

ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).

MINUTES OF MEETING

TUESDAY 16 MAY 2023. JUNIOR 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: 6.36pm

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

- 3. Declarations of Interest:** Nil

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

- 5. 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	NW	Not done
Hazard walkaround	RM	Done
Print BOT Minutes for Staff	AS	Done
Follow up quotes on Chromebooks and tablets as necessary	TW/FM	Ongoing
PB4L Branding	TW	After re-build of classrooms
Tank removal at Principal's House	BL	BL was not at the meeting and advised via a message that it hasn't been done.
Post and wire to be removed from the Principal's House that is dangerous	BL	BL was not at the meeting and advised via a message that it hasn't been done.
LSC space – follow up with Austen	TW	Last space to be done after the library
Purchase/install new net for the tramp.	TW	To be done
Complete Trustees Manuals	AS	Done. Handed out.
Set up WiFi Water Monitoring System. TW to follow up with IT re firewall	AS/TW	Done
Update Enrolment Pack	FM	Ongoing
Follow up re Cattle Scheme Thank You Cards	RM	Done

Community House – storm water pipe repair work – advise plumber to complete the job	RB	Done
Contact Richard Scott re Pamu's contribution to the Beach Road Bus	LG	To be done
Jubilee – talk to Brent Muggeridge and get a committee together	TW	TW advised that the celebrations will be in 2024.

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

6. Hazards

- BOT member walk (RM) around report:
 - Bait stations scattered around the school, found them in the middle of the tennis courts. Need to talk to Mandy to re-attach them.
- BOT member to walk-around before next BOT:
 - VP
- Any additional items identified by staff?
 - Gutters filled with leaves at junior room and library etc
- Action on items already identified:

Hazard Item		Update
Large playground – purchase rubber mats for Playground	FM	Purchased, need installing
Large playground – quote for stones to cover up exposed sacking and tree roots	FM	Got a quote from Hastings, looking to get further quotes and needs to work out how much we need to purchase
Fence pole sticking out on the fence line of the School House boundary (near PAF's room).	RM	Done
Iron on the PE shed has lifted and needs securing down	RM	Done
Broken window at the back of PE shed	RM	Secured. However need to look into a perspective window. TW to organise in conjunction with the Junior Rooms replacement window.
Gate by woodshed (out of bounds for the kids), was open, needs to be closed.	TW	Done
Wire around the back drinking fountain.	RM	Done. Earthing wire, RM advised to leave in place
Green shed by the pool, iron sticking out and needs securing	RM	Done

Broken concrete lid drain (back corner of Senior Room). Needs replacing.	RM	Done. Replaced three of them and has a spare one in case we need it.
BBQ table, missing a seat at the end	BL	To be done
Skateboard Ramp to be removed	FM	Decided to ask in the school newsletter if there is someone in the community who would like to revamp it. FM to post
Plants out front of office – spikey plants need to be removed	TW	To be done.
Exposed wires in PAF's to be checked over by electrician when onsite	TW/FM	TW to ask electrician on school site.
Broken pipe going down the bank into the native reserve	BL	RM looked at this and the pipe is covering two taps (rather than broken). TW to ask plumbers when they're on site next to see if they have a simple solution.
Shade sails to be taken to town for repair	FM	FM has taken them to town and Sloanes have advised that they are stretched and near the end of their life. Over \$1,000 for repair. Quote to replace approx. \$5,700. This is for 2 of the 4 shade sails. FM to obtain some further quotes

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

7. Principal

- Monthly Report (attached)
 - Roll currently sitting at 50
 - Kerry MacDonald from ERO made her first visit to the School and will return in late June or early July for a follow up.
 - School Improvement Plan
 - On display in TW's office
 - Identified areas that we can work on.
 - The staff completed a continuum of students at the School. This allowed us to quickly identify students who require help, extension and assistance from outside agencies.
 - The MOE Teacher Only Day on 24.4.23 on the new curriculum was attended by all Elsthorpe teaching staff (and Tania).
 - We have to have a discussion about Technology at Elsthorpe School. It seems the College will be unprepared for 2024.
 - Need to have a back option.

- Could be expensive if we were to run it ourselves
 - Potentially look into Hastings area
- TW to attend a follow up meeting and report back to the BOT.
- Our bank staffing is in a very good place. We have a lot of extra staffing to use this year. TW will give some thought to how we can use this to improve student outcomes.
- The budget was projected to provide a surplus due to our extra staffing allocation however a deficit is now forecasted.
- TW has reviewed our Physical Restraint policy and read the accompanying MOE document. All staff must be trained (online) in Physical restraint by the 7th February 2024.
- We have an oak leaves issue. As a board we need to discuss the practicalities, costs and next steps for contain such large trees.
 - Need to talk to locals (e.g. Yvonne MacCauley) to see if they're historic trees and the history behind them.
 - They are getting a trim when the Junior Room gets demolished.
 - VP to follow up
- In light of a recent national event. TW has reviewed our policy regarding Education Outside the Classroom (EOTC) and our procedures to ensure student safety. All EOTC events must have a risk assessment plan provided by the school or the approved provider of the experience.
 - TW advised that our policy looks good.
 - TW has advised that for every inter-school event that a teacher will be accompanying the children to the event.
- Board Assurance Statement
 - Wordy document. At our BOT meetings we need to go through this and do a little bit at each meeting
 - TW handed out a copy to the Board members and went through part of Section 1. To be continued at the next meeting

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

8. Curriculum Review

- Literacy – Reading
 - The BOT went into committee to discuss this.

