

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

**MINUTES OF MEETING**

**TUESDAY 19 JUNE 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); Bryan Lorenz (BL); Viv Pearce (VP), *Staff Representative*; Tim Waite (TW), *Principal*; Ange Scott (AS), *Secretary*

**Meeting Opened:** 6.37pm

2. **Apologies:** Nil

3. **Declarations of Interest:** Nil

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

- VP

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	VP	Done
Print BOT Minutes for Staff	AS	Done
Follow up quotes on Chromebooks and tablets as necessary	TW/FM	Ongoing
PB4L Branding	TW	After re-build of classrooms
Tank removal at Principal's House	BL	To be done
Post and wire to be removed from the Principal's House that is dangerous	BL	In conjunction with tank removal (above)
LSC space – follow up with Austen	TW	Signed off. Waiting off for MOE to give the go ahead.
Purchase/install new net for the tramp.	TW	Purchased. Needs to be installed.
Contact Richard Scott re Pamu's contribution to the Beach Road Bus	LG	Ongoing
Oak trees history/options	VP	Two oak trees 1933, 1925. First one remembrance of Mr H Hill. 1945 Victory Oak, planted in the grounds to commiserate peace at the end of the war.

		<p>TW talked to Jim and he indicated that the school could make money out of milling the oak trees and selling the firewood. A lot of time is spent in autumn/winter cleaning up the leaves.</p> <p>Idea to use some of the mill-able timber to make furniture or an item in remembrance of what the trees were planted for (with a sign).</p> <p>To be done after the jubilee.</p> <p>NW moved. LG seconded. All in favour. Carried.</p>
Board Assurance Statement	TW/BOT	Ongoing
Community House – follow with the Beta Properties for Healthy Homes Certificate	RB	Done
Community House – spray section. TW to ask Jim.	TW	Done
Spread the shavings at the entranceway of the school	RM/TW/BOT	Ongoing
Follow up with Lizzie and Struan Bell re left over firewood from the working bee	FM	TW going on farm next Monday to look/help sort out the final firewood. Money raised will go to camp.
Investigate security camera options for the school.	AS/TW	Ongoing. TW asked IT for any problems. BOT agreed to hard wire them in. AS to follow up again

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

## 6. Hazards

- BOT member walk (VP) around report:
  - Slippery half round log around the back of the admin block that everyone seems to slip on. Needs replacing.
    - VP to ask Jim to repair
  - Seat on BBQ table (already on list)
    - BL to complete
  - Tilted door on mower shed needs replacing
    - VP to follow up

- Fruit trees need trimming.
  - RB to ask Aaron if he can do it.
- Hole in the field needs filling with top soil. Part of a working bee.
  - FM to organise.
- BOT member to walk-around before next BOT:
  - FM
- Any additional items identified by staff?
  - Pot hole near the last speed bump
    - RM to look at it.
- Action on items already identified:

Hazard Item		Update
Rubber mats for Playground need installing.	FM	Purchased and to be installed.
Large playground – further quotes for stones to cover up exposed sacking and tree roots	FM	Higgins are happy to come down, and deliver metal as a community donation. RB had been contacted by Dick from Higgins. We will need to spread it. RB to follow up. NW to follow up with Jase about the digger.
Perspex window for PE shed. Needs to be organised in conjunction with the Junior Room and PAF's room window replacements	TW	Done
BBQ table needs repairing (missing a seat at the end)	BL	To be done
Skateboard Ramp Revamp	FM	Richard Scott will have a look at it and repair.
Plants out front of office – spikey plants need to removed	TW	The small ones have been removed. The bigger ones need to be removed. LG to remove.
Exposed wires in PAF's to be checked over by electrician when onsite	TW	To be done
Broken pipe going down the bank into the native reserve. Ask plumber when they're onsite to see if there is a simple fix	TW	To be done
Shade sail quotes for repair/replacement	FM	FM has a quote from Brittans \$7,718. RB spoke to Warren from East Coast Canvas (did them over 10 years ago) and will provide quote. Follow up at next meeting
Bait stations need re-attaching to the buildings. Need to contact Mandy	TW	TW talked to Mandy. Done

