

ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).

MINUTES OF MEETING

MONDAY 7 NOVEMBER 2022. SCHOOL STAFFROOM 6.30pm

1. **Present:** Lucie Gilbertson (LF), *Presiding Member*; Nicola Wall (NW), *Deputy Presiding Member*; Rhonda Bartlett (RB); Felicity MacLean (FM); Ray Munn (RM); Tim Waite (TW), *Principal*; Horiana Goldsmith (HG), *Staff Rep*; Ange Scott (AS), *Secretary*

Meeting Opened: 6.39pm

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

3. **Declarations of Interest:** Nil

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	RM	Done
Hazard walkaround	FM	Done
Check connections of sunshade before it goes back up in Term 4.	NW	Done. Put up at working bee
Hazard items (pallets by Junior Room) to be removed (currently in a rubbish pile)	LG	Done
Fire Alarms to be check at the school and in the school houses.	HG/TW	HG's work. To be discussed in Principal's report.
Talk with Omakere School principal re combined sports top for when the schools join forces at events	TW	When applicable
Follow up quotes on Chromebooks and tablets as necessary	TW/FM	To be discussed in the meeting
Ask PAF's if they're willing to contribute to the purchase of tablets/Chromebooks	FM	Willing but need more info
PB4L Branding	TW	Start of Term 1, 2023
Complete the bond refund form for Principal's House	RB	To be discussed in the meeting
Tank removal at Principal's House	NW	Summer time
Community Garden – talk to some of the women in the community to see if they'd like to help run it	RB	Done

Water system parts/tools quote	RM	To be discussed in the meeting
Broken rails and pieces of wood that need fixing at entrance and exits to the school. TW to talk to Jim.	TW	Done
Western boundary fence battens need reattached and straightened. TW to talk to Jim.	TW	RM completed. Done
“NOA RAKAU O NGA TAMARIKI” Gateway and sign to the native trees at the front of the school needs attention	FM	RM is doing it
School webpage	NW/TW	Ongoing
Continue with Promotional Brochure/Enrolment Form	FM	Ongoing
Further quote for playground padding	RB	FM has got quotes in addition to RB
Print BOT Minutes for Staff	AS	Done
LSC space – enquire about specs and if we can bring in a new space or whether it has to be an upgrade to an existing	TW	To be discussed in the meeting
Complete policy reviews on Schooldocs	BOT	Done
Purchase Lockdown Kits for each classroom	TW	\$350 on website. TW can do it for cheaper and is in the process of purchasing items
Follow up with Viv in regards to Cheque Run	TW	Done
Follow up with Harcourts re tenanting the Principal’s House	RB	Done. Spoken to Harcourts and will call again
Community House – storm water pipe repair work quote	RB	Ongoing
Organise working bee for Friday 4 th November	FM/BL	Done

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

6. Hazards

- BOT member walk (FM) around report:
 - Tennis Court boards to be repaired - RM
 - Exposed wires in the PAF’s room to be covered up - Jim
- BOT member to walk-around before next BOT:
 - RB
- Any additional items identified by staff?
 - Sand bags by boat have been cut/broken. Suggested to double bag/re-bag. TW to ask Gerry where they got the bags from and sort.

- Action on items already identified:

Hazard Item		Update
Large Playground – stones/padding options	RB	Quotes received. FM has contacted 6 companies and they needed more information. FM has got a site plan and will now go back for further quotes.

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

7. Covid-19 Update

- No changes.

8. Principal

- Monthly Report (attached)
 - Roll currently sitting at 51
 - Due to the increased number of students into the Senior class this term 2 ex lease Chromebook (using the Technology budget).
 - The proposed school start date is 30 January 2023
 - Completed roll review proposal for 2023 and have submitted this to the Ministry, we will await confirmation of our changes
 - Horiana's resignation letter has been received (dated 28.10.22).
 - Regarding Horiana's TA position I have talked to some candidates – CV's received.
 - TW will review job descriptions (with assistance) during the summer break and have discussions with all staff members regarding their roles and duties. Some staff members have approached me about this.
 - We are pending one payment for Gerry's sick leave, the other three have been approved.
 - Dan Jones from MOE has advised that there is \$58,096 left unallocated in the 5YA, which will need to be allocated to the septic tank effluent field in the first instance. Austen Thomsen (SSL) believes we can still cover the Septic Tank under Health & Safety
 - Jim has some requests:
 - The blades to be replaced on the mower- \$250 approximately
 - Purchase a mower lifter/ramp so that the underneath can be cleaned at school rather than off site (up to \$250)
 - Purchase a petrol water blaster - \$699 approx, so he can move around the school easily
 - The BOT agree to replace the blades and purchase a mower lifter/ramp. The petrol water blaster will go on a wish list and if one needs to be borrowed. LG moved. NW seconded. All in favour.
 - Proposal that accounts owed by parents are regularly, emailed, or sent home to ensure ongoing payments

