

**ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).
MINUTES OF MEETING
TUESDAY 5 SEPTEMBER 2023. MIDDLE ROOM 6.30pm**

- 1. Present:** Lucie Gilbertson (LF), *Presiding Member*; Nicola Wall (NW), *Deputy Presiding Member*; Rhonda Bartlett (RB); Felicity MacLean (FM); Ray Munn (RM); Viv Pearce (VP), *Staff Representative*; Tim Waite (TW), *Principal*; Ange Scott (AS), *Secretary*

Meeting Opened: 6.34pm

- 2. Apologies:** Bryan Lorenz (BL)

- 3. Declarations of Interest:**

4. Funding Connection Introduction – Helen Whitcombe

- AS conference called Helen
- Helen went through her funding service which was outlined in a flyer that was distributed to the BOT members before the meeting (attached)
- The BOT discussed this following the phone conference with Helen
 - They decided to talk to her referees.
 - LG will follow up with Helen and talk to the referees.
 - LG will report back to the BOT and will go from there
- NW Moved. FM Second. All in favour. Carried.

5. BOT report for next newsletter:

- RB

6. Minutes of Last Meeting

FM moved and RB 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	FM	Not done. RB will do the next one.
Hazard walkaround	RB	Done
Print BOT Minutes for Staff	AS	Done
PB4L Branding	TW	After re-build of classrooms
Tank removal at Principal's House	BL	When weather allows
Post and wire to be removed from the Principal's House that is dangerous	BL	In conjunction with tank removal (above)
Board Assurance Statement	TW/BOT	Ongoing
Contact Richard Scott re Pamu's contribution to the Beach Road Bus	LG	Ongoing
Make plan for the Firewood at Bells	FM	Ongoing

Investigate generator options with MOE	TW	Ongoing
Investigate/research amount that could be assigned annual to the School Camp from the Cattle Scheme Fund	RM	To be discussed in the meeting
Change signatories at Westpac	TW/VP/NW/LG	Partially done. Will follow up about removing signatories.
Organise Heat Pump to be serviced in School Houses	RB	Done
Investigate paver options for Community House	FM	Done
Look at options for citrus trees as it's too wet where they are at the moment	FM/BL	Working bee – move them into the community garden

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

7. Hazards

- BOT member (RB) walk around report:
 - Old concrete (in shape of an L) out of the ground by tennis courts. Could be spraypainted (near native trees).
 - Weed spray the effluent area as seedlings are sprouting.
 - Blower in the boy's toilet isn't working
 - Tramp net (ongoing)
 - Playgroup
 - Gate was open. RB closed it. Suggested putting sign up to keep the gate closed.
 - Branches hanging over school's boundary from Playgroup to be trimmed. RM has offered.
 - Principals House Shed
 - Unattached, drain is broken. Plumber?
 - Playground
 - Netting that they climb up. The metal frame is all rusted at one end. Look at working bee.
 - Nails in the platform are protruding – need to hammer them in.
- BOT member to walk-around before next BOT:
 - BL
- Any additional items identified by staff?
 - Gerry
 - Lots of extensions cords hanging down in his class
 - Julie
 - Cords hanging down in the classroom.
- Action on items already identified:

Hazard Item		Update
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Large playground stones to cover up exposed sacking and tree roots. Stones supplied by Higgins. .	RB/NW	Bringing in the metal before our next working bee. Confirm date with RB.
Skateboard Ramp Revamp	Richard Scott	Working bee
Exposed wires in PAF's to be checked over.	TW/FM	Working bee
Shade Sails – quotes/insurance policy	TW/FM/RB	Quotes received. To be discussed.
Slippery half round log around the back of the admin block needs replacing. TW to follow up with Jim	TW	Plastic mesh to be attached to stop it being slippery. To be put down at the working bee.
Tilted door on mower shed needs replacing. Follow up with Austin for plans moving forward as these sheds leak.	TW	Talked to Austin, will work around some health and safety funding for this project
Fruit trees to be trimmed by Aaron Bartlett.	RB	Done
Hole in the field needs filling with topsoil	RM	Late Spring.
Hose reel fallen off by PAF's room. TW to ask Jim	TW	Done. Reattached.
Long jump pit is full of weeds and needs to be sprayed. TW to ask Jim	TW	To be done at the working bee.
Tennis net poles need to be removed from the tennis court	TW	Done.
Trampoline – long cable to be cut off	FM	Done.
Spread the shavings at the entranceway of the school	BOT	Working bee
Install new net for the tramp.	TW	Working bee
Gate at side of classroom (under building) – off hinges and leaning on building (by pool) to be done during the working bee	FM/BL	Working bee
Broken paver by toilet block broken	FM/BL	Working bee
Repair guttering at Principal's House which is leaking	FM/BL	Working bee

