confirmed by MOE.
Investigate value of the Pump that is surplus to requirements	CE	MF interested.
Follow up with Felicity MacLean to say that a disclaimer is in the process of being drafted and will need to be signed before the bus can be used.	AS	In progress. SC to send out.

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

## 6. Hazards

- BOT member (LG) walk around report:
  - Barrel swing. SC to repair.
  - Retaining wall around the playground perimeter is coming apart and unrepairable. SC to talk to Dan to see if we can get it added to our 10YPP as a health and safety item.
  - A couple of wasp nests found. LG to let Mandy know so that she can treat them.
- BOT member to walk-around before next BOT:
  - GS
- Any additional items identified by staff?

- Nil

- Action on items already identified:

Hazard Item		Update
Tennis court area – 2 <sup>nd</sup> court to be sprayed	-	To be removed. Turf will be starting in January so no longer required.
Drainage/water issues at HG house when raining	HG	Done.
More shingle to cover exposed matting in playground	SC	Remove as will be part of the perimeter retaining wall project.
Swing seats by sandpit	SC	Done.
Zip on tramp not closing properly	SC	SC confirms that it works but tight to close.
Bird Bath – remove bolt	SC	To be done. QH to complete

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

#### 7. Principal:

- Monthly Report (attached)
  - Roll currently sitting at 50 students.
  - Camp report (attached). Positive feedback.
  - SC attended virtual National Beginning Principals Conference (online) during holidays.
  - Application sent to MOE for 80 hours digital fluency PLD for 2021/2022
  - Cross country report attached from Haylee Moody.
  - Health Curriculum Report. Discussed and will continue every second year. Report attached.
  - SC using ½ principal MOE funding for full release Term 4. Rachael Hunter teaching 0.4 in Middle Room.
  - End of year staff appraisal visits and performance reviews Week 7.
  - Staffing for 2021 confirmed at 3.6 plus Reading Recovery 0.2
  - Received \$800 through Parliament Trust Travel assistance fund towards school camp.
  - Pool shed roof needs repapering to protect new pump system. Asked John Harris to quote.
  - Elsthorpe School Docs site signed off and online. Term 4 policy reviews ready soon.
  - School Show led by the senior class to be held on Thursday 10 December 7pm at Elsthorpe Hall.

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

#### 8. Beach Road Bus

- North Fuels
  - New contract signed (attached).
  - Stickers to be removed.

- Bus Driver
  - Neil has returned to work and has resigned effective 22.10.2020. Horiana to take over the bus run in Week 3.
  - Morning tea to be held at the school on Thursday along with a gift.
  - Horiana will obtain her P licence so that she can drive the bus.
  - Correspondence attached re appointment of the bus driver.
- Rates/Formula for Students
  - CE has not yet completed. To be completed at next meeting. SC to provide CE with current rates to be reviewed.
- Pre-Schoolers Disclaimer.
  - SC has completed and will get out to the necessary parties.

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

### **9. Policy**

- Curriculum Delivery Policy Review
  - SC to check to see what needs to be done and will follow up with the BOT if needed.

### **10. Curriculum**

- Health Curriculum Consultation
  - Navigating the Journey parent survey/questionnaire. Discussed above and review attached.
- Technology
  - Nothing to report to date. To be discussed at the next meeting.

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

### **11. Appoint Returning Officer**

- AS has been appointed as Returning officer. The process is underway with the election date being 8 December 2020.

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

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

- Email received from Janice Kennerly MOE to say 2020 Kahuranaki bus review postponed until 2021. Bus continues the same route for 2021.
- MF has caught up with Pete Fowler and Patrick Power. They have got some good stuff happening at the moment and are building a bit of a portfolio about it.
- Once the information is received another bus committee meeting will be held and information will be reported back to the BOT.

### **13. School Charter Consultation**

- SC has started. He will put it on the website and email it out to the families and ask for feedback.

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

### **14. Finance**

- Approve Monthly Accounts

- Cheque run dated 31 August 2020 totally \$30,393 and 30 September 2020 totalling \$22,041 (attached).
- BOT noted the larger payments and payments to staff/parents.
- SC following up on the payment to Essential Resources Fyndit for the amount of \$457 and will report back at the next meeting.
- Monthly financial report adopted and all expenditure for previous month ratified.

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

- Provisional Staffing/Funding Entitlement
  - Staffing for 2021 confirmed at 3.6 plus Reading Recovery 0.2. SC waiting for confirmation re Reading Recovery.
  - The BOT agree that the cattle scheme would fund the shortfall in teacher funding for the 2021 year, if any shortfall should exist.
  - CE moved. MF seconded. All in favour. Carried.
- Update/Review 5YA
  - Nothing to report.
- Draft Budget for 2020/2021
  - SC is beginning the process.
- The BOT agree for the accountants to transfer money between the Livestock Scheme Account and the Westpac Trust account as required.
  - LG moved. GS seconded. All in favour. Carried.

