

**ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).  
MINUTES OF MEETING  
TUESDAY 30 MARCH 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

**Meeting Opened:** 6.41pm

2. **Apologies:** Felicity MacLean (FM)

3. **Declarations of Interest:** Nil

4. **BOT report for next newsletter:**
- CE

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	LG	Done
Hazard Walkaround	CE	Done
Upload minutes to website	AS	To be done
Update Code of Conduct to reflect "Board Members" rather than "Trustees"	AS	Done
Get FM to fill out new Trustee Forms	AS	Done
Uniforms – follow up with Kooga and report back to the BOT by email so a decision can be made	SC	To be discussed in the meeting
Follow up with the staff after the BOT meeting	HG	Will be done after this meeting
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	Done
Pre-school letter/disclaimer to be signed and returned by Laura Leaf	SC	Done
Upload Analysis of Variance and School Charter to Portal	SC	Done
Rates/Formula for students using the Beach Road School Bus	CE/SC	Ongoing
Curriculum Delivery Policy Review – follow up	SC	Done
Send AS a copy of the Maori Achievement Curriculum for the BOT Minutes	SC	Done

Community House Bathroom Repair – follow up	RB	To be discussed in the meeting
Property Maintenance Plan	MF/CE/RB	To be done
Annual Plan/Trustees Manuals	AS/SC	Done. SC to email 5YPP and 10YPP to BOT
Pool shed repapering repair by Jon Harris	SC	SC to follow up
Order School Bus Magnet	SC	Done
Look at Pamu bus magnet and repair if possible	AS	Done
Maypole replacement options through Carl Neilson – follow up	LG	To be done
Repair Principal's House roof issues from the rainstorm in November 2020.	RB	To be discussed during the meeting
Teacher's Only Day – Vision of the School Discussion – revise date with BOT	SC	Completed as staff. SC will come back to the BOT
Removal of the School Sign at the Waimarama turn-off	SC	To be done. Need to get a new sign underway first
New school signs for Waimarama turn off and Patangata turn-off	SC	To be done. RB knows a signwriter
Beach Road Bus Invoice to be issued to Te Apiti Station, Landcorp	SC	Done
Playground perimeter replacement – follow up with contractor	SC/MF	Done
MOE Bus Review Update for Newsletter	MF	To be done

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

## 6. Hazards

- BOT member (CE) walk around report:
  - Nil
- BOT member to walk-around before next BOT:
  - HG
- Any additional items identified by staff?
  - Nil.
- Action on items already identified:

Hazard Item		Update
Tennis net poles – quote for new poles	LG	Done. Net has broken. Need to find new net.
Picnic table seat to be repaired by library	SC	Done
Carpet/Mat outside staff room needs re-fixing	AS	

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

## 7. Principal:

- Monthly Report (attached)
  - Roll currently sitting at 45 students.
  - Digital Circus sessions in all classes.
  - Writing moderation session with Omakere School teachers 23.3.21.
  - SC completed Professional Growth discussions with teachers in Week 5.
  - SC had last BP hui and presented his leadership inquiry to the group.
  - Jon Harris employment extended to the end of Term 1 to cover Mo, however Mo has resigned effective 22.3.21 and Jon Harris will be approached. SC will follow up.
  - Applying for URF funding to support a group of students.
  - SC in the process of following up with North Fuels re sponsorship of fuel for the bus.
  - Student hit in nose with a hockey ball on new turf. Taken to hospital for emergency care and met mother there.
    - If there is a serious injury to a student that needs medical attention it is at the Principals discretion (or person in charge at the time of incident) to decide if an ambulance is required.
    - LG Moved. RB Seconded. All in Favour. Carried.
  - Earthquakes - 4 March off the East Coast. Beach Day postponed. Kairakau residents evacuated and parents contacted to collect students as road was closed and bus driver couldn't pick up students.
  - Septic tanks to be serviced on 6 monthly basis.
  - Sharing of Learning with parents 29/3 and 31/3.
  - Janice Kennerely (email attached) re bus contracts.
  - Swimming Sports report from Haylee Moody (attached).

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

## 8. Student Achievement Report

- To be done at the next meeting.

## 9. School Uniform

- SC has contacted The Warehouse for uniform options. SC showed the BOT the uniforms and pricing options. The difference is \$4 to \$6 between Kooga and The Warehouse.
- The BOT were all in favour of the Kooga option and made the executive decision to run with it.
- SC to put a letter of intent out to the school families and move forward with the ordering process.
- LG moved. MF seconded. All in favour. Carried.

## 10. Beach Road Bus

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

## 11. Policy

- Curriculum Delivery Policy Review
  - SC handed out a copy (attached) to the BOT and discussed the changes.
  - The BOT were happy to accept the changes.
  - LG moved. CE seconded. All in favour. Carried.

## 12. MOE Review of Bus Routes Update

- MF reported that they are currently going through information at present. Nothing further to report to the BOT.