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

8. Principal

- Monthly Report (attached)
 - Roll currently sitting at 49
 - Kickstart Breakfast
 - Fontera providing Weetbix and Milk (long life milk)
 - To start in Term 4.
 - Kids to volunteer (and parents) to organise it.
 - Fully funded
 - Pet Day Categories

- Broken up into age groups, rather than classrooms over all categories (to even out the numbers)
- Living Wage Schools Pledge
 - Support staff Caretakers, cleaners etc wage
 - Signed by TW and LG (attached)
- The BOT went into committee to discuss a staff/ex-student issue.
- School Camp (see attached)
 - Every third year is a big ticket camp
- EOTC
- Leadership Project for Boys
 - TW to look into funding
 - Happy to take ideas from the BOT
 - RB will follow up from her end also
 - FM suggested talking to Hereworth
- After School Care Update
 - Going well, up to 5 kids when they're all there.
 - No plans to expand it at the moment.
 - Will continue with the trial.

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

9. Provisional Staffing/Funding Entitlement

- 16 September - update to come

10. Curriculum Review – Science

- TW handed out (see attached)
- The BOT had no further feedback

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

11. Student Achievement Report

- See attached
 - TW went through the attached
 - The BOT had no further feedback

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

12. School Developments in 2023 Update

- Discussed building items/issues earlier

13. Policies

- Board Assurances *“Assure the board that proper steps/actions have been taken regarding the policy/procedure, and that they are up to date”.*
 - Physical Restraint
 - Stand-down, suspension and exclusion

TW went through the board assurances with the BOT (attached) and the BOT were happy.

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

14. MOE Review of Bus Routes Update

- Nothing further to report

15. Finance

- Approve Monthly Accounts
 - The cheque run dated 31 July 2023 totalling \$23,346 attached.
 - The BOT noted the larger payments and payments to staff/parents.
 - NW queried the mileage expenses as there are large transactions going to staff
 - Viv indicated anything that is coded to water that it is funded.
 - NW went through the School Accounts in detail with the BOT (see attached).
 - Monthly financial report adopted, and all expenditure ratified.

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

- Start Draft Budget
 - Move to the next meeting

16. Staff

- VP said that there is nothing to report to the BOT.

17. Cattle Scheme Update

- RM reported that there's not much to report for this meeting
- One steer payment is still outstanding.
- Term deposit ideas (see attached)
 - Could do more or less
 - The BOT were all in favour of this idea and are keen to further look into it.
 - NW to look at Cattle Scheme account to see what the lowest balance has been.
 - Follow up with Linda (Westpac) and Maree (Eclipse)
 - Will follow it up via messenger or email.

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

18. Water System Update

- No problems to report.
- The monitoring system is working well

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

19. Property

- Houses
 - Principal's House
 - Heat Pumps have been serviced
 - Spouting to be looked at (behind Principal's house). Shed behind garage
 - Community House
 - Heat Pumps have been serviced

- Property Maintenance Plan
 - Water testing to be done by Viv

RM moved. NW seconded. All in favour. Carried.

20. Correspondence.

Inwards:

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

Outwards:

To whom	Description	Action

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

General Business

- Appoint Returning Officer
 - AS to be the returning officer
 - NW, RM and LG term is coming to an end
 - Election date is 15 November

Parent elections

Event	Date
Select Returning Officer by	Wednesday, 13th September 2023
Close Main Roll	Wednesday, 20th September 2023
Call for Nominations by	Friday, 22nd September 2023
Close Supplementary Roll	Monday, 9th October 2023
Nominations Close (at 12pm)	Wednesday, 11th October 2023
Voting Papers Issued by	Wednesday, 18th October 2023
Election Day	<input type="text" value="November 15, 2023"/>
Close Poll	4pm on election day
Accept Postal Votes	Monday, 20th November 2023
Count Votes	Tuesday, 21st November 2023
Board Takes Office	Wednesday, 22nd November 2023

