

# MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

HELD 6:00pm, 19<sup>th</sup> March 2019 AT ALFREDTON SCHOOL

## CHAIRPERSON'S WELCOME

### Present:

Claire Audier, Russell Smith, Rob Foreman, Marama Papworth, Robin Gardner, Val Harvey (Minute Secretary)

**Apologies:** Johanna McKenzie

**Absent:** Martin Evans

## Declaration of Interest

Marama Papworth has taken on a permanent bus driving position. With the upcoming election and the staff position not officially filled, the BOT are happy for Marama to remain on the board until elections.

Jo Mckenzie - Daughter In Law of Sue McKenzie (Librarian and Gardener)

2 Board members have relatives who are bus drivers;

Russell Smith - Husband of Kate Smith who is now a permanent bus driver

Rob Foreman – Son in Law of Shona Godfrey

## STRATEGIC DISCUSSIONS / DECISIONS

### 1.1 POLICY/PROCEDURES

- NAG1 Review

The BOT reviewed NAG 1 Policy.

National Standards references need to be removed from NAG 1.

Community based curriculum and Digital Technology procedures will be formulated.

Procedures will be looked at by Claire as she has a couple of queries on these.

NAG 1 Curriculum- Summary was read through.

Adding self-review to the Programmes and Supporting Documents

All agreed.

## MONITORING AND REVIEW

### 2.1 FINANCE

- Accounts to Auditor in February

Everything has been sent to Auditor. As yet we have not heard back from them.

Bank staffing is on track.

Budget indicates purchasing of 20 iPads, but with 10 purchased by the ASCA donation we do not need another 10 at this stage. The Budget will account for the covers for the 10 iPads and the 2 chromebooks shortfall from 2018 donation from ASCA.

The remaining 5YA money \$65,316.99 has now been received. (21/02/2019)

The October 2018 Operations Grant that was received twice has now been paid back to the MOE \$43,771.22 on 07/03/2019

**MOTION:** The Board ratify the payments made in February 2019 and accept the financial reports as a true and accurate record.

Moved: Marama / Seconded: Russ

## 2.2 HEALTH & SAFETY

- Asbestos Management Plan

Asbestos is noted as being on the Residence garage.

This plan needs to be implemented. Rob will start this and will then work with Claire to finalise. Will be looked into

Rob has inspected the building and will undertake remedial work to minimize any issue.

## 2.3 PROPERTY REPORT

Light in new classroom.

Invoice has been paid to Adam Tulloch (electrician) for the work on the Kiwi room light  
Jazz Electrical will need to programme the system

Asset replacement plan.

The Lawnmower is listed with a \$13,000 replacement. A Quote indicates this would be more like \$22, 750. It was questioned as to whether the amount on the plan needs to be increased.

The BOT believe The Domain Board will continue to co-purchase so the full figure will not be required from the school.

Working Bee – held on Saturday 16<sup>th</sup>.

Russ and Sue McKenzie looked at the gardens and native area which both need some replacement plants. Claire would like to apply for some grants. The possibility for planting in August, and by then the new Property portfolio holder will be appointed.

Swimming Lessons have finished but Claire is continuing swimming during the second break with students who chose to swim.

Martin is talking with Rob from Clear Pools as to wintering the pool

## 2.4 BUS

- New Runs

A couple of teething issues on first day but all appears to be going well.

The radio on the Daggs road bus has been adjusted to include the channels for logging operation on that run.

- Change of Drivers

2 Drivers resigned and both positions were advertised. 2 of our relief drivers have been appointed to the positions (see Declaration of Interest above). Both drivers have been through their induction with Claire.

Bus Compliance book is being updated, ongoing throughout the year.

Bus insurance is falling due and Bus values need to be reviewed. These will be amended in line with valuation figures received from TRC Toyota;

JDB232 \$41,000

KGA738 \$44,000

JPC510 \$47,000

Moved: Claire / Seconded: Russ

## 2.5 PRINCIPALS REPORT

Claire presented her Principals report.

Current roll is 57 not 59, predicted roll should be 62 not 64

Brenda working with the Chases on planning for the programme.

