

ELSTHORPE SCHOOL BOARD OF TRUSTEES (BOT).

MINUTES OF MEETING

MONDAY 5 AUGUST 2024. ELSTHORPE SCHOOL SENIOR ROOM. 6pm

1. **Present:** Lucie Gilbertson (LG), *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*.

Mark Kinvig (Group Manager for Community Infrastructure and Development - Central Hawkes Bay District Council); Brent Muggeridge (Councillor - Central Hawkes Bay District Council), Kate Laugesen, Andrew Thomas.

Meeting Opened: 6.05pm

2. **Apologies:** Nil

3. **Elsthorpe Road Closure**

- Mark Kinvig (Group Manager for Community Infrastructure and Development – CHBDC):
 - Flooding on Elsthorpe Rd issue has been floating in Council for last year. Mark was on site last week.
 - Drain clearing on road corridor to happen within next 4 weeks.
 - Drains from road through land (Tait Jamieson) need to be cleared out too. Brent has spoken to Steve Tait Jamieson and the other land owner who shares the road boundary (?) no problem with getting in there and digging the drains out. All parties are keen to get it done. Also, a nursery of willow trees need to be cleared. Build up of silt in the Markara is another issue. The road didn't flood and close in the past. Jason Scheele has been approached to clear the drains.
 - It is a priority. To sort the road, sort the connections to Makara so that it can clear when it does flood. Water has nowhere to go. Drains are still full now, a week after the last (minor) rain event.
 - Slip further up the road: Temporary surface is rough. A sacrificial seal will go on soon to improve the ride.
 - Slip is in the next 4 priority jobs to be completed. It is on track to be started Jan 2025. Plans are being worked on now.
 - Kahuranaki Rd is a real concern. It is a lifeline to Havelock North and is a major job. It is not in the next 4 jobs to be completed and will be a big expense.
- Brent Muggeridge (Councillor – CHBDC)
 - Council is juggling funds. The criteria they use are - is the road critical to life or livelihood? What is the volume of traffic affected? Kahuranaki Road hopefully on the cards for next year... but no funding has been sorted as yet. Council agrees it is major and needs to be done. There is a lack of government funding at the moment.
 - There is no funding to raise Elsthorpe Road. Council has a lot on its plate at the moment. There is funding going into stormwater in the Council's 3 year plan. They realise it's not just about building new stuff but about looking after our current infrastructure.
 - 24h pothole policy is being worked on for State Highways now. It is not a priority for rural roads, the budget would disappear far too quickly.

- Concerns were raised about 'Road Closed' signage issues affecting the Community. It needs to be put up promptly and removed promptly. It also needs to be up from St Lawrence Rd so that large vehicles can turn around to get out.
- Mark Kinvig, Brent Muggeridge, Kate Laugesen and Andrew Thomas left the meeting

4. Declarations of Interest: LG - shareholder of Sheep City Ltd whom the BOT are purchasing cattle from.

5. Elsthorpe Road Closure

- TW discussed the recent school closure due to flooding on Elsthorpe Road and options he has looked into to try and keep the school open.
 - Documents attached
- TW expressed his concerns about hearing things second-hand rather than families bringing concerns directly to himself.
- The board discussed potential further disruption to schooling and options for partial openings.
- NW has been tasked with investigating options for school closures and continuing learning for our children.
 - As a Board, our first priority is the safety of children and staff during weather events.
 - Staff do not live on site, and come from Central Hawkes Bay and Napier. They leave early in the morning for the school day.
 - NW has offered to contact families and try to see if there are any families that would be interested (down each road) to be a back-up should the school be closed and some families need to go to work in town. It would be in the case of an "emergency".
 - The board discussed the need for these families to remain confidential so that these families are not taken advantage of.
 - NW will report back at the next board meeting.
- FM suggested that the BOT touch base with families to give the personal touch and to reassure them that the BOT/Council are working on the issue.
 - Initially TW will put a statement out to the school on the different platforms (in the School Newsletter, School Facebook page, and Skool Loop)
 - The BOT will then wait to see what feedback is received and make a decision about whether to contact families directly.

