

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

13th October 2020 at 5:30pm

CHAIRPERSON'S WELCOME

Present: Alison Hill, Brenda O'Donnell, Rob Foreman, Katie Falloon, Johanna McKenzie

Apologies: Hannah Taylor

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

MOTION:

That the minutes of the previous meeting held on 9th September 2020 are accepted as read and that the minutes accepted as read are a true and accurate record

Moved: Katie / Seconded: Johanna

MATTER ARISING FROM PREVIOUS MINUTES:

Rob talked to Martin about the pool and Martin is happy to do this and is very motivated. The bank account has been opened and Alison has the debit card. Jo and Katie to do the money transfers.

Alison will organise getting the school house key cut for Rob.

Katie is still to get the quote for the fences in the Native area drip lines.

Rob is still looking into the drip lines location.

STRATEGIC DISCUSSIONS / DECISIONS

1.1 POLICY REVIEW

NIL

MONITORING AND REVIEW

2.1 FINANCE REPORT

Jo presented the Finance Report - See attached report.

The report is the August Report, as at 31st August not July as stated.

Assistive Technology - money has been received for this.

Water will remain under the code for water

3. Account balances are as at 31/08/2020.

There are three invoices that need to be approved for payment as these will go over budget. Wairarapa Times Age - for the Bi-Election notice \$238.05 Moved: Katie / Seconded: Alison King and Henry - for the changing of locks \$ 4718.55 Moved: Jo / Seconded: Alison Treecraft - Additional work required to the oak trees which wasn't budgeted for. There was mulch and wood left here from this work \$2921.00 Moved: Katie / Seconded: Alison

2.2 HEALTH & SAFETY

Rob presented the Health & Safety Report - See attached.

- **Oak Tree**

Yearly checks and maintenance to be continued and budgeted for. Katie to contact Nick regarding this.

2.3 PROPERTY REPORT

Rob presented the Property Report See attached.

2.4 BUS REPORT

Katie presented the Bus Portfolio Report - October 2020 and Alison presented the Bus Compliance October 2020 - See attached reports

A Bus Committee meeting is scheduled this term and then a meeting with the drivers to enable feedback to be given to them.

Brenda will be going on Dagg's Road run to familiarise herself with the run and look at some of the pick up /drop off points. BOT need to ensure these points follow the advised guidelines, previously received by email.

Bus Compliance October 2020

Vehicle JDB232

Vehicle Licensing renewal date – 24/02/2021

RUC – 07/09/2020 to 128,000km

Maintenance Undertaken – wiper blades fitted

Certificate of Fitness Inspections – due November 2020

Driver Daily Vehicle Check Reports – needs reminding to check engine oil

Driver Emma Mitchell

Medical Examination completion dates – 22/09/2020

First Aid Training currency – 16/07/2020

P Endorsement currency – 17/02/2021

Children's Act Vetting – May 2019, due 2022

Driver Training undertaken – None

Incidents -

Sept 2020: Spoke to driver about speed at corners as a member of the community contacted school with a concern.

12/10/2020: Flat battery, completed 1 morning run only

Vehicle KGA738

Vehicle Licensing renewal date – 15/12/2000

RUC – 7/09/2020 to 93,000km

Maintenance Undertaken – None

Certificate of Fitness Inspections – due Feb 2021 needs pre-check as failed Aug 2020

Driver Daily Vehicle Check Reports – up-to-date

Driver Kate Smith

Medical Examination completion dates – 16/09/2020

First Aid Training currency – 4/06/2020

P Endorsement currency – 1/03/2023

Children's Act Vetting – Sept 2018, due 2021

Driver Training undertaken – None

Incidents

None

Vehicle LYM321

Vehicle Licensing renewal date – 21/01/2021

RUC – 29/07/2020 to 61,000km

Maintenance Undertaken – None

Certificate of Fitness Inspections – due Jan 2021

Driver Daily Vehicle Check Reports – up-to-date

Driver Shona Godfrey

Medical Examination completion dates – 11/06/2020

First Aid Training currency – due Oct 2021

P Endorsement currency – 4/8/2025

Children's Act Vetting – April 2019, due 2022

Driver Training undertaken – None

Incidents

None

Vehicle MUQ851

Vehicle Licensing renewal date – 12/05/2021

RUC – 16/09/2020 to 25,008km

Maintenance Undertaken – Battery fitted correctly (Teletronics). Awaiting summary from Fagan re-work done during the Term Break

