

ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).

MINUTES OF MEETING

TUESDAY 31 MARCH 2020. VIA ZOOM 7.00PM

Meeting held online via Zoom due to the National Lockdown for Covid-19.

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

Meeting Opened: 7.08pm

- 2. Apologies:** Nil
- 3. Declarations of Interest:** Nil
- 4. All BOT to sign Code of Conduct for 2020**

All members of the BOT will sign the Code of Conduct at the next meeting due to Zoom meeting undertaken.

- 5. BOT report for next newsletter:**

- MF

- 6. 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	GS	Done
Hazard Walkaround	MF	-
Review rates of Beach Road Bus for existing students	SC/LG	To be done
Contact Mandy Miller re ants and wasps	RB	Done. Also, SC received email for ongoing monthly Pest Control
Maori Consultation – continue to consult with families	SC	In progress
Follow up insurance claim for replacement carpet at HG's house	SC	Done. Waiting for the replacement carpet to be installed. Will need to book a date after lockdown
John Harris to repair senior handle door		To be done
PB4L Branding	SC	To be discussed in the meeting

PA System – Gerry Bidwell to investigate	SC	Nothing to report to date
Update Trustees Manuals	AS/SC	After lockdown
Complete Annual Plan	AS/SC	Done. To come out with the Trustees Manual after lockdown
Zip Quotes	RB	RB has quote from JT Refrigeration. Will leave until next meeting to discuss
Lodge bond for Principals House	SC	Have received bond in account. Will lodge it after lockdown
Arrange school/community BBQ and sport get together.	SC	To be organised after lockdown
Upload Analysis of Variance into the MOE portal	SC	Done
Upload School Charter into the MOE portal	SC	Done
School Camp Budget	SC	Work in progress.
Update School Budget and get BOT's approval	SC	To be discussed in the meeting
Follow up Insulation Statement for new tenancy	SC	Look at tenancy agreement at the conclusion of lockdown.

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

7. Hazards

- BOT member (MF) walk around report:
 - N/A – school currently closed.
- BOT member to walk-around before next BOT:
 - QH
- Any additional items identified by staff?
 - Main Pole currently out of action – doesn't appear to be concreted in. Needs to be looked at before kids can play on it.
- 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 CE. All in favour. Carried.

8. Principal:

- Monthly Report (attached)
 - Roll currently sitting at 46 students.
 - Successful trip to Rocky Shore In Napier
 - Julie Reading Recovery training in full swing and going well. She has started with designated students.
 - Learning Support Coordinators for our COL have starting their work.
 - BOY Data and Needs analysis gathered from teachers and analysed. SC emailed this out to the BOT members and the BOT will go into committee at the next meeting to discuss.
 - Learning Conferences cancelled due to the Covid-19 Lockdown.
 - Draft Annual Report prepared by Eclipse (attached).
 - Horiana has been registered for a set of 3 workshops run by RTLB around managing behaviour positively.
 - 10YPP signed and sent into School Support – ready to go ahead.
 - \$20,000 has been allocated for a third water tank in the 10YPP.
 - Quote for astroturf - \$24,000 + GST. Is in the plan and will look to get done as soon as possible.
 - Replacement carpet for Horiana's house to be done – see note above in matters arising.
 - Concreting around the pool added to 10YPP (hazard).
 - School Crest Branding – has designed a new crest. SC looking for feedback about it. Will leave it until next meeting. MF indicated that the circle detracted from the strength of the existing logo. SC will go back for further ideas and report back.
 - Due to Covid-19 there are new school term dates. Term 1 holidays now 29.3.20-14.4.20. Term 2 starts 15.4.20 with home learning and will wait for further advice from the Ministry. The staff put together packs for the children to take home to use when the school closed down. Home learning will take place after the holidays.
 - Have purchased four walkie-talkies to have in class and office so staff can communicate during a lock down in school.
 - Disclosure procedure needs to be reviewed. Sandy would like to do a Child Protection Studies programme which is a five day course. SC to report back on details.
 - SC looking at creating a new school website.
 - Uniform review regarding having school polo shirt as compulsory. SC to advise students/families and consult community.
 - Quote for Junior Room Furniture received (attached).

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

9. Beach Road Bus Rates Review

- To be completed by the next meeting.

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

10. MOE Review of Bus Routes Update

- Nothing to report to date.

11. Finance

- Approve Monthly Accounts
 - Cheque run dated 20 February 2020 totalling \$22,833.00 (attached).
 - BOT noted the larger payments and payments to staff/parents.
 - Monthly financial report adopted and all expenditure for previous month ratified.

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

12. Budget for 2020

- SC distributed the 2020 Budget via email to the BOT.
- LG moved/CE seconded that the budget for the 2020 Financial Year be adopted (attached). The following figures are all GST inclusive. BOT all in favour - carried.
- QH moved/MF 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.

13. New School Crest

- Discussed above. Will go back for new ideas and will look at the next meeting. SC to organise.

14. Property

- Houses
 - Nothing to report
- School Pool Upgrade
 - The report recommending Taylors to undertake the pool upgrade and this is now with Dan at MOE for approval. Correspondence attached.
- 10 Year Property Plan

- Signed and ready to go. Just waiting for the go-ahead. Will try and get the 5-year items knocked out in the first couple of years.

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

15. Correspondence.

Inwards:

Document and from	Summary	Board comment or action (if any)
Email from Deb Renton-Green	Pool Upgrade	

Outwards:

To whom	Description	Action

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

General Business

- Trustees Manuals
 - These have been held up due to the Covid-19 lockdown. SC and AS to get together and complete before the next meeting.
- Wider Elsthorpe Community Get Together
 - SC to organise following the Covid-19 lockdown.
- Review of Wishlist

Wishlist	Responsible
Zip	Added to budget. Review at the next meeting
Petrol Power Leaf Blower	2021 Budget
Re-do Tennis Court Mural	Kylee Guy to complete
Spray Tennis Courts	Richard Scott - in progress
Turf	In 10YPP.

Meeting Closed: 8.03pm

Next Meeting: Tuesday 12th May 2020 at 5.30pm.

Signed:

(Lucie Gilbertson, Chair)

Date:

Action List:

Action	By Whom	By When
Report for Newsletter	MF	ASAP
Hazard Walkaround	QH	Next meeting
Review rates of Beach Road Bus for existing students	SC/LG	Next meeting
Notify school/community that School Grounds are closed.	SC	ASAP
Review ongoing Pest Control email received from Mandy Miller	SC	Next meeting
Maori Consultation – continue to consult with families	SC	In progress
Follow up insurance claim for replacement carpet at HG's house once lockdown is over	SC	After lockdown
John Harris to repair senior handle door		To be done.
Continue with PB4L Branding	SC	
PA System Quotation – Gerry Bidwell to investigate	SC	
Update Trustees Manuals	AS/SC	After lockdown
Zip Quotes	RB	To be reviewed after lockdown
Lodge bond for Principals House	SC	After lockdown
Arrange school/community BBQ and sport get together	SC	After lockdown
School Camp Budget	SC	Work in progress.
Follow up that Insulation Statement has been completed in the RTA for new tenancy	SC	After lockdown
Correspondence to students/families re compulsory polo shirt to be worn at school	SC	
Continue with School Crest design	SC	