

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

HELD 5:30pm, 12th August 2019 AT ALFREDTON SCHOOL

CHAIRPERSON'S WELCOME

Present:

Claire Audier, Brenda O'Donnell, Katie Falloon, Rob Foreman, Todd Heynes, Kate McKay
Val Harvey (Minute Secretary)

Apologies: Johanna McKenzie

Absent:

Declaration of Interest

Rob Foreman – Son in Law of Shona Godfrey (Bus driver)

CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING:

Katie read through the minutes from the previous meeting.

AMENDMENTS

The cylinder is going, not a new one going in.

MOTION:

That the minutes of the previous meeting held on 24th June 2019 are accepted as read and that the minutes accepted as read are a true and accurate record

Moved: Katie / Seconded: Claire

MATTER ARISING FROM PREVIOUS MINUTES:

Claire did not make it to the Agency Forum meeting, due to teaching commitments. Claire will add student at their next meeting.

Lockdown procedure still in progress. Claire to meet with Constable Maxine to finalise this

Emergency Kits - Kate will look at pricing for emergency blankets. These are currently not included in the emergency kits. A possible option for ASCA to fund these. ASCA agreed to funding the emergency blankets. The invoice will be coded to the Health and Safety code but this only has a \$50 budget. Payment of the invoice from Amare Safety for \$179.52 is approved. Moved: Claire, Seconded: Todd

The BOT will request more detail from ASCA, with the need to know in more detail what they propose to do with their funding and what they propose for the BOT contribution. Nothing further has been heard regarding the playground

Budget review has not been finalised.

Jo has followed up on bus signs.

STRATEGIC DISCUSSIONS / DECISIONS

1.1 POLICY/PROCEDURES

- NAG 6

Enrolment and Attendance Policy:

Procedures;

Point 2 - the word *and* was removed.

Point 6 was amended. The mentioned discipline policy is not in the policies and no one has seen this before. Information regarding discipline will be taken from the procedure and placed in the enrolment book. The wording has been changed to the following;

6. Parents will be provided with a copy of relevant areas of the Behaviour Management Procedure as part of the Enrolment Information Pack.

A query from the Board as to what happens if attendance is low and Claire explained the procedure.

Bi Culturalism – Treaty of Waitangi

Procedures;

The Board queried if the marae visits/overnight stays have been happening.

Brenda gave her past experiences including powhiri, hangi, visits and overnight stays to local maraes.

Pahiatua Marae have invited the school to support them. Visits should continue yearly but overnight stays will go to the Board but not actually be in policy.

Point 2 – removed *with an overnight stay every 2nd year*

Point 4 was amended, with the wording as follow;

4. A staff member will deliver a quality program across the school. If this cannot be provided by a staff member then alternate resource people will be approached along with funding through organisations such as REAP.

A question was asked regarding Point 1. Does local people include community consultation?

Brenda feels Community consultation needs to occur as this has not been done for a while.

Brenda and Claire will write a consultation and bring back to board.

No changes were made to Point 1

- Overarching Statement

Katie asked should we add the Maori version to the Motto.

This needs to be added to the overarching statement if we are working on the path of inclusiveness.

Brenda will look into this.

MONITORING AND REVIEW

1.2 FINANCE

In Jo's absence Katie will take on the Finance Portfolio.

Katie presented a written report.

ORRS application has been submitted by Weber School.

Brenda has RTLB liaison person looking into any available additional funding.

MOTION:

Katie Falloon, Chairperson is to be added to the signatories for the BNZ Accounts

Moved: Brenda / Seconded: Kate

MOTION:

Russell Smith and Marama Papworth are both to be removed from the signatories for the BNZ Accounts

Moved: Katie / Seconded: Claire

- Accept Mid-year Budget Review

Jo is away and did not get time to go over the Budget review. Claire explained briefly changes that were made. The Operations Grant is more due to an increased roll.

Discussion around the bus operation, funding and the deficit.

