

**ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).
MINUTES OF MEETING
TUESDAY 1 AUGUST 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); Bryan Lorenz (BL); Viv Pearce (VP), *Staff Representative*; Tim Waite (TW), *Principal*; Ange Scott (AS), *Secretary*

Meeting Opened: 6.38pm

2. Apologies: Nil

3. Declarations of Interest: LG – the school cattle scheme has purchased cattle from Sheep City Ltd whom LG is a shareholder of.

4. BOT report for next newsletter:

- FM

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	VP	Done
Hazard walkaround	FM	Done
Print BOT Minutes for Staff	AS	Done
Follow up quotes on Chromebooks and tablets as necessary	TW/FM	To be discussed during the 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)
Install new net for the tramp.	TW	To be done (working bee)
Contact Richard Scott re Pamu's contribution to the Beach Road Bus	LG	Ongoing
Board Assurance Statement	TW/BOT	Ongoing
Spread the shavings at the entranceway of the school	RM/TW/BOT	To be done (working bee)
Firewood at Bells	TW	Done. Has been split, FM to follow up and make a plan moving forward.
Ideas from BOT in regard to bank staffing	BOT	To be discussed during the meeting
Look into PB4L certificates that were handed out to students in the past	TW	To be discussed during the meeting

Eftpos option for purchasing of uniforms etc. Talk to Maria.	TW/VP	To be discussed during the meeting
Arrange for power to be turned on and clean community house before the tenant arrives on 1 July	RB	Done

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

6. Hazards

- BOT member (FM) walk around report:
 - Skate ramp – still be to be addressed and to be done during the working bee (Richard Scott)
 - Holes in field to be filled during working bee
 - Gate at side of classroom (under building) – off hinges and leaning on building (by pool) to be done during the working bee
 - Trampoline
 - Long cable coming off by the step
 - To be cut off by FM
 - Hose reel fallen off PAF's room. TW to ask Jim to repair
 - Broken paver by toilet block broken. To be done during the working bee
 - Long jump pit is full of weeds and needs to be sprayed. TW to ask Jim.
- BOT member to walk-around before next BOT:
 - RB
- Any additional items identified by staff?
 - Tennis court nets.
 - The poles are still in the court and need to be removed so kids don't hurt themselves. TW to arrange the removal of these.
- Action on items already identified:

Hazard Item		Update
Rubber mats for Playground need installing.	FM	Done
Large playground stones to cover up exposed sacking and tree roots. Stones supplied by Higgins. RB to follow up re stones. NW to follow up re digger to spread the stones.	RB/NW	RB spoke to Dick at Higgins and will do it when the weather allows. Ongoing.
BBQ table needs repairing (missing a seat at the end)	BL	Done
Skateboard Ramp Revamp	Richard Scott	To be done at working bee
Plants out front of office – spikey plants need to be removed	LG	Done by RM
Exposed wires in PAF's to be checked over by electrician when onsite	TW	TW has looked but unable to locate them. Located on the outside. FM to show TW where it is.

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	Done
Shade Sail quotes for repair/replacement	FM/RB	To be discussed during the meeting
Slippery half round log around the back of the admin block needs replacing.	VP	Still there. Jim to remove and replace. TW to talk to Jim.
Tilted door on mower shed needs replacing	VP	Ongoing. Sheds leak, water damaged. Need to look into insurance options and ask Austin for plans moving forward. TW to follow up.
Fruit trees need trimming.	RB	To be done in late August.
Hole in the field needs filling with topsoil.	FM	To be done at working bee
Pothole near the last speed bump	RM	Done

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

7. Principal

- Monthly Report (attached)
 - Roll currently sitting at 50
 - Technology will continue at Waipawa in 2024.
 - After trailing the new Learning Conference option, we have reverted to the previous system in Term 4.
 - Staff meeting on 18.07 discussed the Local Curriculum and how we can better use our local resources and people.
 - Received two quotes to purchase furniture for the Middle Room and Breakout space (attached).
 - The BOT were all in favour of accepting the Educated furniture quote of \$2,646.15. The other quote was from Furnware totalling \$3,243.60
 - LG moved. FM seconded. All in favour. Carried.
 - There were issues with leaks in the library which have hopefully been resolved.
 - The upgrade of the library was not in the original plan but has been built into the current plan.
 - The doors in the Middle Room and Junior Room are faulty. This has been signalled to the builders who will remedy it.
 - The louvre windows in the Junior Room are faulty and will eventually need to be built into the Cyclical maintenance plan.
 - Exposed wires missed paint jobs, the scratch in the fireplace and all other minor issues in the upgrade of the Middle and Junior room have been fixed.
 - The Heat Pump in the new 'Senior Room' makes a loud whistle. This has been fixed at a cost of \$595.
 - An updated Student Internet Use Agreement last week and have received 44 of 50 responses. We will create a public facing Facebook page to share our successes and promote our school.