Seesaw evening being held tomorrow night

Water Quality workshop tomorrow at the Hall. The majority of Year 7 and 8 will be going across with Claire

Discussion on the overview of tomorrow's schools review meeting that Claire attended.

Writing whole school moderation, PLD worked on moderation, classroom observation. Data from moderation and is writing plan to go forward from here

Teachers attended first 2019 meeting of the Kahui Ako Cluster - see general business

3 tests have been done on the water and the results have been received, clearing the water for use.

Moved: Claire Seconded: Marama

## 2.6 LEARNER PROGRESS AND ACHIEVEMENT

- Special Education Needs

Claire presented the report on this.

- Target Students

Claire presented the report on this

## 2.7 CURRICULUM

- Health and Physical Education

Claire presented the report on this.

These reports only contain documentation from when Claire commenced here.

Russ commented that good frameworks are in place and building momentum. It is very targeted to the students at Alfredton School, with good buy-in from the staff. Positive progress which is evident.

## 2.8 GENERAL BUSINESS

- Update information booklet/job descriptions prior to Board Elections

Russ will meet with Claire and go over this to update

- Minute date of Election

The Board have chosen the common election of Friday, 7<sup>th</sup> June.

The Kahui Ako will place one combined advertisement for schools.

- Appoint Returning Officer

The Board appoint Valerie Harvey as Returning Officer for the 2019 elections.

- Professional Development for Teaching Staff

Currently there are no teacher only days, during the school term, planned this year.

With the recently attended Staff PLD Claire stayed behind so all teachers could attend. With 3 more of these planned, once a term in Week 7 on a Wednesday, a discussion was held around the option of adding Teacher Only days to enable all staff to attend.

The decision for the remaining 3 in the year was to have 1 Teacher Only day and 1 sports afternoon to enable all staff to attend these 2 sessions. Rob Foreman and Marama Papworth will run the sport afternoon. The third session is held at Eketahuna School which is close enough for all staff to attend with a normal school day.

All in agreement.

- ERO

ERO will be here in Week 1 of Term 2. Russ and Claire will attend any pre ERO meeting if they are held. Claire has started getting her documents ready now.

#### **CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING:**

MINUTES:

**MOTION:** That the minutes of the previous meeting held 19<sup>th</sup> February 2019 are accepted as read

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

Moved: Russ / Seconded: Marama

#### **MATTER ARISING FROM PREVIOUS MINUTES:**

Principal Appraisal: Russ presented a proposal and the Board appoint Mary Jones to undertake Claire's appraisal. (\$120 /hr, estimated 22.5 to 26.5 hours)

The previous 3 who had been contacted all moved/left before the appraisal process could be set in motion.

All in agreement.

#### **ACTIONS FROM LAST MEETING:**

All actions completed.

#### **BOARD ADMINISTRATION**

##### ***CORRESPONDENCE INWARDS***

- FMG (FENZ) Levy - Pool Cover *The BOT accepted the depreciated amount and no response will be sent back as per the letter*
- ERO notification
- Response to Russ' email to Mauriceville
- Letter from family requesting bus change *This will be referred to the Bus Committee for their next meeting in Term 2*
- MOE Education Gazette Vol 98 Number 3

- MOE Tukutuku Korero Vol 98 Number 4
- NZSTA STAnews March 2019 Issue 270
- NZSTA 30th Annual Conference 2019
- Letter from the Principal requesting a chimney clean at the school house. *Marama will organise*

**CORRESPONDENCE OUTWARDS**

- Email from Russ to Mauriceville school
- Rob will respond verbally re the letter from the family requesting a bus change

AGENDA ITEMS FOR NEXT MEETING

Next Meeting: Tuesday 14<sup>th</sup> May 2019 at 5:30pm

Meeting closed at 8:00 pm

<b>ACTION TABLE</b>	
<b>By Whom</b>	<b>Action</b>
Rob and Claire	Asbestos Management Plan
???	Update Bus Insurance figures
Russ and Claire	Update BOT info booklet and job descriptions
Marama	Organise chimney clean for schoolhouse
Claire and Jo	Take letter to bus committee