Discussion around ASCA fundraising as to how figures are put in budget. If not guaranteed how can it be spent? A suggestion that the BOT report back to ASCA to show how the money was spent. Discussion as to how ASCA is approached.

MOTION: The BOT move the Mid-Year Budget Review.

Claire and Katie. Moved: Claire/ Seconded: Katie

Claire will send the budget review to Education Services Ltd

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

Moved: Claire / Seconded: Katie

1.3 HEALTH & SAFETY

The Hazard Register has been updated and changed. This has been broken down into sections i.e. termly,

Katie and Claire did the walk around and a few items came up.

Immediate action needs managing as health and safety identified risk, Minor items needing no action will be back on the list for next time.

- Stage in Huia room – tripping nightmare
- Garden Chemicals
- Oaks – broken branch. Possibly of getting an arborist to maintain the oak trees.
- Kiwi deck – very slippery over winter. Frost cones put out but maybe matting could be long term. A wall could be added out the back to enclose the area a bit more. Lockers could be moved around. This could be looked at and incorporated into next year's budget.
- Windows, carpet thinning, bent guttering, shelving
- Unsecured cupboards need L shaped brackets to secure to walls.
- Tui Room fire exit door and high cupboards will be resolved in the refurbishment.

A Major issue is that the bark on playground is too thin. Currently 6 cm but needs to be 30cm.

Playground certified chip is \$85 per cubic metre. Total area approx. 250m².

60 cubic metres required would be approx \$5100 of Certified chip , nuggets would be \$3300.

MOTION:

A truckload (30cubic metres) of bark nuggets is to be purchased from Wairarapa Landscape at approx. \$1700

Moved: Rob / Seconded: Claire.

This will be organised as soon as weather permits.

2.3 PROPERTY REPORT

The lock has been cut off the PE Shed by someone with bolt cutters during the weekend. We will mention this in the newsletter, asking the community to keep an eye out when travelling past and monitor grounds where possible. Kate will also add to the Community page.

Pleckville Scheme is still down, Tanks full but toilets are currently running off them.

Martin and Rob will follow the school line and check there are no leaks.

Gutters have been done.

The updated maintenance plan has been received from Programmed Property Services

Wheel replaced on lawn mower – there was a slow leak.

The pool has been winterised by Martin. Chemicals are in and the timer is set to run at night. Martin will check if all is going well. Pool must be kept topped up to ensure the water level remains above the intake.

Martin is happy to run pool through the holiday period, Daily testing will continue with the school.

Rob will look into funding for the pool to see if any is available.

Discussion about looking into the pool key scheme, with the expense of running the pool through the holidays.

Tenders closed on the 8th for the Tui Room. One builder has been out to look.

2.4 BUS

- Sub-committee meeting

Emma Mitchell is the parent representative on the subcommittee.

Council are putting signs on the roads.

Quick reference guides in the buses. Radios all going well.

Kate Smith is the lead driver, with an extra 4 hours per term for this position.

Drivers will need some training.

Todd is to review one run, as requested.

- Tiraumea

The Tiraumea Run has been extended to the Waitawhiti Road corner.

New tyres are on hand at Tararua Autos.

A discussion was held about the subcommittee and the value of having an outside advisor.

The possibility of seeing whether Lynda is only used once per year for the Health & Safety aspect and on a 'as required' basis.

Drivers meeting was held.

2.5 ASCA report

ASCA have agreed to fund the emergency blankets.

Any other civil defence or health and safety equipment will be considered by ASCA in the future.

New sandpit toys have been received.

Uniform committee is underway with costings. This needs to be done in conjunction with the board and need to ensure that consultation does happen. Depreciation for this will be looked at. Looking to be at least 8 months' time frame.

Logo change was discussed.

Playground: ASCA have decided to go with a MOE approved contractor. This Project needs to be BOT and MOE approved before commencement.

ASCA asked about pool and Katie told them she will get more information to their next meeting.

No breakdown of cost received from Jody as yet.

2.6 PRINCIPALS REPORT

Claire presented her report.

