

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

5pm, 11th March 2020 AT ALFREDTON SCHOOL

CHAIRPERSON'S WELCOME

Present: Claire Audier, Brenda O'Donnell, Katie Falloon, Rob Foreman, Todd Heynes(arrived 5:25), Johanna McKenzie, Emma Mitchell (left at 5:21)

Apologies: Val Harvey - Minutes Secretary

Absent:

Declaration of Interest

Rob Foreman – Son in Law of Shona Godfrey (Bus driver) and Husband of Alex Foreman (ASCA Chairperson)

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 12th February 2020 are accepted as read and that the minutes accepted as read are a true and accurate record

Moved: Katie / Seconded: Rob

MATTER ARISING FROM PREVIOUS MINUTES:

*By election - will be brought up in General Business

*PR committee - Katie would like to talk to Brenda about the organisation of this

*Bus policies in school docs - new families will sign this version. Should hear back from school docs in a couple of weeks with our documents that Claire has sent through. It will make the BOT's lives a lot easier in regards to changes in policies

*Swing repair - in Property report

*Fuel contracts - in Bus report

*Katie has sorted to meet with Jane, Alex and Bex re:MOU and any changes that they want to make.

*Rob has climbed into PE shed. Because of cobwebs, we don't know if someone has been in there. Rob has talked to Claire and Brenda and we will keep an eye on whether there will be future problems. Will find a padlock to lock recycling door

*School investment packages and Phil in Property

* Appraisal contract - as Claire is leaving, Mary is moving on with her. But we could work with Mauriceville principal appraiser.

STRATEGIC DISCUSSIONS / DECISIONS

MONITORING AND REVIEW

2.1 FINANCE REPORT

Ratification of Accounts

MOTION: The Board ratify the payments made in December 2019, January 2020 accept the financial reports as a true and accurate record.

Moved: Johanna / Seconded: Katie

Accept 2020 Budget

MOTION: That the Budget for the 2020 financial year showing a net operating deficit of \$37949.00 with , income of \$322,230.00, operating expenditure of \$343322.00 , depreciation of \$53681.00, cyclical maintenance of \$10,750.00 and asset purchases of \$65,500.00 be adopted.

Moved: Claire / Seconded: Katie

MOTION: That the Board authorises the Principal to spend within the budget. All proposed expenditure outside the budget is to be referred to the Board for consideration.

Moved: Katie / Seconded: Brenda

MOTION: That the two outstanding invoices from 2019 be written off.

Moved: Johanna/Seconded: Katie

Jo congratulated Claire on having a surplus budget. It was great not to have a deficit budget as in the 3 years prior.

Old system was hard to keep track of. With the new way through Ed Services much easier to understand.

3.2 HEALTH & SAFETY

*Claire is updated daily on Coronavirus from the MoH which goes into the newsletter and the whole school has been spoken to about it

3.3 PROPERTY REPORT (See report)

Pool - Rob has been at Manawatu Water today - new testing system is available - using dye which could be the way we go. Apparently the current way of testing is not very favourable due to testers reading the colours differently. Electronic testing is very expensive.

Brenda talked about winterising the pool at the end of this week. It was agreed that this would happen. We agreed the BOT needs to talk about the pool at length and see how we are going to manage the pool for the future.

Claire will do a notice to inform parents and community of pool closure for 2020
Rob will organise winterising pool.

MOTION: That the BOT makes the decision to close the pool to the school and the community on the 13th of March for winterising.

Katie/Rob

There are options to use the \$50,000 - playbased area for Tui room, doing something to the Reading room, doing windows in Tui Room, undercover area for use on rainy days between classrooms like a walkway, painting games lines on the concrete. We can consult with our school community and get ideas.

Rob commended Claire on the great job with the budget for the refurbishment of Tui.

Claire reminded the BOT that the carpet in Huia Room needs doing and also the removal of the stage area.

Discussed 4 signs needed as a security measure. Claire was asked to sort.

MOTION: That 4 security signs be purchased from M10 at \$10.00

Katie/Johanna

3.4 BUS

Bus Purchase

Getting on top of getting a new bus sorted . Signed up with M B I E

Signed a memorandum of Understanding. Waiting for that to be processed

Committee meeting next week to go through the start of the year and how it is going so far, bus driver training.

Ben Johnston will be coming on as Parent Rep

Fuel will be sorted once the MBIE process is sorted.

3.5 ASCA

Playground proposal (presented by Emma Mitchell)

*Sub committee: Emma, Claire, Rob and Alex, Bex Monk, Kate McKay

Option B was the most popular

74% of our families were represented

*Prices: 2 bay \$6950 + GST

2 bays and 2 nests \$9570 +GST

*Josh Roberts quote is still valid.(See quote) The existing seating can be matched for extra cost \$9580.50 including GST

*Bark quotes changed. Has become more expensive though Emma is trying to get at original quote price. (See list)

Rob read email from Kate about what bark is needed to qualify for MOE rules.

*The playground committee will put in a written request to the Ministry and see what they say.

*Claire talked about the funding issues with ASCA paying the BOT rather than previous minutes stating that the money was going towards the playground. This could get us into trouble with auditors.

MOTION:That BOT approve the proposal for the playground presented by Emma and that the BOT will agree to the playground committee putting a written proposal together for the Ministry.

Claire/Johanna

3.6 PRINCIPALS REPORT (See report)

- Katie questioned whether parents will need to know the students levels (so resend out the levels that are on the back of the report)Claire explained about showing progress and that tests are not the only way to assess. Claire explained the Knowledge tests and how they worked. Todd agreed that parents do need to know the processes now for assessing children's progress/level. Talk to the community about how personalised learning works and help them to understand rates of progress.
- Claire will work with staff about what is going on Seesaw
- Last year was our protected year for overstaffing. Permanent .2 BOT funded.
- Claire will contact Rob when the ESL person comes to do final sign off of Tui Refurbishment.

Student Wellbeing Survey Analysis

- See report in current meeting document folder
- Claire gave a summary

Special Education

- Claire gave a summary of this report

Targets Students

- Claire talked through this with the BOT

3.7 GENERAL BUSINESS

Principal Resignation

- **Motion:** That the BOT accepts Claire Audier's resignation of principal of Alfredton School
Katie/Rob

2020 Provisional Staffing (discussed in Committee)

MOTION: That due to provisional staffing having dropped to 3.73 for 2020, the .1 is funded by the BOT of Alfredton School and removed from bank staffing.

Motion: That the BOT moves into committee at 6:56pm

Motion: That the BOT moves out of committee 8:30pm

Parent Rep Selection (in Committee) Claire did these minutes

Resolutions via Electronic means

- Change in how the BOT was going to fill the vacant spot on the BOT.
- ASCA Risk management plan for Trail Ride
- Army visit to school

Motion: That these have all been noted

Katie/Todd

ACTIONS FROM LAST MEETING:

BOARD ADMINISTRATION

CORRESPONDENCE INWARDS

- Audit survey. Katie filled this out and sent back
- Finance 1 course - NZSTA - 24th March - Pahiatua. Katie recommended that all members of the BOT attend.

CORRESPONDENCE OUTWARDS

- Nil

AGENDA ITEMS FOR NEXT MEETING

Next Meeting: 8th April 2020 at 5.30pm

Meeting closed:8:34 pm

ACTION TABLE

ACTION	BY WHOM
Organising PR Committee	Katie/Brenda
Notice of Pool closure for winterising	Claire
Organising winterising of the pool	Rob
