

ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).
MINUTES OF MEETING
TUESDAY 28 FEBRUARY 2023. SENIOR CLASSROOM 6.30pm

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

Meeting Opened: 6.34pm

2. **Apologies:** Nil

3. **Declarations of Interest:** Nil

4. **Appointment of Board Chair**

- LG is happy to continue as Board Chair.
RB moved. FM seconded. All in favour. Carried.

5. **All BOT to sign Code of Conduct for 2023**

- AS handed out copies of the Code of Conduct which was signed by all BOT members.

6. **Appointment of Officers**

The following officer positions were agreed by the BOT:

- Vice Chair NW
- Treasurer NW
- Cattle Scheme RM
- Property FM/BL
- 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 Chairman.

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

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

- BL

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	RB	Not done. BL to complete the next one.
Hazard walkaround	BL	Arrived late to the meeting so not confirmed.
Print BOT Minutes for Staff	AS	Next meeting as no staff representative at this meeting.
Follow up quotes on Chromebooks and tablets as necessary	TW/FM	Ongoing. Next meeting
PB4L Branding	TW	On going. After re-build.
Tank removal at Principal's House	NW	To be done when time allows.
Quotes for playground padding	FM	To be done
LSC space – further enquires with Dan from MOE to see if we can move a building on.	TW	Ongoing. TW informed that the personnel for property has recently changed.
Community House – storm water pipe repair work quote	RB	Ongoing
Exposed wires in the PAF's room to be covered (Jim)	FM	Couldn't find them. Above the metre board on the inside. FM to have a look and advise.
Organise bucket hats for students	TW	Done
Organise Cattle Scheme Shout	RM	Postponed until appropriate time given the recent weather event.
Quote for new net for the tramp as the zip is broken	NW	Quote received (attached). TW to move forward with the purchase.
Post and wire to be removed from the Principal's House that is dangerous	NW	In conjunction with tank removal.
Ask Viv to issue the Beach Road Bus Invoice to Te Apiti	TW	To be done
Advise/follow up with Viv the amount from the Bus account that will be transferred for the running costs of the Beach Road Bus.	FM	To be done
Ask Jim to weed spray the Principal's House	TW	Done
Advise Harcourts to go live with the Principal's House advertisement	RB	Done
Follow up with painter for a quote on the Community House	AS	Done
Ask John Harris to cover open fireplace in Community House	RB	Done

Purchase new curtains for the Community House	RB	To be done. Windows measured.
Run the By-Election for the new Staff Representative on the BOT	AS	Done. To be discussed in the meeting.
Organise a mail drop off of the promotional brochure and post online	FM	Online done, mail drop to be done.
Return Trustee Manuals to school office if they haven't already been dropped off	BOT	Done
Annual Plan and Trustees Manuals	TW/AS	To be done

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

9. Hazards

- BOT member walk (BL) around report:
 - BL arrived late to the meeting. TW noted the following in his absence:
 - Shade sail came down in Cyclone Gabrielle and two are flapping in the wind.
 - TW informed that if there is any cyclone damage the school is entitled to \$2,000. Need to login to the portal. TW to follow up for funding as this funding could be used to repair the sails.
 - Pool pump was not working but now fixed (simple switch fix).
- BOT member to walk-around before next BOT:
 - NW
- Any additional items identified by staff?
 - Nothing to report
- Action on items already identified:

Hazard Item		Update
Large playground – stones/padding options	FM	To be done
Exposed wires in PAF's room to be covered up by Jim	TW/F M	To be done
Toilet block drinking fountain repair – TW to ask Jim to look at it.	TW	Done
Hand-drier in boys toilet is temperamental and needs looking at	TW	Done
Get Mandy to look at the Junior Room plug which is full of ants	RB	To be done. RB to follow up.
Quote for new net for the tramp as the zip is broken	NW	Done. See above.
Broken pipe going down the bank into the native reserve	BOT	To be done at working bee

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

10. Covid-19 Update

- No further updates. To be removed from the agenda for the next meeting.

11. Principal

- Monthly Report (attached)
 - Roll currently sitting at 47, however 3 students have left since the report was distributed.
 - Met with Sandy re Strategic Plan. It now can be formatted and then be submitted to the MOE portal.
 - Hugo (bus driver) is not quite fulfilling his contracted 16.5 hours. TW is going to get him to do some teacher aiding to ensure that he is working his 16.5 hours. Hugo is completing a timesheet this week so that TW can make a plan moving forward.
 - TW Close to announcing the School/House Leaders for 2023
 - The Board went into committee to discuss this
 - Accounting agreement with Eclipse was signed by LG.
 - TW commented that the price has gone up.
 - 2023 = \$6,670 2024 = \$6,842, 2025 = \$7,015
 - We have entered into a three-year contract

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

12. Review/Approve Analysis of Variance

- TW contacted the Ministry about this and it is now called the Statement of Variance
- It doesn't need to be uploaded to the portal, needs to go to Maria at Eclipse.
- TW to work on this and distribute to the BOT.

