

ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).

MINUTES OF MEETING

MONDAY 25 MARCH 2024. ELSTHORPE SCHOOL SENIOR ROOM. 6pm

1. **Present:** 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: 6:14pm

2. **Apologies:** Lucie Gilbertson (LG), *Presiding Member*

3. **Declarations of Interest:** RM (Curtain quote)

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

- FM

5. **Minutes of Last Meeting**

RB moved and RM 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
Email approved BOT Minutes to VP and NW	AS	Done
Distribute approved BOT Minutes to Staff	VP	Done
Post approved BOT Minutes to the School Website	NW	Done
PB4L Branding	TW	After re-build of classrooms
Tank removal at Principal's House	FM	FM to contact Daryl Pugh
Post and wire to be removed from the Principal's House that is dangerous	FM	In conjunction with tank removal (above)
Contact Richard Scott re Pamu's contribution to the Beach Road Bus	LG	Ongoing
Follow up with Brad about removal of the big trees	TW	The Ministry has confirmed that they will take them out as part of the building upgrades (TBC)
Arrange delivery/pickup of Firewood for Patangata Pub	FM/RB	Done
Upload Strategic Plan	TW	Done
Upload Statement of Variance	TW	Done
Return Trustees Manual to office	BOT	Done
Painter for PAF's room	LG/RB	Ongoing

Update/Review 5YA – follow up with Austin	TW	Ongoing
Flag Pole – follow up history	VP	History behind the Flagpole after talking with Yvonne. She will write something up.
Flag Pole – to be repainted	FM	LG has contacted Centralines and waiting for response.
Presiding member and Principal to sign letter for representations – follow up with Maria from Eclipse	TW	Done
Look at blind options for Library/Middle/Junior Rooms	NW	Done
Hockey turf – need to put some shade cloth along the wood chip edges as the wood chips are coming through the timber barrier and onto the turf.	RM	Ongoing. To be done.
Follow up replacement parent representative for Bryan Lorenz	LG	To be discussed in the meeting.

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

6. Hazards

- BOT member (FM) walk around report:
 - Fiberglass on boat
 - Need to look at lacquering it as students are getting splinters (FM)
 - Mouldy concrete – spray wet and forget/baking soda before winter
 - Middle room – the high windows in the afternoon let the sun in and affect the tv screen. FM to investigate options.
 - Hole by office on the grass needs filling (where the Cabbage Tree came out)
- BOT member to walk-around before next BOT:
 - RB
- Any additional items identified by staff?
 - Leaves from the trees in the guttering need clearing out.
- Action on items already identified:

Hazard Item		Update
Playground - nails in the lower two platforms need hammering in.	FM	Done
Boat – needs to be made more stable	FM	Done
Library Door – needs repairing as unable to open	?	Done
Swimming Pool – changing sheds need looking at	TW	To follow up with Brad Gay

Swimming Pool – pool needs to be repainted as paint chips are going through the filter	?	VP suggests emptying it over winter and doing something with it.
The school needs to be re-sprayed for bugs	TW	FM has two quotes. To be discussed in the meeting.

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

7. Principal

- Monthly Report (attached)
 - Roll currently sitting at 44
 - All staff are required to attend an all-hands Staff Meeting on Wednesday 3.04
 - BAS and Profile reports have been sent through for TW and LG to sign.
 - The BOT went in committee to discuss the current cleaning situation.
 - New fire alarm system
 - Senior boys leadership camp
 - Orienteering kit (will be used for the whole school)
 - Speaker coming to talk to the boys
 - The BOT went into committee to discuss a bullying comment
 - Technology – we need a viable technology option beyond 2024 as the Waipawa Centre will close. There is a breakfast meeting on Wednesday 03.04 to discuss viable alternatives.
 - The BOT's preferred option is for TW to contact Hastings Intermediate School/Havelock North Intermediate School who are already established technology schools.
 - The BOT's second option was to band together with other schools, but only if other established tech school options had been exhausted.

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

8. 2024 Staffing Update

- FM has begun working in the Senior Room on a 0.4 contract
- TW has submitted the March role.

9. School Developments in 2024

- Furnware Quote for furniture for the senior room (attached).
 - TW currently working through the options to purchase furniture with the funding that is currently available. A whiteboard and storage is currently an issue in the temporary senior room.
- Blind Quotes (attached)
 - NW notes that no ready made curtains/blinds are available for these sizes
 - TW to run past the idea of curtains with Helen from Funding Connection
 - The quotes are as follows:
 - Guthrie Bowron

- \$3,410.00 – blackout blinds
- \$3,500 – drapes
- Curtain Studio
 - \$4,494.40 – Curtains
- Lewis’s Commercial
 - \$1,714.37 – Curtains (includes promotion of free make)
- The BOT were all in agreeance to accept the Lewis quote. The BOT will go to Helen and then PAF’s for funding.