6. Change in Constitution – Number of Board Members

- It was publicly announced (in the School Newsletter, School Facebook page, and Community Facebook page) that the BOT are having a meeting and looking at reducing the number of board members from 6 to 5.
- There were no members of the school community or public in attendance at the meeting in regards to the change in constitution.
- There were no objections from the public or current BOT members and therefore moving forward the BOT will be made up of 5 parent representatives.
- The revised BOT will be made up as the following (based on the transfer of Nicola Wall from Mid-term to Triennial as approved at the previous meeting):

- Triennial (Term expires - May 2025)
 - Felicity MacLean
 - Rhonda Bartlett
 - Nicola Wall
- Mid-term (Term expires - November 2026)
 - Lucie Gilbertson
 - Ray Munn
- The BOT were happy were all in agreeance for the above LG moved. FM seconded. All in favour. Carried.

7. BOT report for next newsletter:

- RM

8. Minutes of Last Meeting

RB moved and FM 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	Not done
Hazard walkaround	RM	Done
Email approved BOT Minutes to VP and NW	AS	Done
Distribute approved BOT Minutes to Staff	VP	Done
Post approved BOT Minutes to the School Website along with Annual Financial Accounts	NW	Done
PB4L Branding	TW	After re-build of classrooms. Flag already purchased and in use.
Tank removal at Principal's House	FM	Done
Post and wire to be removed from the Principal's House that is dangerous	FM	Done
Contact Richard Scott re Pamu's contribution to the Beach Road Bus	LG	Ongoing
Painter for PAF's room	LG/RB	Ongoing. To be removed from here as it will be part of the temporary administration development
Update/Review 5YA – follow up with Austin	TW	Ongoing
Flag Pole – to be repainted. Lodged with Centralines and waiting for them to come.	LG	Ongoing
Cattle Scheme Shout at the Patangata Tavern	RM	Done
Exterior Painting of the Principal's House	RB	Ongoing
Revise and complete the triennial programme for the BOT	AS/TW	Done

Look into Cellphone options through Spark for the TW	VP	TW to follow up re contract with MOE as to what other principals are doing.
Draft letter to neighbour re window for Lucie and Tim to review	NW/LG/TG	Done. No response.
Notify the community/public that at the next meeting the BOT are looking to change the constitution to reduce the number of BOT members.	AS	Done
Look to unwind the Cattle Scheme from the School Accounts	RM	Ongoing
Security Cameras – accept quote. Money to come out of asset reserve.	TW	Done

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

9. Hazards

- BOT member (RM) walk around report:
 - Bookshelf in the Senior Room is dodgy.
 - RM suggested to get rid of it or secure it and fix it to the room.
 - RM will work in conjunction with TW or FM to get this sorted.
 - Surfboard needs bolting down in the Playground.
 - RM will complete
 - Skateboard Ramp
 - The metal has rusted and peeled up.
 - RM to replace metal or grind it off.
 - Could potentially look to get a new one made with funding through PAF's as it gets used lots during school time.
 - Swimming Pool Shed
 - RM has had a look at it and confirmed that the back wall is stuffed. The back boards are rotting away.
 - The sides, front, roof etc is adequate.
 - RM suggesting replacing the back wall and refixing the roof with screws.
 - RM suggested salvaging materials off the junior and admin block when they are demolished (if it's not asbestos).
- BOT member to walk-around before next BOT:
 - VP
- Any additional items identified by staff?
 - Nil

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

- Action on items already identified:

Hazard Item		Update
Swimming Pool – changing sheds need looking at	TW/RM	Discussed above.

Swimming Pool – pool needs to be repainted as paint chips are going through the filter.	FM	FM to follow up. May need to empty over winter
Boat – fibreglass needs lacquering	FM	To be done
Tinting of high windows in middle room	FM/TW	Done
Playground – shift stones around to cover exposed sacking	TW	Getting students to do it.
Broken tile/grill outside PAF's room	RM	RM informed there are spares and he will replace.
Dead smell under Admin Block	-	Rentokil. Suggested charcoal bags which will take away the smell.

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

10. Principal

- Monthly Report (attached)
 - Roll currently sitting at 50
 - TW advised that we are looking at a reduction in staff for 2025 due to our roll. TW advised that we will cross that bridge when we come to it.
 - TW attended a meeting at Sport HB called “ Reimagining Cross Country”
 - Technology 2025 – we are still welcome at Hastings Intermediate but the MOE have allowed us time to explore our options at CHB before we make a decision regarding 2025.
 - Julie Gilmour is away for the next 5 weeks. TW has received a medical certificate. Barb Golen will relieve as much as she can along with Rosemary Carey.
 - The school was forced to close on 26.06 and 1.08 due to flooding.
 - TW advised that we were not in lockdown on the 21.06. We were only made aware of an operation in our area.
 - Craig Ross came from HB Cricket and talked to the kids and some whanau about success on 2 July. It was a really positive talk.
 - Ngati Whai was on the 27.06 and the school performed really well.
 - Onga 7's.
 - Our senior students attended Onga 7's on 31st July. 23 of the 25 students played a sport.
 - BSLA – Better Start Literacy Approach.
 - We applied for support and were successful. However, TW responded that he did not feel that BSLA program was for us.
 - RB asked why we turned down the support?
 - TW responded:
 - There is a strong preference to go with IDEAL based on previous experiences at other schools. However, the programme doesn't have government backing yet so we will wait for funding from the government before applying.

