

ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).

MINUTES OF MEETING

TUESDAY 23 FEBRUARY 2021. SCHOOL STAFF ROOM 6.30PM

- 1. Present:** Lucie Gilbertson (LF), Chair; Mark Ferguson (MF), Vice Chair
Catherine Ewen (CE); Rhonda Bartlett (RB); Nicola Wall (NW); Horiana
Goldsmith (HG), Staff Rep; Sandy Crawford (SC), Principal; Ange Scott (AS),
Secretary; Felicity MacLean (FM)

Meeting Opened: 6.47pm

2. Apologies: Nil

3. Declarations of Interest: Nil

4. Casual Vacancy for an Elected Trustee by Selection

- An advertisement was placed on the School & Community Facebook page, and School Newsletter for the Casual Vacancy (proof attached) for the Casual Vacancy for an Elected Trustee. No voters on the school roll requested a by-election.
- The BOT agreed that Felicity MacLean (FM) will be selected should no by-election be required at an in-committee meeting at the previous meeting.
- Welcome Felicity.
- FM to sign the Code of Conduct
- AS to liaise with FM and get correct forms etc completed.

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

5. Appointment of Officers

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

CE moved and MF 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.

6. BOT report for next newsletter:

- LG. Schedule for the year to be in BOT Manuals. In 2021 the BOT needs to be more diligent at getting these reports in the newsletter.

7. 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	LG	To be done.
Hazard Walkaround	RB	Not completed. SC to discuss in Hazards.
Update Code of Conduct to reflect "Board Members" rather than "Trustees".	AS	2021.
Purchase of new PA Sound System	SC	Purchased but waiting for delivery.
New power point to be installed into the garage of the Community House by Jamie Lambert.	RB	Done.
Pool shed repapering quote from Jon Harris	SC	Jon will repair.
Community House Bathroom repair	RB	Isaacs advised that job will start in March. RB to follow up.
Rural Fuel stickers to be removed from School Bus	HG	Done. School bus sign has come off. SC to organise replacement. Pamu sign is also damaged. AS to look at it.
Maypole replacement options through Carl Neilson	LG	LG to follow up.
Rates/Formula for students using the Beach Road School Bus	CE/SC	To be discussed in the meeting.
Curriculum Delivery Policy Review	BOT	To be done.
Technology Curriculum Review	SC	To be discussed in the meeting.
Maori Achievement Curriculum Review	SC	To be discussed in the meeting.
Repair Principal's House roof issues from the rainstorm in November 2020.	RB	Jon to complete tomorrow
Property Maintenance Plan	MF/CE/RB	Ongoing.
Elsthorpe School Show		Done.
Elsthorpe School Prize Giving		Done.
End of Year Lunch with BOT and Staff at Patangata Tavern		Done.
Teacher's Only Day – Vision of the School Discussion	BOT	Postponed. Date to be revised.
Removal of the School Sign at the Waimarama turn-off	SC	To be done. SC will look at getting two new signs for Waimarama Road

		turnoff and at Patangata Tavern.
Analysis of Variance – review/approve	SC	To be discussed during the meeting.
Notify Eclipse the budget has been approved by the BOT	SC	Done.
Beach Road Bus Invoice to be issued to Te Apiti Station, Landcorp	SC	SC has asked Viv. To be done.
Post list of working bee jobs to be completed	AS	SC has the list. To be discussed in the meeting.
Accept playground perimeter quote with Roger Waihua for labour	LG	MF rang him. MF has milled the timber and waiting for Roger to complete.
Notify families about bringing a plate to Prize Giving for a shared afternoon tea.	SC	Done.
Trustees Manuals to be handed back to the school office	BOT	Done.
Annual Plan/Trustees Manuals	AS/SC	To be done. Meeting arranged for 24 th March.

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

8. Hazards

- BOT member (RB) walk around report:
 - Picnic table seat to be repaired.
 - Mosquitos down in the bush. SC has advised children not to play down there.
 - Carpet/mat outside staffroom is lifting and needs repairing
- BOT member to walk-around before next BOT:
 - CE
- Any additional items identified by staff?
 - Nil.
- Action on items already identified:

Hazard Item		Update
Tennis net poles – quote for new poles	HG	Jim Macaulay has taken away to repair.

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

9. Principal:

- Monthly Report (attached)
 - Roll currently sitting at 45 students.

- ICS application made to MOE in December and currently waiting to hear back.
- Life Education truck was at the school in Week 2.
- Digital Fluency 2021 MOE PLD Application – attached. SC went through this with the BOT.
- Jon Harris covering Mo's role while he is away in January and February. EdPay notified. Will re-assess on a month by month basis.
- Staff meeting was held to discuss the new Professional Growth Cycle which replaced the Appraisal system.
- Signed off supplementary funding for new 10YPP.
- New turf completed as part of SIP funding. Corners needed to be re-concreted first.
- Taylors completed swimming pool renovation. Pool is now operational and a new pool cover has been ordered.
- There was a power outage in the area which caused the pool chlorination unit to blow. Taylors replaced the unit under warranty. Jamie has put in a new circuit breaker outside the pool pump shed to stop it happening again.
- Uniforms – SC has been looking at cheaper alternative polo shirt options but has had trouble finding the right yellow colour. SC will go back to Kooga and will report back via email so a decision can be made moving forward.
- The kids are wearing the current uniform (shirts) and looks good. Moving forward we will look to introduce black shorts/pants and perhaps jersey.
- Request from staff for feedback after each BOT meeting. HG to follow up with the staff after each meeting.

