

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

HELD 6pm, 4th November 2019 AT ALFREDTON SCHOOL

CHAIRPERSON'S WELCOME

Present:

Claire Audier, Brenda O'Donnell, Katie Falloon, Rob Foreman, Todd Heynes, Johanna McKenzie (arrived 6.22pm)

Apologies: Val Harvey (Minute Secretary) Kate McKay

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 THE MINUTES OF THE PREVIOUS MEETING

MOTION:

That the minutes of the previous meeting held on 9th September 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 being looked at

Signatories done

Memorandum of Understanding - gone out to everyone in school community - nothing has been heard yet. Katie will keep on to ASCA about it

Decile rating review - nothing has been heard of yet.

Actions:

- New locks for contractor - Claire hasn't spoke to him yet
- All other things on the action list was done
- Dean at the Ministry re: Project funding. Claire has contacted Phil at ESI to get more information
- The mower man will pick it up when he is out here. Should be sorted soon
- Ad for Relief Bus Driver - still yet to find somebody

STRATEGIC DISCUSSIONS / DECISIONS

1.1 POLICY/PROCEDURES

No policies this meeting

MONITORING AND REVIEW

1.2 FINANCE

There is no financial statement as staff have been on leave. Claire has talked to Education Services about this and has made sure staff have been paid and invoices have been paid. Education Services were happy with this.

Teacher Aide: Claire has put something together for the draft budget. Unfortunately we have not received funding for our student. We will just need to keep re-applying. There is a huge need in the middle class for next year. This student will be moving into this class and so the proposal is that our TA moves with the student but also works with

other students who have need. At this stage BOT will have to fund this position - 4 hours a day/4 days a week. We are looking into other funds that we could be entitled to. New RTLB has been appointed for student - so hopefully we will get more assistance. Katie has been looking into grants - and there are some places who pay for TA's in classes. The new roles of Learning Support Coordinator will not help our position - they will coordinate finding agencies to help specific students.

Claire presented the Draft budget to the BOT. Discussion had over understanding depreciation and asset replacement plan. This keeps the auditors happy. Direct resourcing for buses has been kept for the next 12 months. There have not been any firm decisions made for the future by the Ministry. The budget will keep being fine-tuned and then presented again as the final budget next meeting.

Discussion as to the role of ASCA with help to fundraising, especially with senior camp. Also the need to support learning and teaching goals and supporting the BOT with strategic targets.

School 'donations' were also discussed.

Discussed school land. Lease comes up in December so we need to make some decisions of what we are going to do.

All support staff increments - not many of our support staff have had their increments over the years, but are being topped up by the BOT, over the collective agreement, as the BOT decided that they wanted to pay support staff a living wage. Claire has this document. All the figures have been put into 2020 budget.

1.3 HEALTH & SAFETY

Rob presented Kate's report.

Oak tree urgent work was done over the holidays. Nick from Tree care will contact the school in regards to coming back next holidays to do the other identified work that is needed. Then maintenance will be ongoing.

Working bee great success. 2nd drop of bark won't be needed next term

Hazard register has been updated.

Term 3 - 27/09/19 - Health and Safety check done. Carpet in office area is lumpy. Could we get a heavy mat to see if that will push it down. Claire pointed out it is actually quite a huge area, going right through to the staff room.(BOT had a look and discussed options.) Discussed cost involved getting a carpet person out to stretch it. Decided sign to be displayed - 'beware of the carpet' and a mat for under Val's chair for the meantime.

Discussed path to swings through middle of oak trees (student suggestion)There is lime leftover from sensory garden. Need to dig out to be able to spread lime. Suggestion that this be done at the next working bee. Digger - who can drive one? BOT went out to have a look.

2.3 PROPERTY REPORT

Claire met with Josh Roberts (builder) who wanted to clarify things due to different money amount. Dropped bombshell that painter can't come till next year. He wanted to do in two parts - building this year and painting next year. Has been passed back to property manager from Education Services who is now going to take it up with Josh - either find a new painter or leave entire job till next year. Claire is waiting to hear back from him.

Rob discussed UV filter in pool - new controller has been put in. But this was only replaced 2-3 months ago. So now the company is saying because they didn't replace/install it, it is not under warranty. Rob is going to check with Martin as to who installed it. Katie will forward Rob the current emails and Rob will deal with it. Is it under insurance - could power surge be covered? Claire to check excess.