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

11. Student Achievement Report

- TW went through the document (attached)
 - Overall the data looks good
- Also discussed Whanau Conferences

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

12. 2025 Staffing Update

- Nothing noted until September.

13. School Developments in 2024

- No further update – should still be happening in September

14. School Uniforms

- RB confirmed that she spoke to them last week.
 - Website is up and running.
 - Fleeces are available now.
 - Polos and Sports Polos are approximately available in September
- The board will release the website to the school community when all the uniform is made available.
- The decision will be made at the next meeting as to when no old polos may be worn when we know when the uniform will be available.

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

15. Policies

- Policy Review *“Review the policy/procedure and share with relevant stakeholders so they can also provide feedback”*
 - Concerns and Complaints
 - Media
 - Performance Management
 - Profession Development
 - Protected Disclosure
 - Staff Conduct
 - Staff Leave
- Board Assurances *“Assure the board that proper steps/actions have been taken regarding the policy/procedure, and that they are up to date”.*
 - Student Attendance
 - Report to Parents on Student Progress and Achievement
 - Searches, Surrender, and Retention of Property
 - Minimising Physical Restraint

TW went through the Board assurances (attached), and everyone was happy.

The BOT were sent out instructions via email to review the relevant policies.

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

16. Finance

- Approve Monthly Accounts

- Cheque run for the period 1 June 2024 to 30 June 2024 totalling \$19,384 (attached).
- BOT noted the larger payments and payments to staff/parents.
- Monthly financial report adopted and all expenditure for previous month ratified.
- AS noted that there are missing cheque runs for the following months. VP to provide them to be approved at the next meeting.
 - November 2023
 - December 2023
 - May 2024
 - July 2024

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

- Overview of Monthly Account
 - June Management Report (attached)
 - TW to follow up around Support staff being overpaid.
 - NW did an overview of the accounts and the current financial situation of Elsthorpe School.

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

- Update/Review 5YA
 - TW to talk to Brad Gay.

17. Cattle Scheme Update

- Good turnout for the cattle scheme shout. Thank you to Patangata for hosting the event.
 - The cost to the BOT was \$800 for this event.
- Two steers have been killed this month - good weights and good prices.
- 3 cattle are yet to be purchased from farmers that self-supply. RM advised that he do that in the coming months.
- Looking to purchase 25 steers to purchase off Tim Gilbertson (Sheep City Ltd). Transport is arranged for tomorrow.
 - The BOT approve the purchase of these cattle.
 - An independent agent from Carrfields came and valued the cattle on behalf of the school.
 - RM attended along with Tim Gilbertson and Matt Harvey (Carrfield agent).
 - RM picked the steers, Matt valued them. Tim Gilbertson was entitled to get his own agent to value them however he was happy with he price.
 - The cattle were valued at \$973.52 + GST. Total being \$24,338.52 + GST.
 - The BOT would like to note the conflict of interest here with LG as a shareholder of Sheep City Ltd. LG was excluded from the discussion

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

18. Water System Update

- RM advised that there was nothing to report.

19. Staff Update from Staff Representative

- VP advised nothing to report from the staff

20. Property

- Tammy completed inspection of the houses and then two days later RB got an email to say that she has left.
- Our new property manager is Heatha Edwards
 - Principal's House
 - Spouting
 - RM has been advised by the new Property Manager to increase the rent to \$400 (from \$370). The BOT were a bit hesitant in raising the rent for a good tenant and don't believe she has been in the house for a year yet. Appraisal attached.
 - Victoria has talked to FM about getting some plants to put in where the tank was removed.
 - FM said if Victoria can't source them that it is an option to approach the community.
 - Community House
 - The new tenants have moved in, and the following items have been brought to our attention:
 - Oven broken
 - Rhonda has quote for a new oven (attached). The BOT were happy for RB to go ahead and purchase the oven - \$1200 + GST
 - Locks – VP to follow up with Paladin Locksmith.
 - Rodent/Ant problems
 - RB has received a quote (attached) from Rentokil Initial for rodent control at the school
 - Annual fee is \$1,900 + GST
 - Additional fee for ants
 - Annual fee is \$1,200 + GST (which includes the houses)
 - FM to contact Flick for a comparable quote.
 - Plumbing issues – RB to organise a plumber for the following:
 - Both concrete tubs leak
 - Kitchen under sink as has leak
 - Having trouble getting their mail and have requested a mailbox. The BOT were all in agreement for FM to go to Mitre10 and purchase a letterbox for the tenant.