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

10. Review/Approve Analysis of Variance

- SC distributed a copy of the Analysis of Variance to the BOT (attached).
- SC went through the document with the BOT discussing the aims, targets and target groups.
- CE moved. LG seconded. All in favour. Carried.
- SC will upload to the portal along with the School Charter before 1st March

11. Beach Road Bus

- 12.** Request from a student's Mum for the bus to collect her child from home at 627 Mangakuri Road. Truancy and Horiana have visited the home. She is prepared to pay \$60/week direct debit.
- The BOT went through the calculations and discussed the options as \$60/week will cover the wear and tear on the bus and extra fuel.
 - The BOT have agreed to top up the cost (if necessary) to get this child to school for the remainder of Term 1 while the family finds an alternative transport option.
 - The BOT have agreed to the above based on the following:
 - \$60/week paid by the family
 - Need to have confirmation of direct credit in advance, otherwise the bus will not go to the child's house

- SC to organise a document/contract which is to be signed by the mother
- They need to be in contact with the bus driver regularly and notify if student is not on the bus.
- LG moved. RB seconded. All in favour. Carried.

- Pre-Schooler on Bus
 - SC sent out email to the BOT (attached) regarding a new pre-schooler to use the bus as they are now renting a house at Te Apiti Station. It would be Monday, Tuesday, and Thursday.
 - The BOT have agreed to this.
 - SC to let the family know and to get the disclaimer signed.
 - The cost will remain at \$4 per trip and an appropriate car seat is to be used.
 - LG moved. RB seconded. All in favour. Carried.

- Rates/Formula for Students using the Beach Road Bus
 - CE and SC will sit down and look at this formula.

13. Policy

- Curriculum Delivery Policy Review
 - To be done. SC will follow up.

14. Curriculum

- Technology
 - Each BOT member received a copy of the Technology Curriculum Delivery Statement
 - SC went through the statement with the BOT
- Maori Achievement
 - Each BOT member received a copy of the Maori Achievement Curriculum Review
 - SC went through the review with the BOT
 - SC to send AS copy for the minutes

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

15. MOE Review of Bus Routes Update

- MF reported that:
 - There is two on the committee at present – MF and Pete Fowler.
 - An email was received from Alistair Poulton (Wairarapa)
 - The committee have taken drone footage of the current bus situation/swap over in response to a letter saying that it is currently dangerous.
 - MF will put some words together in the newsletter to update the community.

16. Finance

- Approve Monthly Accounts
 - There has been no cheque run received to date. Therefore, the finances will be reviewed and approved at the next meeting.

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

17. Property

- Houses
 - Principal's House
 - Nil
 - Community House
 - Isaacs advised that job will start in March. RB to follow up.

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

- Property Maintenance Plan
 - MF, RB & CE will work on this in early 2021.
- School Pool Upgrade
 - Taylors completed swimming pool renovation. Pool is now operational and a new pool cover has been ordered.
- 5 & 10 Year Property Plan
 - Signed off.

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

18. Correspondence.

Inwards:

Document and from	Summary	Board comment or action (if any)
NZSTA Annual Conference	Conference Brochure	NZSTA Annual Conference
STA News	Magazine	STA News

Outwards:

To whom	Description	Action

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

General Business

- Working Bee Update
 - The next working bee will be held on Friday 5th March 2021
 - PAF's room – put up blinds
 - Gutters at Principal House and Community House
 - Water blast buildings
 - Clean out pool area

- Trees to be trimmed and debris removed
 - BBQ sheds to have a clean out.
 - Weeding of gardens
- Trustees Manuals
 - SC and AS to get together and complete
 - Review of Wishlist

Wishlist	Responsible
Heat Pump – shift to staffroom	Done
Petrol Power Leaf Blower	

Meeting Closed: 8.56pm

Next Meeting: Tuesday 30th March 2021, 6.30pm at School Staffroom

Signed:

(Lucie Gilbertson, Chair)

Date:

Action List:

Action	By Whom	By When
Report for Newsletter	LG	ASAP
Hazard Walkaround	CE	Next meeting
Upload minutes to website	AS	Next meeting
Update Code of Conduct to reflect “Board Members” rather than “Trustees”	AS	2021
Get FM to fill out new Trustee Forms	AS	ASAP
Uniforms – follow up with Kooga and report back to the BOT by email so a decision can be made	SC	ASAP
Follow up with the staff after the BOT meeting	HG	-
Contract/Letter for student’s parents to sign to get picked up from house on Mangakuri Road. AS to send SC details from meeting	SC	ASAP
Pre-school letter/disclaimer to be signed and returned by Laura Leaf	SC	ASAP

Upload Analysis of Variance and School Charter to Portal	SC	1 st March
Rates/Formula for students using the Beach Road School Bus	CE/SC	Next meeting
Curriculum Delivery Policy Review – follow up	SC	Next meeting
Send AC a copy of the Maori Achievement Curriculum for the BOT Minutes	SC	Next meeting
Community House Bathroom Repair – follow up	RB	ASAP
Property Maintenance Plan	MF/CE/RB	2021
Annual Plan/Trustees Manuals	AS/SC	Next meeting
Pool shed repapering repair by Jon Harris	SC	-
Order School Bus Magnet	SC	ASAP
Look at Pamu bus magnet and repair if possible	AS	ASAP
Maypole replacement options through Carl Neilson – follow up	LG	Next meeting
Repair Principal's House roof issues from the rainstorm in November 2020.	RB	ASAP
Teacher's Only Day – Vision of the School Discussion – revise date with BOT	SC	-
Removal of the School Sign at the Waimarama turn-off	SC	-
New school signs for Waimarama turn off and Patangata turn-off	SC	-
Beach Road Bus Invoice to be issued to Te Apiti Station, Landcorp	SC	ASAP
Playground perimeter replacement – follow up with contractor	SC/MF	-
MOE Bus Review Update for Newsletter	MF	Next meeting