

ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).

MINUTES OF MEETING

MONDAY 19 FEBRUARY 2024. ELSTHORPE SCHOOL SENIOR ROOM. 6pm

1. **Present:** Lucie Gilbertson (LG), *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: 6:11pm

2. **Apologies:** Nil

3. **Declarations of Interest:** Nil

4. **Appointment of Presiding Member**

- LG is happy to continue as Presiding Member.
FM moved. NW seconded. All in favour. Carried.

5. **All BOT to sign Code of Conduct**

- AS handed out a copy of the Code of Conduct which was signed by all BOT members. AS will file it in the safe.

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

6. **Appointment of Officers**

The following officer positions were agreed by the BOT:

- | | |
|-------------------------|-------------|
| • Vice Presiding Member | NW |
| • Treasurer | NW |
| • Cattle Scheme | RM |
| • Property | FM |
| • Houses | RB |
| • Water | RM |
| • Beach Road Bus | LG/TW/AS/FM |

BOT authorises officers to spend up to \$250 and then report back to the BOT.

Any expenditure over this need's prior approval from BOT Presiding Member.

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

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

- VP

8. **Minutes of Last Meeting**

LG moved and NW 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	RM	None
Hazard walkaround	VP	Done
Print BOT Minutes for Staff	VP	Ange to email the approved BOT minutes after the meeting to VP and also email to NW so she can update the website.
PB4L Branding	TW	After re-build of classrooms
Tank removal at Principal's House	FM	When weather allows
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	Ongoing
Arrange delivery/pickup of Firewood for Patangata Pub	FM/RB	Ongoing
Broken paver by toilet block broken	FM	Done
Distribute Strategic Plan to the BOT	TW	Done
Statement of Variance	TW	Done
Email board assurances through to board members	TW	Done
Cattle scheme end of year report	RM	To be discussed in the meeting
Community of Elsthorpe Transport Trust – sort out shortfall of Beach Road Bus	FM/VP	Done
Complete BOT Fees return	AS	Done
Return Trustees Manual to office	BOT	Ongoing
Painter for PAF's room	LG/RB	Ongoing.
Update/Review 5YA – follow up with Austin	TW	To be discussed in the meeting

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

9. Hazards

- BOT member (VP) walk around report:
 - The main library door is broken and will not open.
 - Boat needs more sand bags as it's wobbly
 - NW suggested possibly getting the digger to dig it in when it's onsite for the tank removal.
 - Swimming Pool
 - Changing rooms for the swimming pool needs to be looked at as they're run down. TW to follow up with Brad Gay.
 - Pool needs a repaint as paint is coming off and going through the filter. The pool area is looking a bit tired at the moment.

- Bug spraying needs to be done again. TW has followed up with Mandy who said she would get onto it, TW to follow up again.
- BOT member to walk-around before next BOT:
 - FM
- Any additional items identified by staff?
 - None
- Action on items already identified:

Hazard Item		Update
Gate at side of classroom (under building) – off hinges and leaning on building (by pool) to be done during the working bee	FM	Done
Broken paver by toilet block broken	FM	Done
Playground – the metal frame is all rusted at one end of the netting that the kids climb up. Needs looking at.	FM	Done
Playground - nails in the platform are protruding – need to hammer them in.	FM	Done. Two lower platforms now need to be done.
Drier in the boy's toilet to be checked and repaired by DMAK	VP	Done

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

10. Principal

- Monthly Report (attached)
 - Roll currently sitting at 44
 - Our Creatives in School Application was declined.
 - We received \$5k funding for loss of learning due to the Cyclone.
 - Looking at spending part of this as on the boy's leadership programme at the school.
 - Looking at an overnight camp on a local farm
 - Orienteering exercise
 - The wood chips from the effluent field are getting onto the turf and into the fibres, once they are there, they are very hard to remove. In consultation with Jim, TW has planted some grasses (shallow-rooted) along the fence-line to mitigate the issue.
 - NW suggested some netting/weed cloth placed around the border
 - RM to have a look at it
 - Some Year 5 & 6 students helped TW create the beginning of a path in the native bush area (an outdoor classroom is slowly being created).
 - The pool lock isn't broken, it is tricky to sort.
 - The Office and Senior Room upgrades were expected to begin this month; however, MOE has delayed a number of projects as a cost-cutting exercise. TW is waiting for further advice.