13. School Charter/Strategic Plan (Draft)

- TW went through the Strategic Plan for 2023-2025 with the BOT (attached) in detail.
- TW has expanded on the 2022 version.
- The BOT were happy for the School Charter/Strategic Plan to be adopted.
- LG moved. RB seconded. All in favour. Carried.

14. School Developments in 2023 Update

- TW distributed an updated quote from PGC Contractors which is now within the budget.
- The BOT went through and discussed the quote.
- The BOT were all in agreeance to move forward with the quote.
 - LG moved. FM seconded. All in favour. Carried.
- TW to advise Austen.

15. Policies

- Review "Review the policy/procedure and share with relevant stakeholders so they can also provide feedback"
 - TW has emailed out the policies to the BOT to review:
 - Legislation & Administration Policy

- Student Attendance
- Enrolment
- Privacy
- Official Information Requests
- Uniform/Dress Code
- To be completed by the BOT by the 10th February 2023

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

16. Beach Road Bus

- Annual Review of Beach Road Bus Rates
 - The BOT were all in agreeance to leave the rates as they are for this term.
- Review/Follow up the Beach Road Bus Fuel Contract
 - The School received an invoice to pay the account (Fern Energy)
 - Viv queried the invoice and the School are not required to pay the bill. TW responded with a letter thanking them for their ongoing support.
- Discuss Pamu's Contribution (the agreement was to pay up to, not a set amount of \$4,000)
 - How much can the School contribute, considering the van is now being used to help the St Lawrence bus route?
 - No longer relevant as the van is no longer needed due to kids leaving the school and space being available on the Atua Road Bus.
 - AS to ask Viv to provide a draft reconciliation of the Beach Road Bus account so that we know what sort of loss was made by the Bus in 2022.

17. MOE Review of Bus Routes Update

- Due to the condition of the roads following Cyclone Gabrielle the Kahuranakai Road bus is currently not running and parents are having to transport their children to school
- TW has applied for funding for the children involved.

18. Finance

- Approve Monthly Accounts
 - No cheque run for November, December or January has been provided to the BOT.
 - NW to send an email to Viv and request it from her for the next meeting – moving forward we would like it provided with the agenda for all BOT members so it can be reviewed before the meeting.
 - The BOT were not able to approve the monthly accounts given.
- Approve Budget for 2023
 - TW emailed out a budget to the BOT (attached) and went through it with the BOT
 - TW asked for the BOT to review it and approve it via email by Friday 3 March 2023.

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

19. Cattle Scheme Update

- No change to the account with one last payment coming through in December
- RM did a physical stock take vs what was on the books and the books didn't resemble what we physically have.
- It's been a historical mistake dating back to 10 or so years ago. RM has rectified it with Maria and we are now back on track.
- In due course RM will complete a budget for the BOT to look at.
- The cattle scheme shout has been postponed and will be held when it is appropriate, given the weather event we have had. RM advised that he will incorporate the water scheme personnel to thank them for all the work that they do.

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

20. Water System Update

- WiFi Water Monitoring Unit
 - Approval of this purchase was approved electronically by the BOT (attached).
 - Richard Scott will set it up when time allows.

21. Property

- Houses
 - Principal's House
 - New tenants have moved in.
 - Rented through Harcourts
 - Oven/Electrical Update
 - Has been repaired and invoice received. Element blown (\$391.01)
 - Rob Kerr replaced water filters a couple of weeks ago and found that the switchboard has fried. He is going to replace it and invoice the school accordingly.
 - Tenants have asked if we can clean out the gutters. RB to ask Harcourts if it is a requirement of the landlord to do it and go from there.
 - RB to organise Viv to chimney sweep the house chimneys when the schools is done.
 - Community House
 - RB met with Harcourts in regard to renting the Community House
 - Harcourts said that for us to achieve \$350 – \$400 per week they have advised the following:
 - Need curtains
 - Remove old dishwasher, leave gap
 - Wild berries growing over fence – remove
 - Tidy gardens/weed spray
 - Clean house (fans dirty)
 - Privacy screen – between the school house/school for privacy. Lucie has a quote for \$300
 - Interior Painting

- Completed over the Christmas holidays
- Quotes (attached) were approved electronically by the BOT.
 - Drain pipe yet to be done.
- Property Maintenance Plan
 - Nothing to report

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

22. Correspondence.

Inwards:

Document and from	Summary	Board comment or action (if any)
John Te Amu, Centralines	Native Plantation removal of Ash tree and oak seedlings	Been done
Lyron Scheele	Requested to take away the old roofing iron from the library roof replacement	Has been removed
Austen (SSL)	Gutterbrush on Library	Done
Felicity MacLean	Request for Rose MacLean (pre-schooler) to use the Beach Road Bus	The BOT are all in agreeance for this. The cost is to be \$5 per trip. LG moved. NW seconded. All in favour carried.
Cyclical Maintenance 2023	Document approved electronically (attached)	

Outwards:

