

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

HELD 5:30pm, 11th September 2018 AT ALFREDTON SCHOOL

CHAIRPERSON'S WELCOME

Present:

Claire Audier, Russell Smith, Charlotte Lawrence, Rob Foreman, Johanna McKenzie(late arrival).

Apologies: Marama Papworth, Martin Evans

Absent: Nil

Declaration of Interest

Marama Papworth is a relief bus driver.

2 Board members have relatives who are bus drivers.

STRATEGIC DISCUSSIONS / DECISIONS

1.1 POLICY/PROCEDURES

Nothing to review

MONITORING AND REVIEW

2.1 BUDGET, FINANCE AND PROPERTY

- Ratification of accounts

MOTION: The Board ratify the payments made in August 2018 and accept the financial reports as a true and accurate record.

Moved: Claire / Seconded: Russ

- Change of Accountancy Provider.

The School have changed provider from School Support to Education Services Ltd as from September. Claire has met with both Steven and Kerry from ESL.

Forecasting Report tabled but as this only arrived today we are still learning to read this correctly

New format for the Financial statements also.

Claire will submit budget review to ESL once presented to the Board.

Bus Operations is all accounted for as one entity which will enable better evidence of how this is tracking.

Possibility of professional development with all local school's dealing with them.

Terms of engagement letter signed by Russ.

2.2 HEALTH & SAFETY

Rob had checked Moon Room and added details to the Hazard Register held online.

Incident with bars on back board were identified as a hazard today. Noodles to be attached as padding.

- Bus Safety.

Some issues have been identified regarding students entering and exiting the buses and the safety of this.

Term 1 2019 we will do whole school bus safety with Maxine (Police), not just with the bus wardens as recent years.

Will also include the bus drivers.

Students are currently making Alfredton School Bus Guidelines. Students are identifying good bus safety and behaviour themselves and making their own guidelines, of which a copy will also be given to all drivers.

2.3 PROPERTY REPORT

- Update on new toilet block

A discussion held regarding the Paper towel option as opposed to air dryers.

The BOT approve the purchasing of air-dryers. Russ to contact Bruce Peck.

Claire will get colour samples from Resene to choose the scheme for paint.

Flooring samples were looked at and colours will be matched to the paint.

2.4 BUS

- Update on new Bus runs

New bus runs started in Week 6.

Some families unhappy with change but have not responded to meeting suggestions with Claire to discuss.

Positive feedback has been received and the drivers are all happy.

2.5 PRINCIPALS REPORT

Claire presented her Principals report.

- Science Curriculum Review

This is not presented at this meeting.

Seesaw – online portfolio for each student which will share student work with their parents.

Cultural Festival – Good to be involved in and enjoyed by all students, staff and parents. Had to leave at lunchtime due to the weather and possibilities of road closure.

Moved: Claire Secoded: Jo

Staff appointments Ads close 19th September.

Classroom toilet block will be done in November.

2.6 KAHUI AKO (COL) UPDATE

- Technology (formulate question / sub-committee)

Russ recently attended a meeting and updated BOT on this. Pahiatua School will continue next year but by end of Term 1 they will have decided for the future - 2020 onwards. Smalls School numbers would fund one staff member.

108 students at Pahiatua allow for the 2nd Staff member

2 questions we need to be considering;

1. Do we want to be represented on a sub-committee?

2. Create a Google doc as a living document for all to contribute questions to with ideas. Staff to think about what they would want and formulate questions.

Survey could be an option to find student voice, parental voice.

Place something in the newsletter regarding Technology

Sub cluster meeting was held with all staff attending.

2.7 GENERAL BUSINESS

- Camp Kapiti RAMS for approval

Russ will sign off on the RAMS. These have also been shown to parents attending.

- Newsletter

The newsletter takes up the majority of the day it is published and recently we have received feedback from people not reading this for information A discussion was held on the best way forward for this.

A full newsletter will be done twice a term (i.e. Week 4 and Week 8) but will continue with a smaller version on other weeks. Calendar Dates to be continued as well as sports results and brief community information in this weekly one.

CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING:

MINUTES:

MOTION: That the minutes of the previous meeting held 14th August are accepted as read

MOTION: That the minutes accepted as read are a true and accurate record

Moved: Charlotte / Secoded: Jo