- The BOT are all in favour to be proactive about the accounts being disbursed on a more regular basis. Monthly was agreed on (first Monday of the month). TW to follow up with Viv. RB moved. LG seconded. All in favour. Carried
- FM met with SSL, ABC and Carpet Court regarding the work to be carried out in Block B (Teaching) and the Library (Block C). The work is scheduled to begin 19.12.22 and be completed by 28.01.23
 - The library is going to be the first building done. Everything needs to be out by the 19th December – FM will organise this.
- Regarding Building WOF TW has a meeting with Eugene Swanepoel on 9.11 to go over the requirements.
- Julie Roberts attended a staff meeting on 17.10.22. Our PLD application has been completed and handed in
- LSC Property funding (email attached). TW to follow up to see if we can relocate a building on.

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

9. School Charter (Consultation/Draft)

- TW went through the charter with the BOT
- He doesn't believe that the charter is localised enough to Elsthorpe
 - Nothing different to what you would see in another charter
- The curriculum is changing
 - What do we want our Elsthorpe students to know, understand and do by the time they leave Elsthorpe School?
- We don't submit our new strategic plan until March so have some time to work on it.
- It has to go through community consultation
- TW will continue working on it. He has a meeting on 22.11.22
- Thank you gift required for Gemma Munn – to the value of \$150 for all the design work she has done for the school.

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

10. Staffing for 2023

- The BOT discussed this above in the Principal's Report

11. PB4L Branding

- On hold until next year.

12. Policies

- Board Assurances "Assure the board that proper steps/actions have been taken regarding the policy/procedure, and that they are up to date".
 - TW handed out and went through the following assurances with the BOT:
 - Provisionally Certified Teachers

- There are no Provisionally Certified Teachers at School
- The document is fit for purpose
- Teacher Registration, Certification & Police Vetting
 - Certificates all reviewed
 - Going forward, a centralised (digital) file of up-to-date police vets should be a priority
- Appointment Procedure
 - The appointment procedure is fine and my recommendation is that we leave it as is.
- School Swimming Pool First Aid Kit Requirements
 - A swimming pool first aid kit is available within the compound during the swimming season and is available to all pool users at all times. The kit may also contain resuscitation masks and a foil blanket. A note is clearly displayed requiring any use of the kit to be reported to the school office, so that stocks can be topped up and injuries recorded in the first aid log. Is this the wording that we would like?
 - The BOT are all in favour of the buying a first aid kit. TW to organise.

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

13. Beach Road Bus

- Update
 - No further donations received.

14. MOE Review of Bus Routes Update

- No further updates.

15. Curriculum

- Māori Achievement
 - TW distributed a copy of the overview of the curriculum to the BOT (attached).
 - TW went through the overview with the BOT.
 - In the school charter we shouldn't have separate achievement targets for Māori (this is regarded as deficit thinking)

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

16. School Uniform

- TW showed the BOT some Kooga uniforms.
- TW advised that it is hard for the students to keep the green hats on
 - NW said that she has recently purchased a bucket hat and liked how it protected the neck and ears.
 - TW is going to go ahead and purchase some bucket hats with the school logo and advertise it in the uniform.
 - NW suggested having a mufti day once a month
 - FM suggested doing a check in the morning (and sending a letter home to those that aren't abiding). FM suggested

Blitz/Focus week for all those wearing the correct uniform (house point/swim for a reward).

