

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

HELD 5:30pm, 9th September 2019 AT ALFREDTON SCHOOL

CHAIRPERSON'S WELCOME

Present:

Claire Audier, Brenda O'Donnell, Katie Falloon, Rob Foreman, Todd Heynes, Kate McKay, Johanna McKenzie (arrived 6.30pm)

Val Harvey (Minute Secretary)

Apologies: Nil

Absent: Nil

Declaration of Interest

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

Jo McKenzie – Daughter in Law of Susan McKenzie (Librarian and Gardener)

CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

MOTION:

That the minutes of the previous meeting held on 12th August 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:

Lockdown Procedure still in progress

Decile Rating is still under progress, needing 100% input from parents. Will follow up on parents that have not yet returned theirs.

Survey for logo closes tomorrow.

Bank signatories require Jo

Brenda consulted with a community member regarding Maori consultation.

Translation of little acorns to mighty oaks - "nga rakau iti ki nga ōki".

STRATEGIC DISCUSSIONS / DECISIONS

1.1 POLICY/PROCEDURES

- NAG 5 Procedure Staff Health and Wellbeing

Claire picked up that a couple of points are not being followed re the procedure and wanted to clarify with all members regarding the meeting times. Bring forward the start times for the summer months to 6pm.

MONITORING AND REVIEW

1.2 FINANCE

Claire and Val met with Kerry from ESL. Very happy with how the budget is tracking. Teacher Aide will be in next report. Draft 2020 budget to be looked at. Claire and Jo will set a date.

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

1.3 HEALTH & SAFETY

Kate presented her report. See Kates report for more detail.

- Oak Trees

Treecraft assessed the oaks. Urgent work required on 2 trees and 1st Oct start scheduled for work. Balance of work approx. \$2000. which will need to be budgeted for next year to remove rest of dead wood and prune. Annual check \$200 per visit.

- Bark for Playground

Wairarapa Landscape will supply the bark, 30th Oct delivery. Earmarked second week of the holidays for spreading out etc.

- Working Bee

Possibility for 5th October. Place ad in newsletter

Maintenance job – James McKay filled in the holes on the lawn. Rob cleared part of gutter

Kate to purchase a valve cover for tap near the resource room, and Moss spray. 30 seconds for playground.

T3 inspection still to be done.

2.3 PROPERTY REPORT

See Robs report

- Update/ Review 5YA/10YPP

10YPP - nearing the end of first 5 years.

Ministry more Acoustics and lighting LED as opposed to fluorescent.

Claire to contact Dean to get clarification on funding and whether the Project consultancy fees are included.

Claire has received the letter for the go ahead from the next 5YA project – Tui Room upgrade. \$58,874.39 incl gst, \$51,195.12 excl.

- Pool

\$494.32 funding allocated for pool annually.

Rob proposes the money could be used to pay for chemicals etc and approach ASCA for the pool painting.

Rob will attend the next ASCA meeting – 2nd Tuesday of Term 4.

Mower is due for a service. Rob suggested getting Bissett Honda with their mobile service to do this. Rob will look into the cost for this and confirm.

Property 101 meeting attended by Rob. Follow up meeting later in the year which he will also attend. Few pointers of things that extra funding can be applied for i.e. vandalism, finding issues with building eg asbestos etc .

Time to spray for onehunga weed. Spray is here but needs to be done. Rob and Todd will organise this

2.4 BUS

A bus driver recently resigned, effective immediately.

Full time roll offered to Emma Mitchell and this was accepted.

Three of the current routes have had changes made to accommodate this appointment.

4 full time drivers and only 1 relief driver (who also has the cleaner position as well). Need to look into finding another relief driver. 2 parents have expressed interest in this. Cost \$303.00 application, plus medical and training.

This now poses an Issue with not having a bus handy for the odd trips required.

Relief drivers travel to get buses at their expense. IRD rate of .79c per km. was offered but to process payments through Novopay the travel rate is pre-set as per the relative Collective. Novopay advised 58c. for bus drivers.

This payment is only for unanticipated sick leave, not for any pre-booked leave. Todd to talk to drivers.

Drivers to be offered all trips if buses are required.

- Driver meeting

Meeting recently held and covered the following;

- Relief Driver
- Mileage
- Medicals – procedure states medicals every year but P endorsement is a longer timeframe. Amend wording from annually to 2.5 years

A new parent rep will be required with Emma taking on the driving position. Todd to advertise if anyone would like to take on the bus committee parent rep position, otherwise Todd will approach someone.

2.5 ASCA

- Memorandum of Understanding

Katie presenting a draft MOU, information was sourced from NZSTA and Claire using her professional network. This is comprehensive and NZSTA believe there should be no issues with this.

Katie to meet with ASCA.

Planning of donations/purchasing needs to be in advance so budgeting can be accounted for.

Katie to meet and pass MoU onto Jody and Jane and go forward from there.

- NAG4 Procedure Parent Raised Funds for the BOT

A procedure has been formulated from the MOU which was presented to the BOT. This will be presented in draft form to ASCA with the MOU.

2.6 PRINCIPALS REPORT

Claire presented her report

- Target Students

Cohort tracking report presented.

Attendance is having an impact on some of this data. As a BOT, the commitment is to the students, further options need to be explored. Claire will contact Mitchell, consultation and letters to the families.

2.8 GENERAL BUSINESS

- School Docs

School Docs is an online system that write policies and procedures, online with all changes made and all legislation covered.

This would save Claire time. The current Review cycle would be included in the system.

Cost of \$1200 per year. Signing up for a minimum of 2 years.

Charter, strategic plan and school culture are all taken into consideration.

Documents would then need to be set up with School name and tailored to school. New policies with legislation will be formulated.

Kate has talked to other principals who recommend this and numerous schools from our Kahui Ako are already using this.

Katie will do more research and look into this for the next meeting and come back with more information.

ACTIONS FROM LAST MEETING:

BOARD ADMINISTRATION

☐ *CORRESPONDENCE INWARDS*

August

MOE	Education Gazette Vol 98 Number 13
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

Kate McKay Letter requesting leave from the Board of Trustees, until next year.

Alex Schobel Complaint

The Board of Trustees grant Kate McKay a leave of Absence for Term 4.

A discussion on whether to co-opt for this position or if a current member is prepared to take on the H & S portfolio. Rob Foreman offered and will take on Health and Safety portfolio in Kates absence, but this can be reviewed again later if required. Will use any specific skills out there if there is the need or person appropriate.

A Community Liaison portfolio could be something to consider in the future, The BOT will re-look at this Community Liaison for 2 meeting in term4.

☐ **CORRESPONDENCE OUTWARDS**

NIL

See above.

AGENDA ITEMS FOR NEXT MEETING

PETS DAY

Todd and Rob to organise Pets Day rings – separate ring for dogs this year

Next Meeting: 4th November 2019 at 6pm

Meeting closed 7: 46pm

ACTION TABLE	
By Whom	Action
Claire	Discuss new locks with contractor for Tui upgrade
Claire	Lockdown Procedure
Claire and Jo	Set date for Budget
Jo	bank signatories
Kate	Working bee ad in newsletter
Rob/Kate and Claire	T3 inspection still to be done
Claire	Contact Dean at MOE re project funding
Rob	Attend next ASCA meeting
Rob	Mower service
Rob/Todd	Onehunga weed spray
Todd	Ad for parent rep on bus committee
Katie	Meet with ASCA re MOU and procedure
Katie	Look into school docs
Todd and Rob	Pets Day rings