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

## 7. Principal

- Monthly Report (attached)
  - Roll currently sitting at 50
  - The gardening group visited Omakere, Argyll-East & Sherwood to create a plan for our garden. So far, we have created a pig bucket and organised our recycling.
  - A Go-Bus relieving driver noted the dangerous nature of collecting the Wiggins and De Wets. Tania, TW and the families have formulated a plan to alleviate this.
  - EOTC – don't need to ask parental consent/permission for low risk activities.
    - Low level of risk – routine and expected activities and environments, activities on school grounds and local areas
    - Parents sign a blanket EOTC form on enrolment.
    - Elsthorpe School have a blanket EOTC form.
      - Don't need to seek permission but notify the parents.
      - Low risks identified by the BOT
        - Cross country at Elsthorpe domain
        - Running training down to the hall
        - Native reserve
      - Need permission
        - Travelling in a vehicle with another person in a vehicle
        - Beach trips
  - TW has asked all part-time employees to complete a timesheet for their hours. The BOT went in committee to further discuss this
  - As a BOT we need to discuss the merits of selling fizzy drinks at our sporting events.
    - TW asked what perception we are portraying at an event for our students.
    - It was suggested to remove Coke from the list
    - NW suggested keeping an eye on it and if there is any feedback and problems from parents then re-address it.
    - The BOT suggested asking PAF's for their feedback.
  - Omakere School are keen to look at a shared sports uniform.
  - Board Assurances, TW went through some of this with the BOT.
- School Camp
  - Not discussed
- Extra Staffing
  - Via email/messenger (attached) the BOT had all agreed to fund the teacher aid for the remainder of the year from the cattle scheme fund. FM moved. LG seconded. All in favour. Carried.
  - Elsthorpe School will receive a refund for the bulk funding we used to pay for our extra teacher
    - 2 days a week until the end of the year to employ someone to teach at the school.

- TW advised that our bank staffing is in a very good place. We have a lot of extra staffing to use this year. TW has asked for the staff's input now I would like the boards input.
  - Brainstorm of ideas
    - Allow staff to branch out and do some of the following:
      - Small school maths competition
      - Gardening group
      - PAF's room to use e.g. baking
      - Staff to visit other schools to gain perspective about how other schools are doing and what other schools are faced with.
      - New curriculum that needs to be thought of
    - Plan to get Barb to come in on a certain day next term.
    - TW will advertise it and asked for BOT members to email ideas through to him.

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

## 8. Curriculum Review

- PB4L
  - TW handed out a copy (attached) of the PB4L at Elsthorpe School
  - It was asked if we were continuing with the PB4L certificates being issued to the students at the end of term. TW was going to look into it.
- LG moved. NW seconded. All in favour. Carried.

## 9. School Developments in 2023 Update

- At the start of the meeting TW went through an update of the current building projects.

## 10. Policies

- Board Assurances "Assure the board that proper steps/actions have been taken regarding the policy/procedure, and that they are up to date".
  - Abuse Recognition and Reporting
  - Evacuation/Emergency Kits and Supplies
  - Expenditure
  - Monitoring and Auditing School Bus

TW went through the board assurances with the BOT (attached) and the BOT were happy.

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

## 11. MOE Review of Bus Routes Update

- Nothing further to report

## 12. Finance

- Approve Monthly Accounts
  - No cheque run for this month. Will approve at the next meeting.
- Bank Accounts
  - NW went through the bank accounts (attached)
  - The BOT were happy with how they were sitting
- Students Accounts/Invoices
  - FM raised the issue after receiving a large invoice and asked if we could send invoices out monthly (as previously minuted) to avoid large invoices being delivered to families.
  - LG suggested accounts being sent via email. VP advised that training would need to be given but it is a possibility.
  - Uniforms
    - NW suggested an eftpos system for purchasing uniforms.
    - Pay on pick up – avoid creating invoices
    - TW/VP suggested talking to Maria about it
- Audit Report
  - TW went through the audit report that was sent out to the BOT. Items that were talked about include:
    - Investing the cattle scheme money which isn't being used
      - RM put together a bit of a budget and could do a \$50,000 investment. Need to look into options and wait for the next roll return so we know our position roll wise for next year.
      - NW is going to come in fortnightly on a Thursday morning to sign off EDpay and credit card.
        - VP will go through the accounts with NW.
      - In the past the cattle scheme has been set up to fund the shortfall of a third/fourth teacher.
    - PAF's is fine as long as the BOT isn't controlling the group. PAF's is separate from the BOT.
- Annual Report
  - The Annual Report was formally adopted by the Board
    - LG moved. BL seconded. All in favour. Carried.
  - NW to put it up on webpage

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

### 13. Cattle Scheme Update

- Two more steers killed.
- Working on placements for the next round of cattle
  - In the process of talking to LG about purchasing next round of cattle
  - Good response from farmers to date – placements for 29 steers
  - Farmlands have tags ready
  - RM will ask Farmers Transport to transport cattle this year (last year we used Stephenson's Transport).
  - LG will have a conflict of interest at the next meeting. To be documented.

