

ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).
MINUTES OF MEETING
MONDAY 13 NOVEMBER 2023. MIDDLE ROOM 6.00pm

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: 6.05pm

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

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 (excluding BL).

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

As BL was absent from the meeting he was not allocated a position. This will either be followed up at the next meeting or the first meeting of 2024 when the appointment of officers is required to be done again.

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 Chairman.

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

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

- NW

8. **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	BL	ASAP
Hazard walkaround	NW	Not done
Print BOT Minutes for Staff	AS	To send to VP via email
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	Completed
Contact Richard Scott re Pamu's contribution to the Beach Road Bus	LG	Ongoing
Firewood for Patangata Pub	FM	RB has agreed to buy the firewood at \$250 a cord. There is three cord available.
Remove signatories at Westpac	VP	Done. Julia to be removed. NW to be added.
Carry out water testing of Community House	VP	Done
Draft School Strategic Plan for 2024	TW	To be discussed in the meeting.
Follow up with School Docs what happens to the Policy reviews once completed.	TW	Done
Draft Budget for 2024	TW	To be discussed in the meeting.
Follow up with Austin re 5YA	TW	To be discussed in the meeting.

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

9. Hazards

- BOT member (NW) walk around report:
 - Not completed
- BOT member to walk-around before next BOT:
 - RM
- Any additional items identified by staff?
 - Drier in boys toilet not working (again). DMAK to have a look at it. VP to arrange.
- Action on items already identified:

Hazard Item		Update

Exposed wires in PAF's room to be checked.	TW/FM/BL	Electrician needed. DMAK to have a look. VP to organise in conjunction with the boys drier.
Hole in the field needs filling with topsoil	RM	Done.
Install new net for the tramp.	FM/BL	Done.
Gate at side of classroom (under building) – off hinges and leaning on building (by pool) to be done during the working bee	FM/BL	To be done.
Broken paver by toilet block broken	FM/BL	To be done.
Repair guttering at Principal's House which is leaking	FM/BL	RM advised it was fully blocked up and he cleared it out. Looks to be some issues with the guttering (the gutter is not gravity savvy). For now it is working.
Old concrete (in the shape of an L) is out of the ground by tennis courts. Could be spraypainted (near native trees).	FM/BL/LG	Done.
Sign to be put up on the gate going from school into playgroup (to keep the gate closed)	FM/BL	Done.
Playground – The metal frame is all rusted at one end of the netting that the kids climb up. Needs looking at.	FM/BL	To be done.
Playground - Nails in the platform are protruding – need to hammer them in.	FM/BL	Half done. Ongoing.

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

10. Principal

- Monthly Report (attached)
 - Roll currently sitting at 50
 - Teachers Only Day on Friday 17th November
 - ERO visit took place on the 17.10.23
 - TW showed the BOT a graph of the Facebook school page and who the posts are reaching etc. He said that he has personally paid for some advertising to see how it would get the school's name out there
 - NW asked about the marketing budget and whether or not this could be used for the Facebook page. The BOT were all in agreeance that this should be looked into.
- ERO Board Assurance Statement
 - TW is completing it online. Due Wednesday.
- After School Care Update
 - Continuing it on in Term 4. Will reassess at the start of Term 1 in 2024.

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

11. Staffing for 2024

- The BOT went into committee to discuss this.

12. School Strategic Plan (Draft)

- TW showed the BOT Elsthorpe School's Strategic Plan for 2024 on the screen.
- It is now at a stage where it needs to be formatted.
- He will share with Sandy Anderson, get it formatted and then distribute to the BOT.

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

13. Curriculum Review – Māori

- TW distributed a copy of the Māori curriculum (attached)
- TW went through it. And advised that he had updated some of the recommendations based on the student improvement framework.
- NW asked if Pasifika was included in the category, if so, the titles need to be updated to include this.
- TW said he has been thinking about the signage around the school, names of classrooms etc and what the best way to move forward is.

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

14. School Developments in 2023 Update

- TW advised that the desk and shelving that has recently been installed was for free due to all the hiccups we've had along the way.
- Brad from interlink – BOT went in committee to discuss this.

15. Policies

- Board Assurances *“Assure the board that proper steps/actions have been taken regarding the policy/procedure, and that they are up to date”*.
 - Policing vetting for Non-Teachers
 - Appointment Procedures
 - School Donations
 - Length of School Year

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

He advised that they struggled recently to get enough transport for the students to the recent Athletics Sports. Next time they may need to get a bus in which there would be a cost involved.

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

16. MOE Review of Bus Routes Update

- TW advised that it appears that the Kahuranaki bus route is secure for the future.