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

- Enrolment Pack
 - TW has received feedback and will pass it onto FM
- Working Bee
 - It was cancelled recently due to the wet weather.
 - Looking for a new date. Proposed dates: Sunday 17th September and Sunday 29th October (1pm-3pm)
- Security Cameras for the School
 - Swann – obtain quotes of sourcing cameras and installation.
- Generator
 - TW continuing to follow up.
- Shade Sails
 - Second quote – from Sloans \$10,800.01 (attached)
 - It has been confirmed that we are not covered by insurance here.
 - Look into this once we potentially have funding.
- Ramp
 - There is currently no wheelchair access currently into the buildings.
 - FM has looked into a portable ramp for the school.
 - Quotes attached.
 - Need to think about the angle.
 - The BOT were in favour of purchasing the 1.8m length ramp costing \$439.
 - LG moved. RB second. All in favour. Carried.
 - FM to purchase.
- Community of Elsthorpe Charities Transport Trust
 - FM in the process of filing the charities return.
 - FM to talk to Viv to work in with the timing of the bus return.
- Review of Wishlist

Wishlist	Responsible
Hockey Goal	Waiting for funding applications.
Generator	TW

Meeting Closed: 9.08pm

Next Meeting: Tuesday 17th October 2023 at 6.30pm, at Elsthorpe School Middle Room

Signed:

(Lucie Gilbertson, Presiding Member)

Date:

Action List:

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Report for newsletter	RB	ASAP
Hazard walkaround	BL	Next meeting
Print BOT Minutes for Staff	AS	Next meeting
PB4L Branding	TW	After re-build of classrooms
Tank removal at Principal's House	BL	When weather allows
Post and wire to be removed from the Principal's House that is dangerous	BL	In conjunction with tank removal (above)
Update Enrolment Pack	TM/FM	Next meeting
Board Assurance Statement	TW/BOT	Ongoing
Contact Richard Scott re Pamu's contribution to the Beach Road Bus	LG	Next meeting
Follow up with Helen re Funding Connection and talking to her referees. Then report back to the BOT.	LG	ASAP
Make plan for the Firewood at Bells	FM	Next meeting
Investigate security camera options for the school.	TW/AS	Next meeting
Remove signatories at Westpac	VP	Next meeting
Carry out water testing of Principal and Community House	VP	Next meeting
Confirm date of working bee to Dick from Higgins as he is going to drop of the stones for the Playground.	RB	ASAP
Exposed wires in PAF's to be checked over by electrician when onsite	TW	Next meeting
Investigate generator options with MOE	TW	Next meeting
Long jump pit is full of weeds and needs to be sprayed. TW to ask Jim or be done at the working bee.	TW/FM/BL	Working bee
Plastic mesh to be applied to the slippery half round around the back of the admin block.	FM/BL	Working bee
Organise working bee	FM/BL	Sunday 17 th September, 1pm
Hole in the field needs filling with topsoil	RM	Next meeting
Install new net for the tramp.	FM/BL	Working bee
Skateboard ramp revamp	Richard Scott	Working bee
Gate at side of classroom (under building) – off hinges and leaning on	FM/BL	Working bee

building (by pool) to be done during the working bee		
Broken paver by toilet block broken	FM/BL	Working bee
Repair guttering at Principal's House which is leaking	FM/BL	Working bee
Look at options for citrus trees as it's too wet where they are now	FM/BL	Working bee
Spread the shavings at the entranceway of the school	FM/BL	Working bee
Old concrete (in the shape of an L) is out of the ground by tennis courts. Could be spraypainted (near native trees).	FM/BL	Working Bee
Weed spray the effluent area as seedlings are sprouting	FM/BL	Working bee
Sign to be put up on the gate going from school into playgroup (to keep the gate closed)	FM/BL	Working bee
Branches hanging over school's boundary from Playgroup to be trimmed	RM	Working bee
Playground – The metal frame is all rusted at one end of the netting that the kids climb up. Needs looking at.	FM/BL	Working bee
Playground - Nails in the platform are protruding – need to hammer them in.	FM/BL	Working bee