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

### 14. Water System Update

- RM commented that the water system monitor is working well
- Fixed a problem recently and the water level has now returned to 100%

### 15. Property

- Houses
  - Principal's House
    - Tank Removal
      - BL to arrange and to be done when weather allows
  - Community House
    - Soak pit has been done,
    - Tenant has been found and moving in on 1 July 2023
    - Need to get power turned on and the house needs a clean before the tenants move in.
      - RB will message the BOT when the power is on and the house can be cleaned.
  - Healthy Homes
    - We are \$57 away from being Health Homes Compliant.
    - Once invoice has been paid (attached) we will receive our certificate.
    - VP to arrange payment
- Property Maintenance Plan
  - Nothing to report

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

### 16. Correspondence.

#### *Inwards:*

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

#### *Outwards:*

To whom	Description	Action

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

### General Business

- Enrolment Pack
  - Ongoing. FM to update.
  - Add an EOTC blanket consent form to the enrolment pack
- Security Cameras for the School

- AS in conjunction with TW has emailed the IT team to see if they had any advice re cameras as we want to avoid the trouble that we had when setting up the water monitoring system.
- The BOT were all in agreeance to get a hard wired security system.
- TW and AS to look into options further.
- Code of Conduct
  - The BOT were sent the updated code of conduct (attached)
    - This code takes effect on 21 June 2023
    - The BOT were all in agreeance to adopt the new code of conduct
    - The BOT agree to sign one copy (and date) and it will be filed in the safe with the other codes.
      - This was signed and filed after the meeting
- Review of Wishlist
  - NW suggested a generator. In case of cyclone, power, to keep the water running. As a rural school it would be a good investment. School is the hub of the community. RM to have a look into it and come back with quotes.

Wishlist	Responsible
Hockey Goal	PAF's looking into this
Generator	RM

**Meeting Closed:** 9.19pm

**Next Meeting:** Tuesday 1 August 2023 at 6.30pm, at School Staffroom

Signed:

(Lucie Gilbertson, Presiding Member)

Date:

**Action List:**

Action	By Whom	By When
Report for newsletter	VP	ASAP
Hazard walkaround	FM	Next meeting
Print BOT Minutes for Staff	AS	Next meeting
Follow up quotes on Chromebooks and tablets as necessary	TW/FM	Ongoing
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)
Install new net for the tramp.	TW	ASAP
Update Enrolment Pack	FM	Ongoing
Contact Richard Scott re Pamu's contribution to the Beach Road Bus	LG	Next meeting
Board Assurance Statement	TW/BOT	Ongoing
Spread the shavings at the entranceway of the school	RM/TW/BOT	Next meeting
Firewood at Bells	TW	Next meeting
Investigate security camera options for the school.	TW/AS	Next meeting
Rubber mats for Playground need installing	FM	Next meeting
Large playground stones to cover up exposed sacking and tree roots. Stones supplied by Higgins. RB to follow up re stones. NW to follow up re digger to spread the stones.	RB/NW	Next meeting
BBQ table needs repairing (missing a seat at the end)	BL	ASAP
Skateboard ramp revamp	Richard Scott	Next meeting
Plants out front of office – spikey plants need to be removed	LG	Next meeting
Exposed wires in PAF's to be checked over by electrician when onsite	TW	Next meeting
Broken pipe going down the bank into the native reserve. Ask plumber when they're onsite to see if there is a simple fix	TW	Next meeting
Shade sail quotes for repair/replacement	FM/RB	Next meeting
Ideas from BOT in regards to bank staffing	BOT	Next meeting
Look into PB4L certificates that were handed out to students in the past	TW	Next meeting
Eftpos option for purchasing of uniforms etc. Talk to Maria.	TW/VP	Next meeting
Investigate generator options	RM	Next meeting
Arrange for power to be turned on and clean community house before the tenant arrives on 1 July	RB	1 July 2023