- As a board we discussed the merits of selling fizzy drinks at sporting events. TW canvassed all the schools in CHB to ask after their policy on the matter. Seems that country schools do sell fizzy drinks at events, however the town schools don't.
 - The BOT discussed this. There is still stock in the PAF's room. LG suggested removing Coke and looking at light/sugar free options was discussed. The BOT will see if any feedback comes in from events and go from there. FM to take it to PAF's to look at alternatives for future events.
 - LG moved. RB second. All in favour. Carried.
- Student Attendance Report (attached)
 - TW went through the report with the BOT and discussed it.
- Eftpos Machine
 - Spoke to Lisa from Eclipse and they stated that it wasn't worth getting an Eftpos machine for how often it would be used.
 - Suggested putting the bank details up at the office – NW suggested having little cards that can be handed out to parents at the time of purchase.
 - NW moved. FM second. All in favour. Carried.
- School Camp
 - Costing around \$8,720
 - TW explained that this year the camp is funded through PAF's donations, meat raffle, student contributions, disco, parliamentary services grant and a crutching fundraiser.
 - TW asked if we want to look at a plan going forward? How often we go to camp? Where do go to camp? Is it possible to reduce the cost of camp and still give our kids the experiences we want?
 - The BOT agreed that a set amount from the Cattle Scheme annually should go to the School Camp. This will come from the interest made on the term deposit and it gets revised when it changes. The Board will discuss at the next meeting after RM has done some research into the amount that could be contributed.
- Extra Staffing
 - The BOT went in committee to discuss this.
- After School Care
 - Letter attached that has been put together by TW proposing "Homework Club".
 - TW proposes trialling it and is happy to do it on Monday and Tuesday. Start week 5 and reassess at the end of the term.
 - LG moved. BL seconded. All in favour. Carried.

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

8. Student Achievement Report

- *Moved to the next meeting*

9. School Developments in 2023 Update

- TW discussed this in his principal report.
- Doors in the Junior and Middle room don't work and windows in junior room don't work.
- Units are still to be installed
- Sliding doors to be installed over the weekend into the breakout room
- Library leaks
 - TW said that it is up to Gerry if he'd like to move back into the library once the library has been repaired.

10. Policies

- Policy Review *"Review the policy/procedure and share with relevant stakeholders so they can also provide feedback"*.
 - Learning Support
 - Learning Support Coordination
 - Identifying Learning Support
 - Gifted Learners
- Board Assurances *"Assure the board that proper steps/actions have been taken regarding the policy/procedure, and that they are up to date"*.
 - School Swimming Pool
 - Safety Management System/Worker Engagement, Participation and Representation
 - Searches, Surrender, and Retention of Property

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

NW moved. LG 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 June 2023 totalling \$89,428 attached.
 - The BOT noted the larger payments and payments to staff/parents.
 - Monthly financial report adopted, and all expenditure ratified.

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

- NW and TW met with Maria from Eclipse. Points to note:
 - Tighten up and tidy up some things
 - VP, TW, LG, NW need to go to Westpac to remove previous signatories. TW to organise with Westpac so that they take the appropriate documents etc to get it all done at once.

- Budget Review. The BOT were all in favour of approving the budget based on email sent by TW on 17th July 2023 (attached).
 - FM moved. RM second. All in favour carried.

13. Staff

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

14. Cattle Scheme Update

- RM reported that it was a fantastic day getting stock from LG. It went well and there are now 28 weaner stock on farm. NAIT's all completed.
- Had cattle that was purchased off Mangakuri Station – invoice received.
- One cow to purchase from Kahurankai Station – waiting for invoice to be received.
- RM will do a Facebook post to thank the local farmers, Farmlands, and Farmers Transport etc that were involved with the placement of the recent weaner stock.
- 4 steers have been killed; 3 more cattle killed (waiting for kill sheets for confirmation).