Rob can service the UV filter now. Needs to be serviced each year, which the company needs to do.

The scheme is going well. Rob has topped pool up really high. Rob tried to vacuum but will ring Martin to get him to show Rob how to do it. Shouldn't be too far away from being able to be used.

Rob attended ASCA meeting - ASCA have agreed to fund \$1200 a year (putting away \$100 a month in their accounts) so they can help pay for pumps, painting the pool etc. If something massive happens (such as the roof needing work), we will get together and fundraise to fix.

Claire will test pool during weekdays; Martin will look after in the holidays. Rob will put a new padlock on - still charge \$20 a key.

Septic tank was serviced today.

The school house has no lights. Rob has been to look at it. We will need to get an electrician out. Could be major problem with rodents chewing through wire or some other problem. Claire is happy to sort an electrician. He could also look at flickering lights in blue breakout space in Huia Room.

2.4 BUS

All of Government - AOG - Bulk buying scheme for school buses. Claire has had some discussion with people. Todd is to look into it. (Power, stationery and other things can also be done through this deal)

No applicants for Relief Driver position.

Todd is still trying to find someone else to replace Emma as parent rep on Bus committee. (Emma is now driver rep). He will talk to people at Pets' Day.

2.5 ASCA

Pool covered under Rob's report

Making good progress with Uniform. Katie read Angela Blundell's report on this.

Logo submissions have closed. A couple of submissions from students which are exceptional. Claire will display these on Pets Day.

Playground - no movement on this. A few parents have voiced concern over the cost of the playground etc.

Some discussion was had over this.

Rob said Emma has contacted him to have a meeting - Rob will keep us informed.

(Jo excused herself from the meeting - 8:03pm)

Planned fundraising - stock drive, trail bike ride (Rob and Alex to organise with Simon and Lisa - thank you), potential Mud run for next year.

2.6 PRINCIPALS REPORT

Claire presented her report

2.8 GENERAL BUSINESS

2020 Staffing entitlement is through - nothing changes from this year. 2.7. The BOT are happy to stick with the current staffing in Tui Room.

Katie moved that we stick with the current staffing model. Todd seconded. Unanimous agreement

We are not making use of all the money out there in the form of grants. Katie suggested forming a Grants committee so that we can top up extra budgets, needs within the school. A collaborative committee - BOT and ASCA. All agreed that this was a good idea. Katie will touch base with Alex Foreman, Jo McKenzie and Bex Tohiariki.

PR for the school - there used to be 2 or 3 mums that would take photos and send them to the local papers. It would be good to see some positive stuff out there about our school in the community. Anything will be run passed the office first before being sent to the paper.

Pets Day rings - Todd and Rob will be down here to set up at 9am. Otherwise things seem to be running OK. Claire will be promoting our school policy about hats on the day. Pets Day starts at 10am. The programme should be out tomorrow.

Thank you Christmas BBQ - doing it on an afternoon after school - BOT and staff and families - BBQ and drinks - Claire to sort a date

ACTIONS FROM LAST MEETING:

BOARD ADMINISTRATION

☐ CORRESPONDENCE INWARDS

- Lovely thank you card from Betty*
- MOE - Approval of 2 half days*
- NZSTA - Fees and Donations information*
- Collective Agreement Principals and Teachers- Extra Teacher Only Days - Giving parents notice of these / Wellbeing and Staff management*
- Learning Support Coordinator update - Claire and Katie will be attending a meeting next week regarding this*
- NZSTA survey - Feedback about their services - Katie has completed on behalf of the BOT*

☐ CORRESPONDENCE OUTWARDS

AGENDA ITEMS FOR NEXT MEETING

School Land - do we use it or renew lease?
Taraia Kahui Ako

Next Meeting: 2nd December 2019 at 6pm

Meeting closed: 8:44pm

ACTION TABLE	
By Whom	Action
Claire	Discuss new locks with contractor for Tui upgrade
Claire	Lockdown Procedure (awaiting change to SchoolDocs)
Claire	Sign for Carpet in Foyer, staffroom and office areas
Claire/Val	Purchase mat for under Val's chair
Jo	bank signatories
Katie	Forming a 'Grants' committee
Claire	Thank you Christmas BBQ
?	PR for school
Todd	Bus replacement
Claire/Val	Electrician for School House