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

- FM advised when the Ministry onsite that they were talking about putting the office into the old Junior Room while the renovations were taking place. TW indicated that if it’s not safe enough to put kids in there, it’s not safe enough to put staff in there. TW to follow up with Ministry.

10. School Uniforms

- RB has been in touch with NZ Uniforms in Hastings.
- RB distributed a copy of NZ Uniforms contract to the BOT.
- RB discussed the details of the contract and what NZ Uniforms has to offer.
- RB indicated that they will be able to provide similar colours etc to what we have now, excluding the yellow on the polar fleeces.
- If the sports shirt go to NZ Uniforms we need to know that they can produce like for like as they were only introduced to the school last year. RB will take a sports shirt to NZ Uniforms.
- TW offered his Dad (retired lawyer) to look over the contract
 - TW to report back after the contract has been looked over.

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

11. Policies

- Policy Review *“Review the policy/procedure and share with relevant stakeholders so they can also provide feedback”*
 - Parent Involvement
 - Communicating with Parents
 - Community Conduct Expectations
 - School Planning and Reporting
 - Reporting to Parents on Student Progress and Achievement
- Board Assurances *“Assure the board that proper steps/actions have been taken regarding the policy/procedure, and that they are up to date”.*
 - Healthcare
 - Digital Technology and Online Safety
 - Boarding Houses/Hostel Polices (N/A)

TW went through the Board assurances (attached), and everyone was happy.

The BOT will undergo the Policy Reviews (if they haven’t already).

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

12. Finance

- Approve Monthly Accounts
 - Cheque run for the period 1 January 2024 to 29 February 2024 totalling \$30,155 (attached).
 - BOT noted the larger payments and payments to staff/parents.
 - Monthly financial report adopted and all expenditure for previous month ratified.

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

- NW did a quick overview of the accounts.
 - TW to follow up on Cattle Scheme account query - \$14,000...
- Annual Financial Statements
 - TW distributed a copy to the BOT members as part of his monthly report.
 - The BOT were all in agreeance to approve the annual report
 - TW and LG to sign
 - Now that these are finalised and approved, they can be uploaded to the webpage. NW to arrange.

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

- Update/Review 5YA
 - TW to talk to Brad Gay.

13. Cattle Scheme Update

- 11 steers killed in January. 11 steers in February – best weights that RM has seen.
- Two steers were a private kill (Jo McCash). These two steers were killed with the school cattle, the kill sheet came through, then Jo will invoice the school the amount (based on the kill sheet).
- Around another five in the next month will be killed and then that is the majority killed for the year.
- RM advised that we need to do another cattle scheme shout, looking to host in April. Host at Patangata. RM to organise.
- GST
 - We will reconcile the GST back to the school quarterly.
 - RM will run a discussion past Eclipse to work out the way to deal with it best.
- TW raised the following question:
 - Do we keep the the cattle scheme accounts inside the school vs outside the school?
 - In the past we've had issues showing transactions
 - Moving forward we will make a paper trail and a physical transfer of any transactions that have been approved.

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

14. Water System Update

- No issues to report.

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

15. Staff Update from Staff Representative

- VP advised nothing to report from the staff

16. Property

- Houses
 - Principal's House
 - Quote from Apex was approved via email of repairing the spouting at the Principal House. Booked in.
 - RB advised that there is exposed wood on the exterior of the house (no paint). Needs attention when the funds become available. There isn't enough money in the accounts currently to deal with this.
 - Community House
 - Quote from Apex was approved via email of repairing the spouting at the Community House. Booked in.
 - Look to advertise earlier as the tenants are moving out (when their house is built). RB to ask Tammy.
- Property Maintenance Plan
 - Heat pump servicing – RB to arrange
 - Chimney sweeping – VP to get the houses done at the same time as the school

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

17. Correspondence.

Inwards:

Document and from	Summary	Board comment or action (if any)
Education Gazette	Magazine	
Quotes – Security Cameras	Various	
Quotes – Curtain Quotes	Various	
NZ Uniforms – Contract		
Quote – Furnware		

Outwards:

To whom	Description	Action

Inwards correspondence accepted and outwards approved. FM moved. RM seconded. All in favour. Carried.

General Business

- Funding Applications (Helen – Funding Connection)

- TW has a phone call with her on Thursday
 - Hockey goals
 - Shade sails
 - Curtains
- AS is happy to join the call and take over dealing with Helen

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

- Number/Dates of Meetings for 2024
 - The BOT were all in favour of reducing the number of meetings in Term 4 from three to two. We will trial it in 2024
 - AS and TW will revise the programme

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

- Enrolment Pack
 - Ongoing
- Security Cameras for the School
 - Quotes (attached)
 - Eastek
 - \$4,100 + GST
 - Impact Alarms
 - \$4,406.96 + GST
 - The BOT were all in favour of accepting the Impact Alarms quote.
 - TW to accept quote and arrange
 - The money is to be taken out the Asset Reserve account. TW to follow up if this is possible.