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

15. Water System Update

- It appears that the hill is on the move so it's going to be an ongoing issue.
- In the long term we may need to think about a plan, RM advised talking to Richard Scott at Paeroa for his thoughts.

BL moved. NW second. All in favour. Carried.

16. Property

- Houses
 - Principal's House
 - Tenants have moved out.
 - Rent has been put up \$20 per week to \$370.
 - New tenant moving in – couple of weeks' time.
 - Seems to be a gutting leak (to look at working bee).
 - Community House
 - Fixed a filter in one of the bedrooms
 - Heat pump to be serviced. RB to organise
 - FM noted corrugated iron was used when it was muddy. FM to investigate pavers
- Property Maintenance Plan
 - Nothing to report

Both homes are now Healthy Home compliant and have certificates

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

17. Correspondence.

Inwards:

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

Outwards:

To whom	Description	Action

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

General Business

- Enrolment Pack
 - Emailed to TW for review (along with staff)
- Working Bee
 - Proposed date: Sunday 20th August at 1pm. BL and FM to organise
 - Need some topsoil to fill the holes. RM has offered to do it late spring when it has dried out a bit.
 - Look to move the citrus trees as it's too wet where they are at the moment.
- Security Cameras for the School
 - Ongoing
- Generator
 - RM has done some research. Quotes attached.
 - Expensive for the school to purpose for a one off (unknown) use.
 - BL has offered a farm one if the school ever need it.
 - TW to look into it a bit further with the MOE to see if there are any options available.
- Shade Sails
 - Quote attached - \$11,000 RB
 - FB – to obtain a further quote from Sloanes in Waipukurau
 - TW to enquire re insurance asap
 - TW asked the questions if it was a high priority to provide a shade sail over the playground when other schools don't have shade sails over playgrounds.
 - The BOT were all in agreeance to check with the insurance. If it is covered by insurance we will go ahead with the repair, otherwise we will look at it at later date. TW to investigate.
- Chromebook Quotes
 - Quote attached.
 - TW did a stocktake on the current Chromebook stock. PBTech – replacing the stock in the senior, replacement iPads for junior room. Middle room get left over current stock.
 - TW has been advised to lease rather than buy outright

- The BOT were all in agreement.
 - LG moved. FM second. All in favour. Carried.
- Review of Wishlist

Wishlist	Responsible
Hockey Goal	PAF's looking into this
Generator	TW

Meeting Closed: 9.26pm

Next Meeting: Tuesday 5th September 2023 at 6.30pm, at School Staffroom

Signed:

(Lucie Gilbertson, Presiding Member)

Date:

Action List:

Action	By Whom	By When
Report for newsletter	FM	ASAP
Hazard walkaround	RB	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
Make plan for the Firewood at Bells	FM	Next meeting
Investigate security camera options for the school.	TW/AS	Next meeting
Large playground stones to cover up exposed sacking and tree roots. Stones supplied by Higgins.	RB/NW	Ongoing
Exposed wires in PAF's to be checked over by electrician when onsite	TW/FM	Next meeting
Shade sail insurance policy	TW	Next meeting
Investigate generator options with MOE	TW	Next meeting

Hose reel fallen off by PAF's room. TW to ask Jim	TW	Next meeting
Long jump pit is full of weeds and needs to be sprayed. TW to ask Jim	TW	Next meeting
Tennis net poles need to be removed from the tennis court	TW	ASAP
Slippery half round around the back of the admin block. TW to follow up with Jim	TW	Next meeting
Trampoline – long cable to be cut off	FM	ASAP
Mower sheds plan (leaking). Follow up with Austin for plans moving forward.	TW	Next meeting
Fruit trees to be trimmed by Aaron Bartlett	RB	Late August
Investigate/research amount that could be assigned annual to the School Camp from the Cattle Scheme Fund	RM	Next meeting
Change signatories at Westpac	TW/VP/NW/LG	Next meeting
Organise Heat Pump to be serviced in School Houses	RB	Next meeting
Investigate paver options for Community House	FM	Next meeting
Organise working bee	FM/BL	Sunday 20 th August, 1pm
Hole in the field needs filling with topsoil	RM	Late spring
Spread the shavings at the entranceway of the school	RM/TW/BOT	Working bee
Install new net for the tramp.	TW	Working bee
Skateboard ramp revamp	Richard Scott	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
Look at options for citrus trees as it's too wet where they are at the moment	FM/BL	Working bee