To whom	Description	Action

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

General Business

- Parent's Payments for Stationery and Sports
 - In 2022 there was a loss of \$1,100 as some parents didn't pay for their children's sports or stationery)
 - Plan moving forward

- The BOT were all in agreeance that students need to pay for their sport before the season commences to avoid unpaid invoices.
 - TW to advise the relevant staff of this and to action this moving forward
 - LG moved. BL seconded. All in favour. Carried.
- Communication between School & Parents
 - School events/potential sports/absences etc
 - TW have advised families that they need to tell the bus driver as well as the school of absences.
 - Promote using SCHOOL LOOP app, website, Facebook.
- School Camp in Wellington
 - How can students contribute? Fundraising?
 - TW has proposed a garage sale at school to be held at the end of Term 1
 - Will be opened up to the community to bring things along
- Firewood for Winter
 - Lizzie Bell was going to contact FM as they have some trees down at their place that the school can use for firewood
 - The BOT agreed that we need to put a partition in the woodshed so that we are using the older wood first
 - The BOT talked about the possibility of storing the wood on farm until it is needed.
 - FM to talk to Lizzie as LG as been in touch with Mark Ferguson in regards to firewood also.
- Working Bee
 - Jobs that need to be done
 - Gutters
 - Tidy up of Community House
 - Sandpit tidy up (needs more sand)
 - Long jump pit – spray and more sand
 - Fill holes on field and grass seed
 - Redistribute stones in playgroup
 - Branches from the cyclone need picking up
 - Pool area needs cleaning
 - Behind the pool rubbish needs tidying
 - Top soil at the entranceway
 - Spreading the mulch
 - Pruning of trees
 - Restack firewood
 - TW to put a list up in the staff room for staff to add items
 - To be held on Sunday 19th March 2023, 1pm
 - BBQ & Refreshments to be provided
- School Website
 - NW has advised that it is up and running
 - NW is updating items as they come in e.g. newsletters, calendar etc
- Promotional Brochure/Enrolment Pack/Parent Book
 - Promotional Brochure attached

- Has been distributed electronically and mail drop to happen now that they've been printed
 - FM Currently working on Enrolment Pack
- Staff Representative By-Election
 - Letter attached addressed to Lucie
 - The BOT went into committee to discuss this
- Delegated Authorities
 - Document attached
 - TW went through and explained the delegation of roles should the need ever rise
 - The BOT were all in agreeance.
 - LG to sign
- Review of Wishlist

Wishlist	Responsible
Hockey Goal	HG to go to Charlie Brown with dimensions
Gumboot stand for the Junior Room	TW to see if Haylee still needs it and report back
Water blaster	Donated to the School

Meeting Closed: 9.11pm

Next Meeting: Tuesday 28th March at 6.30pm, at School Staffroom

Signed:

(Lucie Gilbertson, Presiding Member)

Date:

Action List:

Action	By Whom	By When
Report for newsletter	BL	ASAP
Hazard walkaround	NW	Next meeting
Print BOT Minutes for Staff	AS	Next meeting
Follow up quotes on Chromebooks and tablets as necessary	TW/FM	Next meeting
PB4L Branding	TW	After re-build of classrooms

Tank removal at Principal's House	NW	To be done when time/weather allows
Post and wire to be removed from the Principal's House that is dangerous	NW	In conjunction with tank removal (above)
Quotes for playground padding	FM	Next meeting
LSC space – further enquires with MOE to see if we can move a building on.	TW	Ongoing
Exposed wires in the PAF's room to be covered (Jim)	FM	Next meeting
Organise Cattle Scheme Shout	RM	
Purchase/install new net for the tramp.	TW	Next meeting
Ask Viv to issue the Beach Road Bus Invoice to Te Apiti	TW	To be done
Follow up with Viv re cheque runs for meetings	NW/TW/AS	Next meeting
Purchase new curtains for the Community House	RB	To be done. Windows measured
Community House – storm water pipe repair work quote	RB	Next meeting
Organise a mail drop off of the promotional brochure	FM	Next meeting
Annual Plan and Trustees Manuals	TW/AS	Next meeting
Follow up with Mandy re pest monitoring at school and get her to look at the Junior Room plug which is full of ants.	RB	ASAP
Remove shade sails that are flapping in the wind	FM/BL	ASAP
Finalise Statement of Variance and distribute to BOT	TW	Next meeting
Advise Austen to move forward with the building quote for the school upgrade in 2023	TW	ASAP
Complete Policy Reviews online	BOT	10 February 2023
Review draft budget and approve via email	BOT	3 February 2023
Set up WiFi Water Monitoring System	AS	ASAP
Check with Harcourts requirements of landlord to clean gutters	RB	Next meeting
Organise with Viv for the houses chimneys to be swept when the school ones get done	RB	Next meeting
Advise staff re requirement of students to pay sport fees at the beginning of the season to avoid unpaid invoices	TW	ASAP
Firewood for winter	FM/LG	Next meeting
Organise Working Bee	FM/BL	Sunday 19 th March 2023, 1pm
Update Enrolment Pack	FM	