Certificate of Fitness Inspections – due Nov 2020

Driver Daily Vehicle Check Reports – up-to-date

Driver Rebecca Harvey

Medical Examination completion dates – 9/01/2020

First Aid Training currency – due July 2021
P Endorsement currency – 9/02/2024
Children’s Act Vetting – July 2020, due 2023
Driver Training undertaken – None

Incidents

None

Relief Driver Ross Harvey

Medical Examination completion dates – 3/09/2020
First Aid Training currency – 18/09/2020
P Endorsement currency – 16/09/2025
Children’s Act Vetting – April 2019, due 2022
Driver Training undertaken – None

Incidents

None

Relief Driver Lisa Clay

Medical Examination completion dates – 30/09/2020
First Aid Training currency – Sept 2020
P Endorsement currency – 14/05/2023
Children’s Act Vetting – April 2019, due 2022
Driver Training undertaken – None

Incidents

None

Driver Medicals need to be done 12 monthly not 18 monthly. Alison to inform Kate Smith (Lead Driver) so she can pass this onto all drivers.

2.5 ASCA

No meeting since previous BoT meeting

2.6 PRINCIPALS REPORT

Alison presented the Principal’s Report - See attached.

- Well Being Survey Results
- Teaching and Admin Survey Results

A discussion on both of these reports.

Buses and Communication are the main issues

2.7 GENERAL BUSINESS

- **Bi-Election (Parent Rep)**

One nomination for one position received therefore no election is required. Lesley Rogers will take office on Friday 16th October. Katie to organise a thank you for Kate McKay. Looking at Lesley taking on the Health and Safety portfolio. Katie will continue with Bus portfolio

until the end of the year at this stage. Katie will talk to Hannah before the next meeting to see what her future plans are in regards to the Board.

Brenda to look into the Principal and Bus portfolio iPads and sort for the next meeting

- **Pets Day**

2 rings to be set up again this year. Dogs will remain separate, with all other pets in the second ring. Rob to organise. Jo to organise the availability of their portable yards.. A gumboot prize for Stu Mitchell, as the gumboot throw recipient for 10 consecutive years

A Community Survey will be put out on pets day. Anyone returning theirs on Pets Day will go in a prize draw.

- **Etap / Edge**

Alison proposes that we change our Student Management System from Edge to Etab. Issues continued to be experienced on Monday, the first day back this term. It will be more expensive For the first year. Figures to be budgeted for next year \$3200 initial year, \$600 yearly after that.

Moved: Alison / Seconded: Brenda. All agreed unanimously.

- **SIP - playground**

All contract work plans have been endorsed . Accepted Josh Roberst quote and Katie is awaiting a response re the timeframe . Hoping the ground work will be done first then set up swings etc as there will be approx.6 weeks before their arrival.

Total Cost: \$12000 for the playground. Balance of \$38000 left. Post and rail fencing could be added into this. Hannah was working on the performing arts area, but not quite all quoted yet.

BOARD ADMINISTRATION

CORRESPONDENCE INWARDS

Dean Ashton MOE - Endorsed Contract Works Plan SIP playground project

Kate McKay - Election of Parent Rep

CORRESPONDENCE OUTWARDS

NIL

AGENDA ITEMS FOR NEXT MEETING

Next Meeting: Wednesday 25th November at 5.00 pm

2.8 IN COMMITTEE

Katie moved that the Board go into committee - 6.23pm.

Meeting closed: 6.45 pm

ACTION TABLE

ACTION	BY WHOM
Transfer funds to new account	Jo and Katie
Pool qualification requirements	Hannah
School house key for Rob	Alison
Quote for fences in Native area drip lines	Katie
Look into drip lines	Rob
Contact Nick at Treecraft re yearly checks and maintenance for oak trees	Katie
Daggs Road run	Brenda
Talk to Lead driver about Driver medicals 18 months to 12 months	Alison
Organise BOT iPads	Brenda
Pets Day Rings	Rob
Gumboot Prize	???