

# MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

HELD 5pm, 14th May, 2020 AT ALFREDTON SCHOOL

## CHAIRPERSON'S WELCOME

### Present:

Katie Falloon, Rob Foreman, Todd Heynes, Johanna McKenzie, Brenda O'Donnell (Acting Principal) **Apologies:** Val Harvey (Minute Secretary)

**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 15th of April 2020 are accepted as read and that the minutes are accepted as read are a true and accurate record.

Moved: Katie

These minutes were disputed at the time of this meeting. Documentation was presented from a BOT member to query the points under 3.7 General Business - Playground Improvements. At the time, BOT members were unsure of what to do in regards to the dispute of the previous minutes and a decision was made to seek advice as to proper meeting procedure of this nature. This will be discussed further at the next meeting.

## MATTER ARISING FROM PREVIOUS MINUTES:

Rob - Playground discussion under General Business

Todd asked about the Direct Resourcing contract and had it been sent - Katie has done this.

Katie showed the Surveillance sign option and a decision was made to purchase 3.

**MOTION:** That the BOT purchases three surveillance signs.

Moved: Katie Seconded: Rob

## STRATEGIC DISCUSSIONS / DECISIONS

### 1.1 POLICY/PROCEDURES

Update on School Docs final sign off has been done. Up and running from tomorrow

## MONITORING AND REVIEW

### 1.2 FINANCE

See Attached Report

We have not spent some of our budgeted items - Johanna is going to dig deeper into this. In the financial report, payments made by Education Services during lockdown are the only ones listed.

**MOTION:** That the BOT ratify the payments made in March and April and accept the financial reports as a true and

accurate record.

**Move:** Johanna **Seconded:** Katie

Katie moved that the BOT go 'into committee' at 5:20 to discuss staff increments/IEAs.

BOT moved out of 'in committee' at 6:15pm.

### **1.3 HEALTH & SAFETY**

**No water fountains under Covid 19 and follow MOE directives**

### **2.3 PROPERTY REPORT**

Improving Classrooms in Small or Remote schools - Alfredton is on the list. We await for them to come out. We still need to be thinking about our \$50,00 and where we spend it. Brenda will talk to staff about what ideas they might have for that space around the back of Kiwi and sensory garden.

### **2.4 BUS**

New bus is arriving next week - 3-6 months earlier than Todd was told!

Report attached

**Motion:** To transfer up to \$50,000 from the Transport fund to the current account in order to pay for the new bus.

Move: Todd Seconded: Johanna

Katie has sent the funding resource form back to MoE.

### **2.5 ASCA**

No meeting was held due to Covid 19

### **2.6 PRINCIPALS REPORT**

Brenda presented her report. See attached.

### **2.8 GENERAL BUSINESS**

Brenda gave an outline on the procedures school have undertaken for the return to school after Covid 19

#### **School House**

Katie has had a look around - cosmetic only. Give the inside a paint. Garden is overgrown. Discussed possibilities of what to do. Rob will ring Josh and talk to us about a quote for the kitchen. Jo will look into the cost of the paint for the inside. Todd will remove rubbish.

Discussed rent of the school house.

#### **Parent Rep Selection**

Hannah Taylor is all good to go as our Parent Representative. Hannah will be given a BOT school ipad - she will jump into the role of Health and Safety. She won't be part of the principal appointment process but will be ready to go at

next BOT.

**Devices for BOT**

Johanna's ipad needs updating and so does Val's computer for minutes

**Motion:** Replace Johanna's ipad and case and Val's laptop for minute taking

**Move:** Katie **Seconded:** Todd

Johanna left at 7pm

**RESOLUTIONS BY ELECTRONIC MEANS**

Parent Representative for the BOT

Disestablishment of Groundsperson

**ACTIONS FROM LAST MEETING:**

**BOARD ADMINISTRATION**

***CORRESPONDENCE INWARDS***

*Bus funding variance alert Level 3*

*Improving Classrooms in small or remote schools*

*Parent Rep Eligibility Documents*

***CORRESPONDENCE OUTWARDS***

*Nil*

**AGENDA ITEMS FOR NEXT MEETING**

**Confirmation of the April minutes**

Next Meeting: 17th June 2020 4:30pm

Meeting closed:7:10pm

<b>ACTION TABLE</b>	
<b>By Whom</b>	<b>Action</b>
Katie	Purchase surveillance signs
Brenda	Talk to staff about sensory garden and space
Brenda	Johanna's ipad and Valerie's pc
Rob	Quote for kitchen of schoolhouse - Josh Robert's
Johanna	Look into cost of paint for inside of school house
Todd	Remove rubbish from the school house
Brenda	Give Hannah BOT ipad