- Flag pole - TW said that Jim has suggested replacing/repairing the flagpole at school. The BOT had a look at it and decided it may need painting rather than replacing it. LG suggested Centralines. VP to look into the history of the pole.
- Our school swimming sports is scheduled for 8 March at Waipawa Pools.
- The leadership structure amongst the kids has been distributed as of today.
- If we hold the Elsthorpe 5's this year, it will be held at Elsthorpe School.

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

11. Review/Approve Statement of Variance

- TW distributed the Statement of Variance out via email to the BOT.
- To be submitted by 1 March
- The BOT were happy and all in favour of moving the Statement of Variance

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

12. Review/Approve School Strategic Plan

- TW distributed the Strategic Plan via email to the BOT.
- To be submitted by 1 March (first page), remainder is due on 31 March
- The BOT were happy and all in favour of moving the Strategic Plan

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

13. 2024 Staffing Update

- Felicity MacLean has been employed on a 0.4 contract once Miss Moody goes on maternity leave.
- Numbers are currently low at the school.

14. School Developments in 2024

- The Office and Senior Room upgrades were expected to begin this month; however, the MOE has delayed a number of projects as a cost-cutting exercise. TW is waiting for further advice.

15. Beach Road Bus

- Annual review of Beach Road Bus Rates for Students
 - The BOT were happy with the current rates charged to those families not eligible for MOE conveyancing and to leave it as status quo.
 - LG moved. VP seconded. All in favour. Carried.
- Review/follow up of Beach Road Bus Fuel Contract
 - VP advised that it is still in contract and no need to follow up.

16. Policies

- Policy Review *“Review the policy/procedure and share with relevant stakeholders so they can also provide feedback”*.
 - Documentation & Self-Review Policy
 - Te Tiriti o Waitangi
 - Board responsibility

- School Character/Special Character

TW distributed via email the above policies for the BOT to review

- Board Assurances *“Assure the board that proper steps/actions have been taken regarding the policy/procedure, and that they are up to date”.*
 - School Planning & Reporting
 - Learning Support
 - Health Education
 - Safety Management System and Worker Engagement, Participation and Representation

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

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

17. Finance

- Approve Monthly Accounts
 - VP advised that no payment ratifications have been received to date for this year.
 - NW went through the accounts in detail and shared how they stand at the moment.

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

- 2024 Budget
 - Presiding member and Principal to sign letter for representations.
 - TW to follow up with Maria from Eclypse
- Update/Review 5YA
 - TW to talk to Brad Gay.

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

18. Staff

- VP advised nothing to report from the staff

19. Uniforms

- TW said we are running short on uniforms in stock. TW asked what is next? We need to think about how it impacts the families, and how to mitigate some of the issues we may face down the track.
- TW asked if we continue with Kooga, or do we go with someone else?
- The current stocks are low.
- The issue at the moment is that it takes 3 months to order from Kooga and we have to order and pay for the uniform and have stock sitting there.
- We need to have a readily available source of uniform and it needs to be paid for up front.
- The issue the BOT have had in the past is trying to source the kowhai yellow, rather than the golden yellow.
- NW said that Mahora school has the kowhai yellow and she would follow up with her friend that is there. After looking at the website the Mahora School uniforms are purchased through NZ Uniforms in Hastings.
- LG to follow up. RB is going to Hastings tomorrow so will also look into it.

- The BOT were all in agreeance with any uniforms that are purchased from this date forward that they need to be paid up front.
- LG moved. NW seconded. All in favour. Carried.