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

#### **15. New School Crest**

- SC asked the community at Pet Day for thoughts on a couple of designs. Both options were liked and it has become evident that the colour of the crest would depend on what colour background was being used. Also, the values are to be removed as the smaller the logo goes the harder it is to read. Further feedback is to include Kia Kaha.
- The BOT are all in favour of moving forward with the circle school crest.

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

#### **16. New School Uniform**

- The new shirts have been quoted at \$5 +GST more than the existing shirts.
- The BOT agreed to use Kooga and go ahead with the new shirts.
  - HG moved. MF seconded. All in favour. Carried.
- AS to pass the contact details onto SC and he will follow up with Kooga about the uninforms and send on the new crest etc.

QH moved. HG seconded. All in favour. Carried

#### **17. Property**

- Houses

- Principal's House
  - The tenants have advised AS that there is an issue with the drain outside the kitchen. The water rises up and comes out the outlet and releases a bad smell. LG will contact Issacs to come and have a look.
  - The tenants have requested a deck out the front of the house to extend the living area.
  - CE suggested a property maintenance plan to be put together for the two houses to work out what needs to be spent in the future. CE will look into it and report back at the next meeting.
  - LG will follow up the request with the tenant.
- Community House
  - The bath quote came back from Isaacs at \$5,600 to complete. LG is going to obtain another quote to use as a comparison before making a decision.
  - LG moved. GS seconded. All in favour. Carried.
- School Pool Upgrade
  - Restarting next Tuesday. Update from Deb attached.
- 5 & 10 Year Property Plan
  - The 5 & 10 YPP has not yet arrived (still with MOE and waiting to be signed off).

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

## 18. Correspondence.

### **Inwards:**

Document and from	Summary	Board comment or action (if any)
Tukutuku Koreero Education Gazette	Magazine	
Deb Renton-Green	Email re Upgrade	

### **Outwards:**

To whom	Description	Action

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

## General Business

- Cattle Scheme

- Have placed 24 cattle. MF wanting to have further correspondence with those that are involved in the scheme to outline the number of stock, where the money is going etc and our financial goals.
- November & December Meeting Times
  - Meetings to be held at 6.30pm due to daylight saving hours, this will continue in the early months of 2021.
- Working Bee
  - Date adjusted to Friday 13<sup>th</sup> November from 3pm onwards. SC to put notice in the newsletter.
- 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:** 8.46pm

**Next Meeting:** Tuesday 10<sup>th</sup> November 2020

Signed:

(Lucie Gilbertson, Chair)

Date:

**Action List:**

<b>Action</b>	<b>By Whom</b>	<b>By When</b>
Report for Newsletter	HG	ASAP
Hazard Walkaround	GS	Next meeting
Continue with PB4L Branding	SC	
PA System Quotation	RB	
Issue key to QH	SC	
New power point to be installed into the garage of the Community House by Jamie Lambert.	RB	
Engage School Support to project manage the building projects at the School (revised quote). Accept on the BOT's behalf	SC	
Replacement of Maypole options	SC	
School Charter Consultation/Feedback	SC	
Begin draft budget	SC	
Follow up with Kooga re school uniforms and send through new logo	SC	
Investigate value of the Pump that is surplus to requirements	CE	Next meeting
Repair barrel swing	SC	ASAP
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	Next meeting
Let Mandy Miller know about the wasp nests located around the school for treatment.	LG	ASAP
Remove bolt from bird bath	QH	ASAP
Pool shed repapering quote from John Harris	SC	
Beach Road Bus North Fuels Contract to be sent to AS	SC	
Rates/Formula for students using the Beach Road School Bus	CE/SC	Next meeting
Pre-school disclaimer for Beach Road Bus	SC	ASAP
Respond to Felicity MacLean's correspondence re Beach Road Bus	SC	ASAP
Follow up the Curriculum Delivery Policy Review to see if the BOT need to do anything.	SC	Next meeting
Follow up payment to Essential Resources Fyndit for the amount of \$457.	SC	Next meeting
Property Maintenance Plan	CE	Next meeting
Contact Isaacs to fix Principals House drain outlet issues.	LG	ASAP
Follow up with tenant of the Principal's House re deck request	LG	ASAP



Additional quote for bath in the Community House	LG	Next meeting
Advise everyone of the updated Working Bee date to Friday 13 <sup>th</sup> December	SC	ASAP