

ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).

MINUTES OF MEETING

WEDNESDAY 9 DECEMBER 2020. PATANGATA TAVERN 6.30PM

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

Meeting Opened: 6.57pm

- 2. Apologies:** Nil
- 3. Declarations of Interest:** Nil
- 4. BOT report for next newsletter:**
 - LG

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	To be done
Hazard Walkaround	MF	Done
Update Code of Conduct to reflect "Board Members" rather than "Trustees".	AS	2021
Continue with PB4L Branding	SC	Done
PA System		2021. The school have been using MF's for the School Show and it's been great. Around \$700. Add to Wishlist.
New power point to be installed into the garage of the Community House by Jamie Lambert.	RB	Will be done before Christmas.
School Charter	SC	Discuss in the meeting.
Investigate value of the Pump that is surplus to requirements	CE	Valued at \$100. MF is interested and will buy. Sold.
Pool shed repapering quote from John Harris	SC	To be done. John Harris will quote over the holidays via email.
Contact Isaacs to fix Principals House drain outlet issues.	RB	Done. Invoice received.

Follow up with the tenant of the Principal's House re deck request and fly screens	RB	Done.
Accept quote from Isaacs for Community House Bathroom	RB	Done. Will complete early 2021.
Advise school community of change of date for the School Working Bee – 4 th December	SC	Done.
Stickers to be removed from School Bus	HG	To be done.
New tennis poles quote	HG	HG saw Jim, he is going to have a look at the. Add to wishlist.
TA investigation for 2021	SC	To discuss in the meeting
Playground perimeter – talk to Roger Waihua re replacement perimeter.	LG	Done. To be discussed in the meeting.
Maypole replacement options through Carl Neilson and Charlie Brown	LG	Carl will have a look this week and will report back.
Rates/Formula for students using the Beach Road School Bus	CE/SC	To be discussed in the meeting.
Curriculum Delivery Policy Review	SC	SC sent policy's that were up for review. BOT to look at school docs and review before the end of the year.
Technology Curriculum Review	SC	To be done.
Maori Achievement Curriculum Review	SC	To be done.
Review Draft Budget	BOT	To be discussed in the meeting
Notify families about compulsory polo shirt/uniform in 2021 and ask for pre-orders for uniform so an order can be put through.	SC	Done. SC/LG have a mock up of a uniform from a different supplier in Waipukurau. It was not on hand at the meeting to show the BOT members.
Quote from John Harris to repair Principal's House roof issues from the latest rainstorm. Contact Jamie Lambert to disconnect light in the meantime.	RB	Done. John Harris has quoted \$250 (materials and labour). Jamie Lambert has disconnected light and will reconnect. Will put gutters of houses on working bee list as it's a result of gutters build up.

Property Maintenance Plan		2021. MF, CE, and RB will work on this.
Elsthorpe School Show		Thursday 10 th December at 7pm
Elsthorpe School Prize Giving		Tuesday 15 th December at 1pm
End of Year Lunch with BOT and Staff at Patangata Tavern		Wednesday 16 th December at 1pm
Notify the community/public re the casual vacancy for an elected trustee by selection	AS	Done.

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

6. Hazards

- BOT member (MF) walk around report:
 - All is well
- BOT member to walk-around before next BOT:
 - RB
- Any additional items identified by staff?
 - Nil
- Action on items already identified:

Hazard Item		Update
Wasp Nests – remove cabbage trees at next working bee	BOT	Done
Tennis net poles – quote for new poles	LG	In progress

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

7. Principal:

- Monthly Report (attached)
 - Roll currently sitting at 52 students.
 - Reading recovery is good to go next year.
 - Show rehearsals going well.
 - Student Achievement Data for 2020
 - *The board went into committee to discuss.*
 - Teachers Only Day on Monday 1st February. SC asked if the BOT can come in at 1pm with the staff to look at the vision of the School.
 - Job descriptions and fixed term contracts for 2021 being given to appropriate staff.
 - Staffing contracts
 - *The board went into committee to discuss.*
 - Teacher Aids 2021
 - *The board went into committee to discuss.*

- Beach Road Bus pre-school children using the school bus to be charged \$4 a trip which is to be paid at the end of the term. Viv emailed families.
- The school sign at the Waimarama turn off is to be removed.
- Water issues have been happening over the last couple of weeks.
- PB4L fun day arranged at School on Monday 14 December
- Auditor recommended selling or getting rid of/selling old computers and taking off asset register. Giving away old junior tables to playgroup and other community members who may want them.

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

8. Student Achievement Report

- *The BOT went in committee to discuss.*

9. Review/Approve Analysis of Variance

- Will complete at the start of next year.

10. Beach Road Bus

- Rates/Formula for Students using the Beach Road Bus
 - CE has researched the current rate and there appears to be some discrepancy over how the current students are charged based on where they live.
 - Moving forward we will adopt a formula. This formula will be decided at the start of 2021 as soon as we know the number and kids on the bus.

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

11. Policy

- Curriculum Delivery Policy Review
 - To be done. SC has sent out a request via email to the BOT members to complete by the end of the year.

12. Curriculum

- Technology
 - SC to follow up. To be discussed at the next meeting.
- Maori Achievement
 - SC to follow up. To be discussed at the next meeting.

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

13. MOE Review of Bus Routes Update

- Nothing to report

14. School Charter (Draft)

- SC handed out a copy of the Draft School Charter
- SC went through the charter and the BOT were happy with the data.
- The BOT LG, RB. All in favour. Carried.

15. 2020/2021 Budget

- The BOT were distributed a copy of the budget.
- SC went through the budget with the BOT.
- SC will adjust the fuel cost (reduce by \$1,000) as our new contract covers fuel.
- The BOT were happy with the budget. QH moved. RB seconded. All in favour. Carried.
- SC will notify Eclypse the 2021 budget has been passed.