20. Cattle Scheme Update

- RM handed out the end of year report to the BOT.
 - 11 steers killed in January. Another 9 booked in when space is available.
 - One of the farmers has two Elsthorpe cattle to kill and two of his own. He was wanting to kill under the Elsthorpe School booking an get reimbursed for his cattle. The BOT were all in agreeance for this to happen.

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

21. Water System Update

- No issues to report.
- Over the holidays Richard Scott fixed the blocked pipe that was leading to the tanks so now the tanks are filling properly.

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

22. Property

- Houses
 - Principal's House
 - RB spoke to Harcourts and says all happy. They are about to complete a quarterly house inspection. No problems to report to date.
 - Community House
 - RB spoke to Harcourts and says all happy. They are about to complete a quarterly house inspection. No problems to report to date.
- Property Maintenance Plan
 - Nil

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

23. Correspondence.

Inwards:

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

Outwards:

To whom	Description	Action

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

General Business

- Enrolment Pack
 - FM handed out the enrolment booklet
 - Gemma Munn has formatted the booklet.
 - Just working through the final changes before it can be distributed.
- Security Cameras for the School
 - LG to get updated quotes as old quotes have expired.
 - TW advised that there is a lockbox at school should anyone need the key.
 - There are currently trespassing issues going on at the school so it would be very timely to get these cameras installed asap.
- Community of Elsthorpe Transport Trust
 - Transferred \$4,000 from the Bus Account to the School Account
 - The closing balance of the account is \$2,812.91
 - FM to send out letters to those that have donated money to the account to thank them and advise what it has been used for.

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

- Working Bee (?)
 - Need to set a date.
 - Looking at Friday 1 March, during school time so that the children can help.
 - TW to put a post up on the Facebook page and let FM know what needs to be done.
- Funding Applications
 - TW is in the process of getting the final information for the funding applications.
- Review of Wishlist

Wishlist	Responsible
Hockey Goal	Waiting for funding applications.
Shade Sail Replacements	Waiting for funding application
New blinds for the Library	NW to look into
New blinds for the Junior and Middle Rooms	NW to look into

Meeting Closed: 8:08pm

Next Meeting: Monday 25th March 2024 at 6.00pm, at Elsthorpe School

Signed:

(Lucie Gilbertson, Presiding Member)

Date:

Action List:

Action	By Whom	By When
Report for newsletter	VP	ASAP
Hazard walkaround	FM	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	NW	After meeting
PB4L Branding	TW	After re-build of classrooms
Tank removal at Principal's House	FM	When weather allows
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	Ongoing
Arrange delivery/pickup of Firewood for Patangata Pub	FM/RB	Ongoing
Enrolment Pack	FM	Ongoing
Security Cameras for the School	LG/TW	Ongoing
Upload Strategic Plan	TW	1 March
Upload Statement of Variance	TW	1 March
Return Trustees Manual to office	BOT	Term 1 2024
Painter for PAF's room	LG/RB	ASAP
Update/Review 5YA – follow up with Austin	TW	Next meeting
Flag Pole – follow up history	VP	Next meeting
Flag Pole – to be repainted	FM	Working bee
Presiding member and Principal to sign letter for representations – follow up with Maria from Eclipse	TW	Next meeting
Follow up of new supplier for uniforms and report back to BOT	RB/LG	Next meeting
Funding Applications – supply required information to Helen	TW	ASAP

Look at blind options for Library/Middle/Senior Rooms	NW	Next meeting
Playground - nails in the lower two platforms need hammering in.	FM	Working bee
Library Door – needs repairing as unable to open	?	?
Boat – needs to be made more stable	FM	Working bee
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	?	?
The school needs to be re-sprayed for bugs	TW	To follow up with Mandy
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	Working bee
Follow up replacement parent representative for Bryan Lorenz	LG	ASAP