17. Finance

- Approve Monthly Accounts
 - There was no cheque run to approve.
- Westpac Accounts
 - Julia to be removed.
- PGC
 - A PGC bill for another \$22,000 has been received. The BOT were asked where do we want that money to come from?
 - VP recommended the house account.
 - The BOT were all in favour to take the money out of the house account.
 - LG moved. RM seconded. All in favour. Carried.
- Draft Budget 2023/2024 (refer to attached email)
 - TW and RM meet with Maria (and NW) on 2nd November
 - Items of interest:
 - Increase in caretakers hours to 8 hours a week
 - Jim is still doing more than his hours (41 hours per month).
 - TW has gone to the PAF's to see if they're willing to fund a gardener for 2024.
 - PAF's have approved the initial clean up of the gardens and will get it approved at the first meeting of 2024.
 - There's not a lot of fat in the bone. Need to be aware where the spending is coming from and recouping our costs.
 - Cyclical Maintenance Plan
 - TW went through this with the BOT – interior of library scheduled for next year, already done in 2023. It feeds into the budget and saves us money as we don't need to do it.
 - There is money in this year's budget for painting of the PAF's room kitchen. LG to follow up with painter. TW to follow up with the Ministry to see if it can be rolled over to 2024.
 - TW showed the BOT some statistics and it appears that we are spending over the MOE recommendations for administration, learning resources, property, capital expenditure.
 - There appears to be some money owed to the school from the livestock account. E.g. GST paid for by the school. AS to look back through the minutes to find evidence of the approval of approving the shortfall of the teacher for 2022.
 - Going forward
 - All transfers from the Cattle Reserve bank account must be approved the BOT.
 - The BOT is to advise how much the school is to repay the Cattle Reserve for outstanding transfers. This will be

looked into and approved by the BOT before advising the amount.

- The school owes approximately \$58,000
 - \$38,000 for the shortfall of the teacher in 2022 (this needs to be confirmed from previous minutes).
- The Shortfall to come from the school house reserve bank account. Board approval is required. The BOT all agreed to this.
- Cyclical Maintenance - the BOT approve the changes to the budget.
 - No money into the middle/senior room and library (as they're already done).

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

- Update/Review 5YA
 - Ongoing. TW to contact Austin

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

18. Staff

- VP advised that there was nothing to report to the BOT.

19. Cattle Scheme Update

- RM advised that there was nothing to report to the BOT.

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

20. Water System Update

- RM advised that there was nothing to report to the BOT.

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

21. Property

- Houses
 - Principal's House
 - RB advised that there was nothing to report to the BOT.
 - Community House
 - RB advised that the Property Manager had told her that the tenants rang her as the water for bath was discoloured.
 - A water test was completed, and it came back okay.
 - The gully trap was cleaned and a leak in sink was recently repaired by Pipe Doctor (Rob Kerr).
- Property Maintenance Plan
 - N/A

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

22. 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. FM seconded. All in favour. Carried.

General Business

- Enrolment Pack
 - TW and FM met, couple of feedback/changes to make and then will be good to go live.
- Working Bee Report
 - Went well, Tim organised.
 - FM has four people arranged to chip wood on Saturday with the branches. 10am on Saturday.
- Security Cameras for the School
 - TW has received quotes. Total cost of \$4,000. Unsure if it's in the budget.
 - NW suggested asking PAF's if they would contribute towards it.
 - LG asked TW to put half the expense into the budget for security cameras.
- Community of Elsthorpe Transport Trust
 - FM advised that a guy from Convita got in touch with Rhonda and wants to donate \$2,500 to the trust. FM to follow up.
 - FM to follow up with VP to cover the school shortfall of the bus account.
- Review of Wishlist

Wishlist	Responsible
Hockey Goal	Waiting for funding applications.
Shade Sail Replacements	Waiting for funding application

Meeting Closed: 8.11pm

Next Meeting: Wednesday 6th December 2023 at 6.00pm, at Patangata Pub

Signed:

(Lucie Gilbertson, Presiding Member)

Date:

Action List:

Action	By Whom	By When
Report for newsletter	NW	ASAP
Hazard walkaround	RM	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)
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
Sign Code of Conduct	BL	ASAP
Appoint BL an officer position	LG	Next meeting
Arrange delivery/pickup of Firewood for Patangata Pub	FM/RB	Ongoing
Remove Julia as a signatory from Westpac account	TW/VP	Next meeting
Exposed wires in PAF's room to be checked by DMAK	VP	Next meeting
Drier in the boy's toilet to be checked and repaired by DMAK	VP	Next meeting
Gate at side of classroom (under building) – off hinges and leaning on building (by pool) to be done during the working bee	FM/BL	Ongoing
Broken paver by toilet block broken	FM/BL	Ongoing
Playground – The metal frame is all rusted at one end of the netting that the kids climb up. Needs looking at.	FM/BL	Ongoing
Playground - Nails in the platform are protruding – need to hammer them in.	FM/BL	Ongoing
Distribute Strategic Plan to the BOT	TW	Next meeting
Enrolment Pack	TW/FM	Ongoing
Security Cameras for the School	TW	Ongoing
Community of Elsthorpe Transport Trust – follow up with donation and school's shortfall of the bus account	FM	Next meeting

Update/Review 5YA – follow up with Austin	TW	Next meeting
Follow up with painter for PAF's room	LG	ASAP
Find minutes approving the Livestock Fund covering the shortfall of the teacher.	AS	ASAP
Advise how much to re-pay the Cattle Scheme account	NW/RM/TW/BOT	Next meeting