

**ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).
MINUTES OF MEETING
TUESDAY 8 SEPTEMBER 2020. ELSTHORPE SCHOOL STAFFROOM
5.30PM**

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

Meeting Opened: 5.41pm

2. **Apologies:** Rhonda Bartlett (RB); Mark Ferguson (MF), Vice Chair; Geoff Strong (GS)

3. **Declarations of Interest:** Nil

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

- HG

5. **Minutes of Last Meeting**

LG moved and CE 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	RB	Done
Hazard Walkaround	HG	Done
Complete policy reviews that SC has emailed out.	BOT	Done
Cattle Scheme – continue to follow up with farmers	MF	Next meeting
Extra shingle for Playground	SC	To be done
Voucher/Flowers/Chocolate for Deb Renton-Green	LG	Done
Continue with PB4L Branding	SC	In progress.
PA System Quotation	RB	In progress
Contact Isaacs to repair leaking taps at the School House. Also get them to quote on the drain at the community house and replacement bath.	RB	Discuss in meeting
Issue key to QH	SC	To be done
Follow up with Taylors re pool pump	SC	Done
Confirm with Deb Renton-Green project management of the turf	SC	Done
Cheque run – follow up with Viv	SC	Done
New power point to be installed into the garage of the Community House. Jamie Lambert to be contacted.	RB	To be done

Follow up project management options of the building projects to be completed at school	SC	LG moved. CE second that the School use School Support. All in favour. Carried. SC to confirm.
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Matters arising moved by HG and seconded by QH. All in favour. Carried.

6. Hazards

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

Hazard Item		Update
Tennis court area – 2 nd court to be sprayed	-	To be done by Richard Scott after Lockdown
Drainage/water issues at HG house when raining	HG	John Harris to look at when it is raining.
More shingle to cover exposed matting in playground	SC	To be done
Swing seats by sandpit	SC	SC confirms they are okay.
Zip on tramp not closing properly	SC	SC confirms that it works but tight to close.
Bird Bath – remove bolt	SC	To be done

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

7. Principal:

- Monthly Report (attached)
 - Roll currently sitting at 49 students.
 - Currently have a Candidate teacher from EIT working in the senior team.
 - SC met with Brad Gay to discuss winding up Student Agency staff PD with him – looking for funding for Digital PLD in 2021.
 - Changes to teacher appraisal system being negotiated and worked on at present.
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 - Staff session held with PB4L provider to develop systems to respond to inappropriate behaviour.
 - 10 YPP still at MOE waiting for confirmation.
 - Children completing Sharing of Learning videos on Seesaw by end of Term 3 instead of parent conferences.
 - Brad completed Sandy's mid-point appraisal with Lucie.

- Neil (Beach Road Bus) will be off work with a medical condition. Viv and Mo will drive the bus until he's back. SC to follow up re whether they require a special licence.
- Sandy met with Brad to discuss staffing options for 2021.
- Procurement plan for SIP funded turf completed with project manager Deborah Renton-Green and sent to MOE
- Received \$16,000 October Ops grant for Y 1-2 principal support. Maria finding out if we can use for FTTE.
- Jamie Lambert installed David Trubridge light in library and replaced broken hand drier in toilets. Yet to complete light in the Community House.
- SC has been looking at School Apps as a way of communicating with families. Links in with Facebook. LG moved. HG second. All in favour. Carried. SC to investigate it further.
- N4L in conjunction with Norrcom closing of an open internet port we apparently have at school
- Traps have been checked and rebaited. The school will be sprayed in the Term 3 holidays
- Routine area visit from the police.
- SC attended Rongomarearoa Marae Porongohau for Kahua ko leader's hui – local curriculum development
- Pricing replacing Maypole with a basket swing. Have asked PAF's for their financial support of this.
- Money from 5YA through to purchase new Junior room furniture. Ordering from Furnware.

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

8. Beach Road Bus

- Diesel Tank & Fuel Rates
 - North Fuels have come to us offering (see attached offer).
 - LG moved. QH seconded. All in favour. Carried.
 - SC to follow up with North Fuels and sign contract etc.
 - Existing Rural Fuel stickers to be removed from the bus.
- Rates/Formula for Students
 - CE has not yet completed. To be completed at next meeting
- Pre-Schoolers Disclaimer.
 - CE contacted her old school in Gisborne and didn't find out anything further. Also, nothing was mentioned on the MOE site about pre-schoolers. CE questioned insurance and whether it will be covered with pre-schoolers. Dismissed the idea as the insurance provides cover for the bus itself.
 - HG moved. LG seconded that providing pre-school parents have signed a disclaimer that they can use the bus. All in favour. Carried.
 - SC to put together a disclaimer for parents of pre-schoolers to sign if they are using the bus.

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

9. Curriculum

- Science
 - Nothing to report to date. Ongoing.

- Health Curriculum Consultation
 - Navigating the Journey parent survey/questionnaire currently with parents after first year of the programme.
 - SC to report back at next meeting.

10. Appoint Returning Officer

- AS to talk to Deb Renton-Green about the process and go from there.

11. MOE Review of Bus Routes Update

- Message from Patrick Power (attached)

12. School Charter Consultation

- SC has not yet started. To be done in Term 4.