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

- Community of Elsthorpe Transport Trust
 - Nothing to report
- Working Bee Update
 - Great working bee, good turnout
 - Trees removed
 - Stabilised the boat
 - Found guttering issue
 - Will set a date for another working bee at the next meeting
 - Call out on Facebook page for guttering clearing/cleaning
- Parent Representative Replacement
 - LG got in contact with NZSTA.
 - NZSTA were blown away by how many parent reps we have currently on the BOT vs roll size.
 - NZSTA suggested not replacing him given the size of the school. However, this would mean the BOT would have to change the constitution and it be agreed as a BOT. The process would involve:
 - Go out to the community/newsletter,
 - Notify the community

- Receive submissions
- Finalised.
- After discussing the above in summary, NW is going to confirm the timeframe the position can be vacant for and we can finalise the at the next meeting.

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

- Review of Wishlist

Wishlist	Responsible
Hockey Goal	Waiting for funding applications.
Shade Sail Replacements	Waiting for funding application
New blinds for the Library	Discussed above
New blinds for the Junior and Middle Rooms	Discussed above

Meeting Closed: 9.16pm

Next Meeting: Monday 13th May 2024 at 6.00pm, at Elsthorpe School

Signed:

(Lucie Gilbertson, Presiding Member)

Date:

Action List:

Action	By Whom	By When
Report for newsletter	FM	ASAP
Hazard walkaround	RB	Next meeting
Email approved BOT Minutes to VP and NW	AS	After meeting
Distribute approved BOT Minutes to Staff	VP	After meeting
Post approved BOT Minutes to the School Website along with Annual Financial Accounts	NW	After meeting
PB4L Branding	TW	After re-build of classrooms
Tank removal at Principal's House	FM	Contact Daryl Pugh

Post and wire to be removed from the Principal's House that is dangerous	FM	In conjunction with tank removal (above)
Contact Richard Scott re Pamu's contribution to the Beach Road Bus	LG	Ongoing
Follow up with Brad about removal of the big trees	TW	Confirm with Brad Gay (in writing)
Painter for PAF's room	LG/RB/TW	Ongoing
Update/Review 5YA – follow up with Austin	TW	Ongoing
Flag Pole – to be repainted. Waiting to hear from Centralines	LG	Next meeting
Hockey turf – need to put some shade cloth along the wood chip edges as the wood chips are coming through the timber barrier and onto the turf.	RM	Ongoing.
Contact Brad Gay re timely distribution of the minutes to the BOT after the meeting and approval?	NW	Next meeting
Follow up about replacement parent representative on the BOT with NZSTA	NW	Next meeting
Follow up with Hastings Intermediate or Havelock Intermediate re Technology availability in 2025	TW	ASAP
Accept Lewis's Curtain Quote	NW	ASAP
Follow up Curtain funding with Helen or PAF's	TW	ASAP
Follow up with Ministry about the old Junior Room and the idea that was raised by the Ministry when they were onsite of putting a temporary office in there.	TW	ASAP
Take the Sports Shirt to NZ Uniforms to see if they can create one identical.	RB	Next meeting
TW to get his father to look over the NZ Uniform contract	TW	ASAP
Follow up with accounts re Cattle Scheme Query of amount around \$14,000	TW	ASAP
Organise Cattle Scheme Shout at the Patangata Tavern	RM	April/May 2024
Work with Eclipse to work out how to reconcile the GST back to the school for the Cattle Scheme	RM	Next meeting
Exterior Painting of the Principal's House	RB	Ongoing
Talk to Tammy re advertising the Community House early as it's going to be available shortly due to the tenants house being built.	RB	ASAP
RB to arrange heat pump servicing in the houses prior to winter	RB	ASAP
Organise chimneys to be swept (including schoolhouses)	VP	ASAP

Revise and complete the triennial programme for the BOT	AS/TW	Next meeting
Accept the quote from Impact Alarms	TW	ASAP
Follow up with Eclipse with using money from the Asset Reserve for the purchase of the Security Camera system	TW	ASAP
Swimming Pool – changing sheds need looking at	TW	To follow up with Brad Gay
Swimming Pool – pool needs to be repainted as paint chips are going through the filter.	?	Need to empty over winter ?
Need to find replacement pest control company due to Mandy moving overseas.	FM	Report quotes to the BOT
Boat – fibreglass needs lacquering	FM	Working bee
Concrete needs to be sprayed before winter	FM	Working bee
Gutters need to be cleaned out around the school	FM	Put notice on the Facebook page to get a volunteer to do it.
Hole in grass by office needs filling with topsoil	FM	Working bee
High windows in middle room – options to avoid afternoon sun glaring in the classroom need investigating	FM	