- Maori/Pasifika achievement Report

Self-review report presented by Claire

Staff will look at what they can continue doing

- Community Health Consultation

This took place in conjunction with the Parent Teacher interviews in Term 2 and 20 families participated.

BOT members commented on the interesting findings and congratulated Claire on getting that involvement

Claire would like to see the school become SunSmart accredited.

2.8 GENERAL BUSINESS

- Pet Day

Pets Day set for 8th November.

Discussion on whether we have calves this year, with the decision to include them again. There are strict guidelines for entering the Bush Ag competition and we will follow their rules.

- Logo

Looking at new uniforms is an opportunity to also look at the school logo.

The values logo is very valuable but the other one of only acorns is just clipart found online.

Do we update and include Te Reo and also relate it more to what our school means ie oaks, rivers etc.

This has been changed several times in the past but consultation will be required with the school community before any decisions are made. Could be looked at using the family challenge for Pets Day for ideas.

Claire to do a brief survey and place on the facebook group to gauge community support in looking into this.

- ASCA

A discussion on whether anything needs to be firmed up with ASCA as there seems to be a few issues arising from within this group, and this appears to happen every few years.

Currently there are no policies or procedures dealing with this. Katie has obtained and read the ASCA constitution. A Memorandum of Understanding will be written and shared with ASCA to view and have input. This will provide continuity with changing of personnel on either the BOT or ASCA. There was a discussion about the possibility to form a subcommittee including board members as a good working relationship is important.

- Concerns and Complaints

All Board members should be familiar with this. BOT members are encouraged to explain and differentiate between their BOT positions and being a parent and to refer any persons with an issue to the Concerns and Complaints documents.

- Trustees Job Descriptions

Claire and Katie went over these and Katie checked if all members are happy with their job descriptions. All happy.

- Delegation of Authority – Personnel and Staffing Matters

RESOLUTION:

For any Personnel and Staffing matters the Board authorises a sub-committee, consisting of the Principal and any one of the trustees, to have delegation where necessary.

For any Personnel and Staffing matters involving the Principal, the Board authorises a sub-committee, consisting of the Board Chair and any two other trustees, to have delegation where necessary.

Moved: Brenda/ Seconded: Katie

- Decile Rating Review

The Board can apply for a decile review if they feel it is necessary. Currently the 2013 census data is used. All members agreed that this will be worth doing. We will start this with advertising in the newsletter and sending out the survey. Claire and Val will follow up.

ACTIONS FROM LAST MEETING:

BOARD ADMINISTRATION

☐ **CORRESPONDENCE INWARDS**

July

MOE	Education Gazette Vol 98 Number 11
NZSTA	STANews July 2019 Issue 294
MOE	Tukutuku Korero Vol 98 Number 12

August

MOE	Education Gazette Vol 98 Number 13
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NZEI	Notice of Strike for the Primary Principals
NZEI	Paid Union Meetings for Primary Principals
NZSTA	BOT Support and what is on offer
NZSTA	Lump Sum payment for teacher
ERO	Post ERO feedback. Katie will email back to say BOT Chair has changed

☐ **CORRESPONDENCE OUTWARDS**

NIL

AGENDA ITEMS FOR NEXT MEETING

Pets Day

8:41 pm

Katie moved that the BOT move into committee.

Out of committee at 9.09pm

Meeting closed

Next Meeting: 9th September 5.30pm

ACTION TABLE	
By Whom	Action
Claire	Discuss new locks with contractor for Tui upgrade
Claire	Lockdown Procedure
Brenda and Claire	Consultation for Bi-Culturalism
Claire	Motto translation
Katie	Organise the amendments to bank signatories
Claire	Send the budget review to Education Services Ltd
Katie	Bark nuggets to be purchased
Rob (with Martin Evans)	Pleckville Scheme -follow the school line and check there are no leaks.
Rob	Look into pool funding
Claire	Survey re Logo
Claire and Katie	Memorandum of Understanding with ASCA
Claire (and Val)	Decile Rating review