13. Finance

- Approve Monthly Accounts
 - Cheque run dated 31 July 2020 totalling \$47,670 (attached).
 - BOT noted the larger payments and payments to staff/parents.
 - Monthly financial report adopted and all expenditure for previous month ratified.
 - CE moved. HG seconded. All in favour. Carried.
- Provisional Staffing/Funding Entitlement
 - SC still waiting for funding entitlement. SC has met with Brad re discussions. The BOT went into committee to discuss this.
- Update/Review 5YA
 - Deb has sent the procurement plan for the turf to the Ministry. The quote has come back at \$47,000. The BOT were all in favour of a blue turf with green trim, white lines (hockey markings) with possibly basketball lines. SC to confirm.
- Draft Budget for 2020/2021
 - SC to contact Eclipse to start

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

14. New School Crest

- SC presented another design (attached). SC will email it out to the rest of the BOT and will share to staff and provide feedback at the next meeting. Looking to get community feedback at Pet Day if it goes ahead.

15. New School Uniform

- Feedback noted from PAFS.
 - Want to stick with a NZ provider like Kooga and did not like the light synthetic material as stains didn't wash out
- The BOT agreed to use Kooga as the supplier with a lighter uniform. AS received a quote (attached) and samples and is to follow up to see if

they can make up a mockup uniform and will follow up with the community at Pet Day.

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

16. Property

- Houses
 - School/Principal's House
 - The two leaking hot taps have now been repaired.
 - The tenants have been in contact to say that the two taps in the shower are proving to be a problem with wasting hot water and have asked if we can put in a mixer.
 - Will obtain quote from Isaacs when they come out to do the drainage.
 - Community House
 - Drainage quotes – Isaacs - \$1,711.42. PipeDoc Plumbing - \$2,300.00
 - The BOT agreed to go with the quote from Isaac's. LG moved. CE seconded All in favour. Carried.
 - RB to contact Isaacs and accept quote.
 - Bath – RB to follow up with quote with Isaacs
 - Light in the garage is yet to be installed.
- School Pool Upgrade
 - No change. Still waiting for the weather to improve to finish off the project.
 - Trench by pool – SC to follow up with the Ministry to see if getting the trench filled in by the pool is part of the health and safety plan and covered by the Ministry.
 - Pump – CE to investigate prices to see what the value of the pump is worth. Will discuss the options at the next meeting.
- 5 & 10 Year Property Plan
 - The 5 & 10 YPP has not yet arrived (still with MOE and waiting to be signed off).

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

17. Correspondence.

Inwards:

Document and from	Summary	Board comment or action (if any)
Tukutuku Koreero Education Gazette	Magazine	
Deb Renton-Green	Thank you email for voucher/flowers	

Outwards:

To whom	Description	Action

Felicity MacLean	AS to follow up to say a disclaimer is in the process of being drafted and will need to be signed before the bus can be used.	

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

General Business

- Working Bee
 - To be arranged when we are back in Alert Level 1
 - Replant gardens out front
 - Playground repair
 - Clean out PAF's room
 - General clean up – leaves/branches/entrance way
- 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	

Meeting Closed: 7.45pm

Next Meeting: Tuesday 20th October 2020

Signed:

(Lucie Gilbertson, Chair)

Date:

Action List:

Action	By Whom	By When
Report for Newsletter	HG	ASAP
Hazard Walkaround	LG	Next meeting
Cattle Scheme – follow up with farmers	MF	Next meeting
Extra shingle for Playground	SC	
Continue with PB4L Branding	SC	
PA System Quotation	RB	
Issue key to QH	SC	
Isaacs – accept quote for drainage	RB	
Isaacs – quote for bath in Community House	RB	
Isaacs – quote for mixer in shower at School/Principal's House	RB	
New power point to be installed into the garage of the Community House. Jamie Lambert to be contacted.	RB	
Engage School Support to project manage the building projects at the School	SC	ASAP
Follow up re required bus driver's licence (if any) for Mo & Viv in Neil's absence.	SC	ASAP
School Apps – further investigation	SC	
Replacement of Maypole with a basket swing	SC	
Follow up with North Fuels and sign contract moving forward. Cancel fuel with McFall Fuels and remove stickers from bus.	SC	ASAP
Rates/Formula for students using the Beach Road School Bus	CE	Next meeting
Pre-school disclaimer for Beach Road Bus	SC	ASAP
Health curriculum survey responses	SC	Next meeting
Follow up with Deb Renton-Green about Returning Officer duties	AS	ASAP
School Charter Consultation	SC	Next meeting
Confirm turf colours	SC	ASAP
Contact Eclipse to start Draft Budget	SC	ASAP
Email out School Crest design to the rest of the staff and the BOT for further feedback	SC	ASAP
Follow up with Kooga re school uniforms and possibly get a mockup to share at Pet Day with the community	AS	ASAP
SC to follow up with the Ministry re trench by the pool	SC	ASAP
Investigate value of the Pump that is surplus to requirements	CE	Next meeting
Follow up with Felicity MacLean to say that a disclaimer is in the process of	AS	ASAP

being drafted and will need to be signed before the bus can be used.		