9. School Developments in 2023 Update

- Discussed above in the Principal's Monthly Report

10. Policies

- Policy Review "Review the policy/procedure and share with relevant stakeholders so they can also provide feedback"
 - Education Outside the Classroom
 - Planning and Review
 - Risk Management
 - Coordinator
 - External Providers
 - Staff Competence
 - Event Categories

- Communication with Parents
- TW has emailed out the details to review this policy to all BOT members to complete.
- Board Assurances “Assure the board that proper steps/actions have been taken regarding the policy/procedure, and that they are up to date”.
 - Digital Technology and Cyber Safety
 - Computer Security and Cyber Security
 - Student Attendance
 - Health Education
 - Child Protection
- TW went through the board assurances with the BOT (attached) and the BOT were happy.

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

11. MOE Review of Bus Routes Update

- Nothing further to report

12. Finance

- Approve Monthly Accounts
 - The cheque run dated 30 April 2023 totalling \$22,537 attached.
 - The BOT noted the larger payments and payments to staff/parents.
 - Monthly financial report adopted and all expenditure ratified.

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

13. Cattle Scheme Update

- Three more cattle killed in May.
- Working on placements for the next round of cattle.
- Cattle Scheme Shout was held at the Patangata and was greatly received. Thank you to Ray for organising and Rhonda for hosting.
- At the moment RM is unable to explain exactly what we are using the money for when ringing around trying to place cattle with farmers. Farmers are asking and this is something the Board can think about. The Board will discuss this at the next meeting. TW will come to the meeting with some costs for camp.

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

14. Water System Update

- WiFi Water Monitoring Unit
 - It has now been installed and set up.

15. Property

- Houses
 - Principal’s House
 - Tank Removal
 - BL will update at the next meeting
 - Community House

- Soak pit has been done, the house is now Healthy Homes compliant. RB will follow up with Beta Properties to get the certificate (and will need to provide proof of the work that has been to obtain the compliance).
 - Message from the Property Manager
 - Applicants to date have not been suitable for the school. One family in the pipe-line that is relocating but just waiting on references.
 - TW to ask Jim to spray
- Property Maintenance Plan
 - Nothing to report
 - Piles of Bark at entranceway needs spreading.
 - There are 10 to 12 piles of shavings that need to be spread
 - NW suggested that we get onto it as it's an eyesore
 - NW suggested having a working bee to spread it and the teachers have offered taking their classes out to do it too.
 - RM to have a look and get back to the Board.

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

16. Correspondence.

Inwards:

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

Outwards:

To whom	Description	Action

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

General Business

- Enrolment Pack
 - Ongoing. FM to update.
- Firewood Working Bee Update
 - Completed with a good turnout.
 - There was some wood left over which could be on sold.
 - FM to contact Lizzie and Struan to find out how much is left over and report back to the BOT.
- Security Cameras for the School
 - The BOT were all in favour to put cameras up at the school for security reasons as property is getting damaged after hours.

- AS to look into the options and report back to the BOT.
- Elsthorpe Playgroup Hunting Competition
 - FM asked if Playgroup can use the School grounds for the weigh-in for the upcoming Hunting Competition.
 - The BOT were all in favour.
 - LG moved. RM seconded. All in favour. Carried.
- Review of Wishlist

Wishlist	Responsible
Hockey Goal	PAF's looking into this

Meeting Closed: 8.47pm

Next Meeting: Tuesday 20th June 2023 at 6.30pm, at School Staffroom

Signed:

(Lucie Gilbertson, Presiding Member)

Date:

Action List:

Action	By Whom	By When
Report for newsletter	RM	ASAP
Hazard walkaround	VP	Next meeting
Print BOT Minutes for Staff	AS	Next meeting
Follow up quotes on Chromebooks and tablets as necessary	TW/FM	Ongoing
PB4L Branding	TW	After re-build of classrooms
Tank removal at Principal's House	BL	Next meeting
Post and wire to be removed from the Principal's House that is dangerous	BL	In conjunction with tank removal (above)
LSC space – follow up with Austen	TW	Ongoing
Purchase/install new net for the tramp.	TW	ASAP
Update Enrolment Pack	FM	Ongoing
Contact Richard Scott re Pamu's contribution to the Beach Road Bus	LG	Next meeting
Bait stations need re-attaching to the buildings. Need to contact Mandy	TW	ASAP
Rubber mats for Playground need installing	FM	Next meeting

Large playground – further quotes for stones to cover up exposed sacking and tree roots	FM	Next meeting
Perspects window for PE shed. Needs to be organised in conjunction with the Junior Room and PAF's room window replacements	TW	Next meeting
BBQ table needs repairing (missing a seat at the end)	BL	Next meeting
Skateboard ramp revamp	FM	Next meeting
Plants out front of office – spikey plants need to removed	TW	Next meeting
Exposed wires in PAF's to be checked over by electrician when onsite	TW	Next meeting
Broken pipe going down the bank into the native reserve. Ask plumber when they're onsite to see if there is a simple fix	TW	Next meeting
Shade said quotes for repair/replacement	FM	Next meeting
Oak trees history/options	VP	Next meeting
Board Assurance Statement	TW/BOT	Ongoing
Think about cattle scheme money and options	BOT	Next meeting
Community House – follow with the Beta Properties for Healthy Homes Certificate	RB	Next meeting
Community House – spray section. TW to ask Jim.	TW	ASAP
Spread the shavings at the entranceway of the school	RM/TW/BOT	Next meeting
Follow up with Lizzie and Struan Bell re left over firewood from the working bee	FM	Next meeting
Investigate security camera options for the school.	AS	Next meeting