## 13. Finance

- Approve Monthly Accounts
  - Cheque run dated 28 February 2021 totally \$84,596 (attached).
  - BOT noted the larger payments and payments to staff/parents.
  - Monthly financial report adopted and all expenditure for previous month ratified.
  - HG moved. LG seconded. All in favour. Carried.
- Annual Report
  - SC handed around a copy of the Annual Report. He will make changes on the front page to the Trustees term/expiry as they have been incorrectly entered.
  - SC to follow up with Dan re a couple of queries and report back to the BOT.
  - Feedback from Auditors
    - SC went through the auditors feedback (attached)
    - The auditors have suggested for the Principal to have a Credit Card to make reimbursements and expenditure easier for the Principal and Chairperson. The BOT were all in favour. SC will investigate options with Westpac and will then discuss the limit options with the BOT.
  - The Annual Report was formally adopted (subject to Audit) by the Board given the response from Dan re the queries are explained.
    - LG moved. CE seconded. All in favour. Carried.

## 14. Property

- Houses
  - Principal's House
    - There are drainage issues on the porch when it rains which need looking into asap.
      - RB to ask Pete from 4x2 Ltd to have a look at it and quote to repair (or advise who to quote to repair).
    - The tenants have asked the BOT if they could get the kitchen plumbed for a dishwasher. At the moment the BOT have declined the request. RB to advise the tenants.

- RB noticed on her last inspection that the paint is flaking. This will need to be included in the Property Maintenance Plan. RB will make a start and NW will follow up with a Property Manager she knows for an inspection template.
    - Community House
      - At the last meeting we approved the renovation to go ahead. However, Isaacs came back and they had significantly under estimated the builders cost of the quote.
      - RB got a further quote (attached) from 4x2 Ltd. RB to follow up with the quote to confirm that the bath is supplied. The BOT were in favour if the quote came back under Isaacs quote to go ahead.
      - RB to talk to 4X2 Ltd
    - Will add the houses to the pest control list with Mandy Miller
- LG moved. MF seconded. All in favour. Carried.
- Property Maintenance Plan
    - RB will make a start on this and work on it with MF and CE.

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

## 15. Correspondence.

### **Inwards:**

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

### **Outwards:**

To whom	Description	Action
Laura Leaf	Pre-Schooler on the Beach Road Bus	
Judy Andrews	Beach Road Bus Transport down Mangakuri Road for Term 1	

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

## General Business

- Working Bee Update
  - Done. Discussed in Principal's Report.

- Trustees Manuals/Annual Plan
  - Completed and handed out. FM is in the school office and will be distributed at the next meeting
  - SC will email the BOT a copy of the 5YPP and 10YPP as they were too large to print in the manual
- Trusts
  - RB gave a list of Trusts that we could potentially approach in the future for funds that was taken from the Omakaere School newsletter (attached).
- Review of Wishlist

Wishlist	Responsible
Petrol Power Leaf Blower	RB to follow up
Hockey Goal	

**Meeting Closed:** 8.51pm

**Next Meeting:** Tuesday 11<sup>th</sup> May 2021, 6.00pm at School Staffroom

Signed:

(Lucie Gilbertson, Chair)

Date:

**Action List:**

Action	By Whom	By When
Report for Newsletter	CE	ASAP
Hazard Walkaround	HG	Next meeting
Upload minutes to website	AS	Next meeting
LG to follow up with Centralines about powerlines	LG	ASAP
Follow up with the staff after the BOT meeting	HG	After meeting
Rates/Formula for students using the Beach Road School Bus	CE/SC	Next meeting
Property Maintenance Plan	MF/CE/RB	2021
Email 5YPP and 10YPP to BOT	SC	Next meeting
Pool shed repapering repair by Jon Harris	SC	Next meeting

Maypole replacement options through Carl Neilson – follow up	LG	Next meeting
MOE Bus Review Update for Newsletter	MF	ASAP
Carpet/Mat outside staff room needs re-fixing	AS	ASAP
Follow up with Jon Harris re Caretaker employment	SC	ASAP
Follow up with North Fuels re fuel	SC	Next meeting
Student Achievement Report	SC	Next meeting
School uniforms – letter of intent to parents and order uniforms	SC	ASAP
Follow up with Dan re Audit report queries	SC	ASAP
Follow up with Judy Andrews re bus payment	SC	ASAP
Credit Card options	SC	Next meeting
Principals House – contact Pete from 4x2 Ltd to look at porch drainage issue and quote	RB	ASAP
Advise tenants of dishwasher installation outcome	RB	ASAP
Community House – follow up with quote with 4x2 Ltd (confirm that bath is included in the quote). Accept quote if the quote remains under Issacs amount.	RB	ASAP
Add houses to the monthly pest control list with Mandy Miller	RB	ASAP
Trustees Manual to FM	AS	Next meeting
Removal of the School Sign at the Waimarama turn-off	SC	-
New school signs for Waimarama turn off and Patangata turn-off	SC	-
Petrol Power Leaf Blower quote/price	RB	Next meeting