NW moved. RFMM seconded. All in favour. Carried

- Property Maintenance Plan
 - Nil

21. Correspondence.

Inwards:

Document and from	Summary	Board comment or action (if any)
Tukutuku Korero	Magazine	

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Outwards:

To whom	Description	Action

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

General Business

- Funding Applications (Helen – Funding Connection)
 - Waiting for response to the application that was submitted on 31/08.
- Enrolment Pack
 - FM advised that she has made a start on the Enrolment Form.
 - The enrolment pack is just about at the finalisation stage.
- Community of Elsthorpe Transport Trust
 - FM advised that she has been in touch with Westpac as they took RWT off our interest and they did not give it to IRD.
 - Westpac have credited us back the RWT but they said that we will need to apply for an IRD number to say that we don't get charged tax.
 - FM will look into getting an IRD number.
 - Charities return is due next month. FM will begin this in conjunction with Ange
- Working Bee
 - We need to have a working bee to start cleaning out the sheds.
 - The BOT decided to have a working bee on Sunday 18th August – 1pm to 3pm to begin this process.
- Review of Wishlist

Wishlist	Responsible
Hockey Goal	Waiting for funding applications.

Meeting Closed: 8.34pm

Next Meeting: Monday 9th September 2024 at 6.00pm, at Elsthorpe School

Signed:

(Lucie Gilbertson, Presiding Member)

Date:

Action List:

Action	By Whom	By When
Report for newsletter	RM	ASAP
Hazard walkaround	VP	Next meeting
Email approved BOT Minutes to VP and NW	AS	After meeting
Distribute approved BOT Minutes to Staff	VP	After meeting
Post approved BOT Minutes to the School Website along with Annual Financial Accounts	NW	After meeting
PB4L Branding	TW	After re-build of classrooms
Contact Richard Scott re Pamu's contribution to the Beach Road Bus	LG	Ongoing
Update/Review 5YA – follow up with Austin	TW	Ongoing
Look to unwind the Cattle Scheme from the School Accounts	RM	Ongoing
Flag Pole – to be repainted. Lodged with Centralines and waiting for them to come.	LG	Ongoing
Exterior Painting of the Principal's House	RB	Ongoing
Follow up with MOE to see what other Principals are doing in regard to cell phones.	TW	Next meeting
Contact families and see if there are any families that would be interested in being a "community helper" in the event of further road/school closures	NW	Next meeting
Put a statement out to the school on the different platforms (School Newsletter, School Facebook page, and Skool Loop) advising them of the discussions had with the Council about the Elsthorpe Road closure.	TW	ASAP
School Uniform - decision of when the old School Polo will not be part of the school uniform.	BOT	Next meeting
Complete missing cheque runs (November 2023, December 2023, May 2024, July 2024)	VP	Next meeting
Get IRD number for Community of Elsthorpe Transport Trust	AS	

Complete Charities Return for Community of Elsthorpe Transport Trust	FM	Next month
Working Bee	BOT	Sunday 18 th August – 1pm to 3pm
Decide on rent level at Principal's House	BOT	Next meeting
Talk to Victoria about plants at Principal's house and sourcing them through the community	FM	
Follow up re locks at Community House	VP	
Contact Flick for a quote for pest control at school	FM	ASAP
Organise plumber for repairs at Community House	RB	ASAP
Purchase letterbox for Community House	FM	ASAP
Swimming Pool – pool needs to be repainted as paint chips are going through the filter.	FM	FM to follow up. May need to empty over winter
Boat – fibreglass needs lacquering	FM	To be done
Playground – shift stones around to cover exposed sacking	TW	Get students to do it.
Broken tile/grill outside PAF's room	RM	RM to replace
Bookshelf in senior room – fix or remove	RM	RM to do it in conjunction with TW or FM.
Surfboard needs bolting down in Playground	RM	
Skateboard Ramp – repair (or look to get a new one through PAF's funding)	RM	
Swimming Pool Changing Sheds – salvage materials from admin/junior block demolition for repairs	RM	