

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

10th December 2020 at 5:30pm

CHAIRPERSON'S WELCOME

Present: Katie Falloon, Alison Hill, Rob Foreman, Johanna McKenzie, Lesley Rogers

Apologies: Brenda O'Donnell

Absent:

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

Two amendments to note:

- The minutes did not include the decision to create the reserve account for surplus funds. This will need to be passed and recorded in current minutes.
- Meeting date was set for 10th December 5.30pm.

MOTION: That the minutes of the previous meeting held on 25th November 2020 are accepted as read and that the minutes accepted as read are a true and accurate record

Moved: Katie / Second: Jo

MATTERS ARISING FROM PREVIOUS MINUTES: nil

STRATEGIC DISCUSSIONS / DECISIONS

1.1 CHARTER REVIEW 2020 - Attached

Shared by Alison

Funding will be applied for as a group with Kahui Ako as this should have better outcomes than if the School applied individually.

Areas of focus will continue to be Maths and the Localised Curriculum needs development. In the area of 'relationships', more events will be a focus.

Alison shared that the PLD she has been attending through Kahui Ako has not been meeting the needs of Alfredton School. A teacher only day is planned for 2021 and Alison will be selecting speakers relevant to Alfredton School's needs.

Moving to Etap and Spotlight after the completion of Seesaw contract.

One more target needs to be identified and Alison would like this to link to Kahui Ako and have a focus on Well Being and Leadership. The Board agreed.

1.2 WORK PLAN 2021

Katie has made changes to the principal appraisal schedule to better suit the needs of the School. Appraisal will happen mid-year.

MOTION: That the Board adopt the work plan for 2021.

Moved: Katie / Second: Rob

MONITORING AND REVIEW

2.1 Finance Report

- **Draft Budget**

Alison attended budgeting day with Kerry.

Bus Cleaning has been coded incorrectly as 'cleaning'. In future it is to be coded under 'Bus'. Alison will reduce spend on Teaching and Learning. It will remain in the budget as it is but there is no plan to spend and the School is well resourced at present.

Allison will forward information to members about possible grants to apply for.

The expected surplus for year is pleasing at about \$43K.

The board will decide how much to transfer into new account when exact surplus is known.

There will be approximately \$200 in Banked Staffing to take through to March 2021.

Board will look to adopt the budget during first meeting back in 2021.

MOTION: That the Board will open a surplus reserve account at BNZ.

Moved: Jo / Second: Alison

- **Ratification of Accounts**

There are no November accounts to approve.

Accounts will be ratified at the first meeting in 2021.

2.2 HEALTH & SAFETY (see report)

Exit signs have been put back up.

Alison will be completing the fire safety check in January 2021.

2.3 PROPERTY REPORT (see report)

The pool is ready for use and pool keys will be advertised in the last newsletter of the year.

2.4 BUS REPORT (see attached)

There have been no changes in compliance since last the last meeting. All buses and drivers are compliant.

There has been another incident on a bus run with an overtaking vehicle. Alison is following up the signs for bus turning with the council.

Bus meeting on 27th November went well and all drivers are happy.

2.5 PRINCIPALS REPORT – attached

- Education Act Changes

Main changes shared by Alison

- Roles and responsibilities of leaders and school boards have been amended.
- Enrolment entitlements within zones have been clarified. All students within an enrolment zone are entitled to attend school whenever it is open, this includes ORs funded children. A request can be made for a change in hours for children with special needs, with the purpose of 'transitioning' to regular school hours.
- Amended code of conduct for trustees.
- Guidelines for physical restraint in schools had been made clearer.
- Religious Education is now an 'opt in' process and no longer an 'opt out' process.

- A focus on teaching Te Reo, Tikanga and Principals of the Treaty of Waitangi.
 - Teachers Council will no longer audit appraisals. Teacher appraisals must be 'learning focused' and teachers must identify what they would like to learn in their practice.
 - Amended concerns and complaints guidelines.
- ERO
 - Alison shared changes mainly around improving outcomes for learners.
 - ERO will allocate an 'evaluation partner' to visit regularly. The visits will be focused on what the School sees as important. There will be an initial visit and then this will be followed by either a 'light' or 'in depth' review
 - The new review process is currently being trialled will replace the 1-5-year cycle reviews in about 2 years.
- NELP
 - Alison the Statement of National Education and Learning Priorities (NELP) produced by the MOE.
 - NELP outlines 7 priorities in education that will help guide governing boards. It will be used to inform future strategic plans.

2.6 GENERAL BUSINESS

- **Staff Resignation**

Katie moved that the Board accept Brenda O'Donnell's resignation.

Seconded: Rob

- **BoT Minute Secretary Resignation**

Katie moved that the Board accept Valerie Harvey's resignation as Minute Secretary.

Seconded: Jo

- **William Pike Challenge**

Alison has had acceptance for Year 6-8 students to take part.

The board plans to pay the annual registration fee of \$900.

Alison plans to ask ASCA for the \$45 for each child to participate.

Katie suggested that only Year 7 and 8 students take part to help entice them to stay at Alfredton School.

It is a year-long project.

The board plan to do this every other year, alternating with camp.

It was suggested that parents could pay the \$45 dollar and it could be an 'opt in' opportunity.

The Board decided this would start in 2021.

- **Staffing 2021 (In Committee)**

- **Parent Rep (In Committee)**

BOARD ADMINISTRATION

CORRESPONDENCE INWARDS

Resignation (Staff)

Resignation (Minute Secretary)

CORRESPONDENCE OUTWARDS

Letter home regarding the resignation of Brenda.

AGENDA ITEMS FOR NEXT MEETING

Next Meeting: Wednesday 24th February 2021, 6pm

Katie moved that the Board go into committee – 6.20pm

The Board returned from In Committee – 6.53pm

Meeting closed: 6.55pm

ACTION TABLE

ACTION	BY WHOM
Open surplus reserve account at BNZ and sort debit cards	Jo
Contact council to chase up bus turning signs	Alison
Advertise for teacher	Alison, Katie