

**ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).**

**MINUTES OF MEETING**

**TUESDAY 17 OCTOBER 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); Viv Pearce (VP), *Staff Representative*; Tim Waite (TW), *Principal*; Ange Scott (AS), *Secretary*

**Meeting Opened:** 6.33pm

2. **Apologies:** Bryan Lorenz (BL)
3. **Declarations of Interest:** Nil
4. **BOT report for next newsletter:**
- BL

**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	RB	
Hazard walkaround	BL	Hasn't been done. BL absent from the meeting.
Print BOT Minutes for Staff	AS	Done
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	Ongoing
Contact Richard Scott re Pamu's contribution to the Beach Road Bus	LG	Ongoing
Follow up with Helen re Funding Connection and talking to her referees. Then report back to the BOT.	LG	Done. Contract signed and moving forward.
Make plan for the Firewood at Bells	FM	Offered to pub. Price needs to be negotiated.
Remove signatories at Westpac	VP	To be done
Carry out water testing of Principal and Community House	VP	Principal House done, not Community House.
Investigate generator options with MOE	TW	Done.

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

## 6. Hazards

- BOT member (BL) walk around report:
  - Not completed
- BOT member to walk-around before next BOT:
  - NW
- Any additional items identified by staff?
  - Nil
- Action on items already identified:

Hazard Item		Update
Large playground stones to cover up exposed sacking and tree roots. Stones supplied by Higgins.	RB/NW	Done
Skateboard Ramp Revamp	Richard Scott	Done
Exposed wires in PAF's room to be checked.	TW/FM/BL	Electrician needed. PGC to look into it.
Plastic mesh to be applied to the slippery half round around the back of the admin block.	FM/BL	Done
Hole in the field needs filling with topsoil	RM	Ongoing
Long jump pit is full of weeds and needs to be sprayed.	FM/BL	Done
Spread the shavings at the entranceway of the school	FM/BL	Done
Install new net for the tramp.	FM/BL	Ongoing
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
Repair guttering at Principal's House which is leaking	FM/BL	Ongoing
Look at options for citrus trees as it's too wet where they are now	FM/BL	Done
Old concrete (in the shape of an L) is out of the ground by tennis courts. Could be spraypainted (near native trees).	FM/BL	Ongoing – LG to spray in fluro
Weed spray the effluent area as seedlings are sprouting	FM/BL	Done
Sign to be put up on the gate going from school into playgroup (to keep the gate closed)	FM/BL	Ongoing
Branches hanging over school's boundary from Playgroup to be trimmed	RM	Done

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

Hazards review moved by VP and seconded by VP. All in favour. Carried.

## 7. Principal

- Monthly Report (attached)
  - Roll currently sitting at 50
  - Teachers Only Day on Friday 17<sup>th</sup> November
  - Meeting with the staff over the following two weeks regarding plans for 2024 and their thoughts about the direction of the school.
  - We are continuing to be funded over time for our projects as they arise, money needs to be transferred to and from the Livestock Account to cover this at times. There will be a time where we will not be covered for this as we wait for the final sign off and to whether the contingency will be used.
  - Miss Moody will be on maternity leave from March 2024
  - Mr Bidwell has put in an application for leave.
    - The BOT went in committee to discuss this.
  - Term calendar – proposed term calendar for 2024 attached.
  - Talked to Helen from Funding Connection. Contract is now signed (attached).
    - You can't get funding for the following:
      - CCTV
      - Felling of trees
      - Chromebook leases
      - Caretaking equipment e.g. mower
    - Items that would be approved – needs to be of benefit to the kids at school or wider community:
      - Shade sails
      - Sports uniform
      - Sport equipment e.g. hockey goals
      - Pool changing sheds
      - Bike track (around grounds)
  - The BOT approved for Jim to purchase jack to be able to clean under the mower.
  - Cleaner
    - The BOT went in committee to discuss this.
- Principal Wellbeing Fund
  - The principal's wellbeing funding for 2023 (\$6,000) has been deposited into the school accounts. It will not be used this year and will therefore be transferred to the 2024 budget.
  - The BOT were all in agreement with this.
- ERO Board Assurance Statement

- TW sent an email out to the BOT on 17 September for their review. No feedback was received.
- TW needs to get it all sorted by the end of Week 5 (10 November).
- TW will continue to work through it.
- After School Care Update
  - Nothing further to add.

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

## 8. Staffing for 2024

- The BOT went into committee to discuss this.

## 9. School Strategic Plan (Consultation)

- TW showed the Board Elsthorpe School's Strategic Plan for 2023 on the screen
  - He outlined what had been completed for 2023, what is yet to be done, and what hasn't been done.
- TW will put together a draft for 2024 for the next meeting.

## 10. Curriculum Review – Technology

- TW distributed a copy of the Technology curriculum (attached)
- Our Year 7 and Year 8 students are currently attending “Tech” at Waipawa School.
- TW would like the Board to look forward to a sustainable solution for the Elsthorpe School children.
- The BOT were all in favour of our kids attending Technology for the experience and further discussions were had.

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

## 11. School Developments in 2023 Update

- No further updates

## 12. Policies

- Policy Review *“Review the policy/procedure and share with relevant stakeholders so they can also provide feedback”*
  - Curriculum and Student Achievement Policy
  - Student Achievement Information
  - Home Learning
  - Distance Learning
  - Religious Instruction/Religious Education/Religious Observances
  - Health Education
- Board Assurances *“Assure the board that proper steps/actions have been taken regarding the policy/procedure, and that they are up to date”.*
  - Safety Checking
  - Principal Professional Growth Cycle
  - Provisionally Certificated Teachers
  - Teacher Registration, Certification, and Police Vetting

TW sent out the Policies to be reviewed by the BOT (which the BOT advised has been done). TW went through the board assurances with the BOT (attached) and the BOT were happy.