16. Finance

- Approve Monthly Accounts
 - Cheque run dated 30 November 2020 totally \$29,408 (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.

- Approve transfers to/from School bus, house and livestock accounts
 - LG advised Eclypse about the approved livestock transfers statement by the BOT (see email attached) however in return she received an email from Eclypse stating that they need an email instruction to make such a transfer of funds with a reason why the transfer was being made. Such transfers would need to be approved by the Board.
 - In 2021 we will have monthly updates on the cattle scheme accounts and we will complete transfer approvals at the BOT meetings for the accountants for all other school accounts so the money can be transferred accordingly by Eclypse.
 - Moving forward it will be a transaction by transaction basis.
 - The Beach Road Bus invoice can be issued – SC to instruct Viv and remind her of the cap of \$4,000 to Te Apati, Landcorp.

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

- Update/Review 5YA
 - Has been signed off.
 - The 10YPP has been signed off by LG. The BOT have approved it. CE moved. NW seconded. All in favour. Carried.

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

17. Property

- Houses
 - Principal's House
 - The drainage has been fixed
 - Community House
 - The bathroom upgrade will go ahead in early 2021.
 - The gutters need to be cleaned. Will pop this on the next working bee list.

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

- Property Maintenance Plan
 - MF, RB & CE will work on this in early 2021.
- School Pool Upgrade
 - Basically finished, just waiting for the pool to be filled with water so the final tests/finishing touches can be completed. Aiming to have it filled by the Fun Day on Monday 14th December
- 5 & 10 Year Property Plan
 - See above.

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

18. Correspondence.

Inwards:

Document and from	Summary	Board comment or action (if any)
Tenancy Services	Law changes	

Outwards:

To whom	Description	Action
Quentin Hunter	Mitre10 Voucher – a thank you from the BOT at the end of his term.	
Pre-schoolers families email	Letter sent to families advising \$4 per trip to be paid at the end of each term	

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

General Business

- Working Bee Update
 - Went well and was successful
 - Playground perimeter upgrade
 - Quote from Rodger Waihua (materials quote attached and labour \$2,000-\$3,000)
 - Mark Ferguson has also quoted for the materials (see attached)
 - The BOT were all in favour to use Mark's wood and Roger's labour to get the perimeter upgrade complete. Will be completed mid to late January before school starts back.
 - The next working bee will be held on Friday 19th February 2021
 - PAF's room – finish cleaning out + blinds
 - Gutters at Principal House and Community House
 - Water blast buildings

- Clean windows
- Disposing timber from Playground
- Weeding of gardens

AS to post on the Facebook page.

- School Prize Giving
 - Afternoon tea to be held after the Prize Giving. Tea and coffee provided will be provided, families to bring a plate. HS/LG/AS to organise. SC to notify families in the School Newsletter and on Facebook.
- Casual Vacancy for an Elected Trustee by Selection
 - *The BOT went into committee to discuss*
- BOT Fees Return
 - AS has completed the fees return and will get it processed by Viv (attached). LG and SC signed.
 - The total is \$4,195.
- Trustees Manuals
 - If not returned, they need to be returned to the School Office at the School Prize Giving
 - SL and AS to meet before the first meeting of 2021 and put them together.
- First meeting of 2021 and set dates for 2021
 - Tuesday 16th February is the first meeting of 2021. Annual plan will come out in early 2021.
- Review of Wishlist

Wishlist	Responsible
Re-do Tennis Court Mural	Kylee Guy to complete
Heat Pump – shift to staffroom	
Sound System	
New tennis net poles	

Meeting Closed: 9.50pm

Next Meeting: Tuesday 16th February 2021, 6.30pm at School Staffroom

Signed:

(Lucie Gilbertson, Chair)

Date:

Action List:

Action	By Whom	By When
Report for Newsletter	LG	To be done
Hazard Walkaround	RB	Next meeting
Update Code of Conduct to reflect "Board Members" rather than "Trustees".	AS	2021
Purchase of new PA Sound System	SC	2021
New power point to be installed into the garage of the Community House by Jamie Lambert.	RB	End of 2020
Pool shed repapering quote from John Harris	SC	Over the holidays
Community House Bathroom repair	RB	January 2021
Stickers to be removed from School Bus	HG	ASAP
Maypole replacement options through Carl Neilson	LG	December 2020
Rates/Formula for students using the Beach Road School Bus	CE/SC	Next meeting
Curriculum Delivery Policy Review	BOT	ASAP
Technology Curriculum Review	SC	Next meeting
Maori Achievement Curriculum Review	SC	To be done.
Repair Principal's House roof issues from the rainstorm in November 2020.	RB	
Property Maintenance Plan	MD/CE/RB	2021
Elsthorpe School Show		Thursday 10 th December at 7pm
Elsthorpe School Prize Giving		Tuesday 15 th December at 1pm
End of Year Lunch with BOT and Staff at Patangata Tavern		Wednesday 16 th December at 1pm
Teacher's Only Day – Vision of the School Discussion	BOT	Monday 1 st February 2021 – at 1pm
Removal of the School Sign at the Waimarama turn-off	SC	
Analysis of Variance – review/approve	SC	Next meeting
Notify Eclipse the budget has been approved by the BOT	SC	ASAP
Beach Road Bus Invoice to be issued to Te Apiti Station, Landcorp	SC	
Post list of working bee jobs to be completed	AS	
Accept playgroup perimeter quote with Roger Waihua for labour	LG	
Notify families about bringing a plate to Prize Giving for a shared afternoon tea.	SC	ASAP
Trustees Manuals to be handed back to the school office	BOT	End of the year
Annual Plan/Trustees Manuals	AS/SC	Early 2021