

ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).

MINUTES OF MEETING

WEDNESDAY 6 DECEMBER 2023. PATANGATA TAVERN 6.00pm

- 1. Present:** Lucie Gilbertson (LG), *Presiding Member*; Nicola Wall (NW), *Deputy Presiding Member*; Rhonda Bartlett (RB); Felicity MacLean (FM); Ray Munn (RM); Bryan Lorenz (BL); Viv Pearce (VP), *Staff Representative*; Tim Waite (TW), *Principal*

Meeting Opened: 6:15pm

- 2. Apologies:** Ange Scott (AS), *Secretary*

- 3. Declarations of Interest:** Nil

- 4. BOT report for next newsletter:**

- RM Term 1 2024

- 5. 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	NW	Term 1 2024
Hazard walkaround	RM	Next Meeting
Print BOT Minutes for Staff	AS	ASAP
PB4L Branding	TW	After completion of building work
Tank removal at Principal's House	BL	Ongoing
Post and wire to be removed from the Principal's House that is dangerous	BL	Ongoing
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	Ongoing
Appoint BL an officer position	LG	Ongoing
Arrange delivery/pickup of Firewood for Patangata Pub	FM/RB	Ongoing
Remove Julia as a signatory from Westpac account	TW/VP	Done
Community of Elsthorpe Transport Trust – follow up with donation and school's shortfall of the bus account	FM	Donation received. School contribution ongoing
Follow up with painter for PAF's room	LG/RB	Need to find someone else

Find minutes approving the Livestock Fund covering the shortfall of the teacher.	AS	Minutes found. BOT approved Oct 2021
Advise how much to re-pay the Cattle Scheme account	NW/RM/TW/BOT	Agreed at the last meeting.

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

6. Hazards

- BOT member (RM) walk around report:
 - Nothing to report
- BOT member to walk-around before next BOT:
 - VP
- 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/BL	Working Bee
Broken paver by toilet block broken	FM/BL	Working Bee
Playground – the metal frame is all rusted at one end of the netting that the kids climb up. Needs looking at.	FM/BL	Paint to be purchased and then taped.
Playground - nails in the platform are protruding – need to hammer them in.	FM/BL	Ongoing
Exposed wires in PAF's room to be checked by DMAK	TW	Done
Drier in the boy's toilet to be checked and repaired by DMAK	VP	Ongoing

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

7. Principal

- Monthly Report (attached)
 - Roll currently sitting at 49
 - Creatives declined. Only 175/330 accepted. Maths PD and ?? accepted.
 - ERO Audit – non-compliance for not checking ID of new cleaner and lifting visibility of Tikanga Maori but lots of work and planning have been done ready for 2024.
 - Auditor couldn't do a site visit as family illness but will follow up by email.
 - Received \$5k funding for loss of learning from Cyclone
 - First Aid training completed

- Meeting with Brad Gay – talked about doing BOT training with another school and the need to not worry about the fluctuating roll.
- Finances – we're owed \$53k by MOE, have received \$17k (roof and septic)
- Resource Room finished
- Upgrade office and senior room to start in Feb
- Native reserve trees have been chipped.

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

8. Student Achievement Report

- Numbers look really good. Need to work on more strategies for our tail students. Small class numbers make a big difference.

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

9. Review/Approve Analysis of Variance

- To be done at the next meeting.

10. Staffing for 2024

- Two applicants fell through. The job will be readvertised.

11. School Strategic Plan (Draft)

- Brad Gay suggested to have a copy at the meeting to tick off at the meeting.
- To be finished and submitted by March.

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

12. School Developments in 2023/2024e

- Buildings will be knocked down in Feb and will be cleaned up in April holidays due to the asbestos.

13. Policies

- Board Assurances *“Assure the board that proper steps/actions have been taken regarding the policy/procedure, and that they are up to date”*.
 - International Learners
 - Evacuation/Emergency Kits and Supplies
 - Expenditure
 - Monitoring and Auditing School Bus

Policies will be emailed through following the meeting.

14. Finance

- Approve Monthly Accounts
 - Cheque run received. All looks good. Approved

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

- Westpac Accounts
 - Julia has been removed.

- Approve Budget 2024
 - Advertising income from the newsletter – appears in fundraising income.
 - The 2024 Budget was approved.

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

- Approve Transfers to/from School bus, house and livestock accounts
 - Transfers to/from School bus, house and livestock accounts were approved.

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

- Update/Review 5YA
 - Nil

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

15. Staff

- Nil

16. Cattle Scheme Update

- Bought another steer from Kahuranaki Station. All going well.
- End of year report to be emailed after the meeting.

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

17. Water System Update

- One water issue this year but new system alerted us to it early and it was fixed. Hill is moving, causing ongoing issues.

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

18. Property

- Houses
 - Principal's House
 - Harcourts say all happy. No problems to report.
 - Community House
 - Harcourts say all happy. No problems to report.
- Property Maintenance Plan
 - Nil

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

19. Correspondence.

Inwards:

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

Outwards:

To whom	Description	Action
Nil		

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

General Business

- Enrolment Pack
 - Ongoing.
- Security Cameras for the School
 - Need to update the quotes
 - LG to look into 2 quotes so we can move ahead
- Community of Elsthorpe Transport Trust
 - Grant of \$2,500 from Comvita received.
 - FM to meet with VP in January 2024 to finalise payment from CETT to the school to cover the shortfall of the bus.
 - BOT agrees to use money from CETT to fund the bus rather than the Cattle Scheme.

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

- BOT Fees Return
 - AS will complete this on her return and will get LG to sign it.
 - Please advise AS if there is any change to your bank accounts from 2022.
- Trustees Manual
 - AS has requested that these need to be returned to the School Office
 - They will be reissued in Term 1 of 2024
- Set date of the first meeting of 2024
 - Monday 19th February 2024 at 6pm at Elsthorpe School
 - The annual plan will come out in in Term 1 of 2024
- Uniform to be prepaid from the start of 2024.
- Tim would like the BOT to go to Argyll East school to check out their grounds to get ideas for how to implement a refurbishment of Elsthorpe's grounds.

- BL is resigning from the BOT as his family has a new opportunity in the South Island.
 - LG to look into finding a new BOT member.
- 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: 8:05pm

Next Meeting: Monday 19th February 2024 at 6.00pm, at Elsthorpe School

Signed:

(Lucie Gilbertson, Presiding Member)

Date:

Action List:

Action	By Whom	By When
Report for newsletter	RM	Term 1 2024
Hazard walkaround	VP	Next meeting
Print BOT Minutes for Staff	VP	After they've been approved at the next 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

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	Working bee
Broken paver by toilet block broken	FM	Working bee
Playground – The metal frame is all rusted at one end of the netting that the kids climb up. Paint to be purchased and then taped.	FM	Working bee
Playground - Nails in the platform are protruding – need to hammer them in.	FM	Working bee
Enrolment Pack	TW/FM	Ongoing
Security Cameras for the School	LG/TW	Ongoing
Distribute Strategic Plan to the BOT	TW	Next meeting
Analysis of Variance	TW	Next meeting
Email board assurances through to board members	TW	ASAP
Cattle scheme end of year report`	RM	
Community of Elsthorpe Transport Trust – sort out shortfall of Beach Road Bus	FM/VP	Term1 2024
Complete BOT Fees return	AS	ASAP
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