RM asked the question what happens to the reviews/comments after they've been submitted. The BOT were all unsure. TW to find out.

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

### 13. MOE Review of Bus Routes Update

- Nothing further to report

### 14. Finance

- Approve Monthly Accounts
  - The September Management Report email was supplied by TW for the BOT (attached)
    - RM had an issue with the second transfer of \$50,000 from the Livestock Account. "Should not be repaid to the Livestock Account as this is to help with the cashflow shortfall from 2022 (account deficit of \$73,580)".
      - The BOT were in agreeance that this should be repaid to the Livestock account when feasible.
    - The BOT were agreeance that the BOT should be consulted before any "out of the ordinary" transactions are paid out of the accounts and are not to be paid.
  - The cheque run dated 31 August 2023 and 30 September totalling \$103,232 and \$58,121 respectively attached.
  - The BOT noted the larger payments and payments to staff/parents.
  - Monthly financial report adopted, and all expenditure ratified.

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

- Provisional Staffing/Funding Entitlement
  - TW advised nothing to discuss
- Start Draft Budget 2023/2024
  - TW is meeting with Maria (and NW) on 2<sup>nd</sup> November
    - Items of interest:
      - Increase in caretakers hours (7-8)
      - Keeping teacher aid Shiree employed next year at the same hours
      - Meeting with Tania to see if she'll take the sport responsibility in 2024 while Haylee Moody is on maternity leave
    - TW will have it ready for the next meeting.
- Update/Review 5YA
  - Ongoing. TW to contact Austin

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

**15. Staff**

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

**16. Cattle Scheme Update**

- RM reported that one steer was killed last week. VP advised money has come through.
- Issue with payment of the steers from (Tiley's farm) that was killed through (AnSCO). Money is coming through, will have some paper trail but may be hard to follow.
  - VP will look into it as she believes she has received the money

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

**17. Water System Update**

- One problem during the holiday which was repaired.
- Monitor went offline during the holidays but back online now

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

**18. Property**

- Houses
  - Principal's House
    - Property manager has advised that she is coming out to do inspections next week.
    - Tenants are happy.
  - Community House
    - Property manager has advised that she is coming out to do inspections next week.
    - Tenants are happy.
    - Playgroups septic system (pump is hooked into Community House). FM has advised that Playgroup would like to pay the Landlord (BOT) an amount each year for running the pump. Then up to the BOT how much they pass onto the tenant.
- Property Maintenance Plan
  - N/A

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

**19. Correspondence.*****Inwards:***

Document and from	Summary	Board comment or action (if any)
Ange Scott	Returning Officer Letter Update	
Lucie Gilbertson	BOT agreeance to use Funding Connection	

***Outwards:***

To whom	Description	Action
Ange Scott	Appointment of Returning Officer	
Funding Connection	Contract for Service	

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

### General Business

- 2023 Midterm School Board Elections Update
  - AS read out the letter (attached)
- Enrolment Pack
  - TW has received feedback and will get it sorted
- Working Bee Update
  - Lots was completed.
  - New working bee date – Friday 27<sup>th</sup> October – parents are invited for a sausage sizzle lunch with kids, followed by working bee.
  - FM to check spouting at working bee and if it needs further repairs will let RB know to call a plumber (via the Property Manager).
- Security Cameras for the School
  - AS arranged for two companies to come and quote at school.
  - TW meet with them last week onsite.
  - One quote has been received to date (from Eastek) at \$4,100.99 + GST (attached).
  - Just waiting on the other quote to be received. TW will email it out to the Board and then the BOT will approve it via email.
- Generator
  - MOE will reimburse for the purchase of a generator (correspondence attached).
  - RM ordered and AS picked up from Mills Honda Waipukurau
  - Currently in TW's office.
- Meeting Dates
  - NW raised the issue that Tuesday night meetings aren't working for everyone due to after school activities etc. VP suggested an earlier time and NW suggested another day, perhaps Monday. The BOT were all in agreeance to try a Monday night at 6pm for our next meeting.
- Review of Wishlist

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

**Meeting Closed:** 9.06pm

**Next Meeting:** Monday 6<sup>th</sup> November 2023 at 6.00pm, at Elsthorpe School Middle Room

Signed:

(Lucie Gilbertson, Presiding Member)

Date:

**Action List:**

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Hazard walkaround	NW	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)
Board Assurance Statement	TW/BOT	Ongoing
Contact Richard Scott re Pamu's contribution to the Beach Road Bus	LG	Ongoing
Firewood for Patangata Pub	FM	Ongoing
Remove signatories at Westpac	VP	Ongoing
Carry out water testing of Community House	VP	
Exposed wires in PAF's room to be checked.	TW/FM/BL	Electrician needed. PGC to look into it.
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Sign to be put up on the gate going from school into playgroup (to keep the gate closed)	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
Draft School Strategic Plan for 2024	TW	Next meeting
Follow up with School Docs what happens to the Policy reviews once completed.	TW	Next meeting
Draft Budget for 2024	TW	Next meeting
Follow up with Austin re 5YA	TW	Next meeting