- TW to investigate the new sports uniform with Kooga. It was suggested that the parents could purchase them. Quote
- TW to put something in the newsletter about enforcing the uniform and naming the clothes

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

17. Finance

- Approve Monthly Accounts
 - Cheque run for the two months ending 30 September 2022 and 31 October 2022 totalling \$29,466, and \$33,016 (attached).
 - BOT noted the larger payments and payments to staff/parents.
 - Monthly financial report adopted and all expenditure for previous month ratified.
 - LG moved. RB seconded. All in favour. Carried.
- Draft Budget for 2022/2023
 - Currently with Maria. Will discuss at the next meeting
- Update/Review 5YA
 - Discussed in the Principal Report above

18. Cattle Scheme Update

- No further cattle killed
- Invoices yet to come in
- RM suggested doing a cattle scheme get together again at the Patangata pub. He will organise.

19. Property

- Houses
 - Principal's House
 - The principal's house has been water blasted
 - Curtains need to be put up
 - Looks good following working bee
 - Harcourts are ready to go – RB to ring tomorrow and arrange for it to be advertised
 - Bond Refund
 - RB has been in touch with the tenant and they requested a copy of the invoice for the tile repair
 - TW to fill out bond refund form and get it signed by the tenants
 - Community House
 - Isaacs are yet to quote for the stormwater
 - Barrier under the house – RB talked to Snug. Will look at the photos and come back.
- Property Maintenance Plan
 - Nothing to report

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

20. Correspondence.

Inwards:

Document and from	Summary	Board comment or action (if any)
Resignation from HG		LG to follow up how we replace the staff representative

Outwards:

To whom	Description	Action

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

General Business

- Water Part Quotes
 - RM has received a quote from Farmlands for spare parts for the water system that goes up the hill and supplies the school
 - Approximate cost is \$500.
 - The BOT were all in favour of buying the parts. One will be held at Ray's, and one at Paeroa up to the value of \$500
 - LG moved. FM seconded. All in favour. Carried.
- School Webpage
 - Ongoing.
- Promotional Brochure/Enrolment Pack
 - Ongoing
- BOT/Staff Get Together/Prize Giving
 - To be discussed at the next meeting
- Review of Wishlist

Wishlist	Responsible
Hockey Goal	HG to go to Charlie Brown with dimensions
Gumboot stand for the Junior Room	
Water blaster	

Meeting Closed: 9.07pm

Next Meeting: Wednesday 30th November at 6.30pm, at Patangata Tavern

Signed:

(Lucie Gilbertson, Presiding Member)

Date:

Action List:

Action	By Whom	By When
Report for newsletter	FM	ASAP
Hazard walkaround	RB	Next meeting
Fire Alarms to be check at the school and in the school houses.	TW	At meeting re BWOFF
Talk with Omakere School principal re combined sports top for when the schools join forces at events	TW	When applicable
Follow up quotes on Chromebooks and tablets as necessary	TW/FM	Next meeting
PB4L Branding	TW	Start of Term 1, 2023
Complete the bond refund form for Principal's House	TW	ASAP
Tank removal at Principal's House	NW	Summer time
Purchase water system parts/tools quote	RM	Next meeting
School webpage	NW/TW	Next meeting
Continue with Promotional Brochure/Enrolment Form	FM	Next meeting
Quotes for playground padding	FM	Next meeting
Print BOT Minutes for Staff	AS	Next meeting
School Charter	TW	Next meeting
LSC space – further enquires with Dan from MOE to see if we can move a building on.	TW	Next meeting
Purchase Lockdown Kits for each classroom	TW	ASAP
Draft Budget	TW	Next meeting
Follow up with Harcourts re tenanting the Principal's House	RB	ASAP
Community House – storm water pipe repair work quote	RB	Next meeting
Tennis Court boards to be repaired	RM	Next meeting
Exposed wires in the PAF's room to be covered (Jim)	TW	Next meeting
Purchase more sandbags for the boat	TW	Next meeting
Purchase mower blades and ramp/lifter	TW	Next meeting
Follow up with Viv in regards to student accounts being distributed monthly for payment	TW	ASAP

Purchase First Aid Kit for Swimming Pool	TW	ASAP
Organise bucket hats for students	TW	ASAP
Investigate new Sports Uniforms with Kooga	TW	ASAP
Put notice in newsletter re school uniforms being compulsory (enforcing it) and naming clothes	TW	ASAP
Organise Cattle Scheme Shout	RM	
Follow up how we replace HG as the Staff Representative	LG	ASAP