

# MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

## 17th June 2020 at 4:30pm

### **CHAIRPERSON'S WELCOME**

**Present:** \*Brenda O'Donnell, Katie Falloon, Todd Heynes, Rob Foreman, Johanna McKenzie, Hannah Taylor

**Apologies:** Rob Foreman

### **Absent:**

\*Brenda O'Donnell is currently the Acting Principal, therefore the Staff Rep position is unfilled. **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 April 2020 meeting held on the 15th of April are accepted as read and that the minutes accepted as read are a true and accurate record with the attached clarifications:

Moved: Katie / Seconded: Brenda

### **Clarification of the Minutes to address queries made by BOT members at May meeting for discussion at June Meeting:**

Playground Improvements: The minutes reflect what was actually said by the speaker at the time.

*No written proposal has been received from the Playground Committee. **No written proposal for the MoE has been received from the Playground Committee.***

*ASCA minutes received do not mention \$10000 from Tiraumea Improvement Society. **This is not saying that this wasn't minuted by ASCA - it is simply stating that Claire had not received them (as Claire was the speaker at this time).***

*BOT agreed to release \$15000 with ASCA \$30000 - **This should have said that the BOT agreed to release \$15000 and alongside ASCA's \$15000 it would total \$30000.***

Valerie Harvey would like to submit her apology for the minutes not being as detailed as they should have been. At the time of this meeting, the country was under Covid-19 lockdown and the meeting was held via Google meet. These were unusual times and if at a normal meeting and setting, perhaps BOT members would have challenged the comments made by the other attendees.

Minutes CANNOT be changed if they are minuting what someone has actually said. Minutes state the information that a speaker is giving to the members at the time. Other attendees at a meeting need to challenge the person at the time for the minutes to reflect it or they need to bring back more information to the

next meeting, but the minutes of that previous meeting cannot be changed. An amendment would be put forward to the motion for the Confirmation of the minutes of the Previous meeting.

**MOTION:**

That the minutes of the previous meeting held on 14th May 2020 are accepted as read and that the minutes accepted as read are a true and accurate record

Moved: Katie / Seconded: Todd

**MATTER ARISING FROM PREVIOUS MINUTES:**

- Amendments to Minutes

Queries were received about April minutes. The minutes were a true and accurate record of what was said at the time . See above

The surveillance signs have arrived.

Brenda talked to staff regarding the sensory garden.

As the Principals iPad is not used this will be given to Jo to replace her one.

Rob is still awaiting the quote from Josh Roberts.

Todd - the rubbish from the school house still needs to be removed.

Hannah Taylor has been given a BOT iPad.

***STRATEGIC DISCUSSIONS / DECISIONS***

**1.1 POLICY/PROCEDURES**

- **School Docs Review Procedure**

Members looked at the review process online. BOT members can now log-in to view at any time with the admin log-in.

Members can bring any feedback to meetings or load it on school docs,

- **NAG 2 Documentation and Self Review**

Reporting to Parents - This will be left for Alison Hill to see what she wants to implement once she commences as Principal. There are numerous forms of reporting which will be the Principal's decision. Walking the Walls was something Claire was going to implement and current staff have no information as to how this would work.

Board review will be looked into by Katie.

- **NAG 3 Employer Responsibility**

Annual Reports, via Principals reports, on Police Vetting needs to be done. Katie will talk to Alison.

### **NAG 1 Recognition of Cultural Diversity**

No changes required

### ● **NAG 3 Staff Leave**

A query about the wording and whether this should be more specific.

“Staff should submit leave applications *well in advance* of the leave date. The school will consider the application *as quickly as possible*.

Katie to check with School Docs

### ● **NAG 5 Separated Parents, Day to Day Care & Guardianship**

No changes required but all staff to be informed of agreements with students

## ***MONITORING AND REVIEW***

### **2.1 FINANCE REPORT (see report)**

#### **See Finance Report**

Jo will amend the budget regarding the DR funding for buses over the COVID19 period

Noted for the 2021 budget to increase the house insurance.

Bank Staffing is sitting in a good position.

BNZ Term deposit queried as to the purpose. Will look into where this came from and any conditions attached to it.

Katie has received her login for the online banking.

Jo had authority for authorising payment up to \$50,000 for the new bus.

\$22, 000 was paid from Fagan Motors, for JPC510, to the cheque account and was then transferred to the Transport Reserve. Payment of \$64,133.72 was transferred for the payment of MUQ851.

### ● **Ratification of Accounts**

**MOTION:** The Board ratify the payments made in May and accepts the financial reports as a true and accurate record.

Moved: Jo / Seconded: Katie

### ● **Bank Signatories**

**MOTION:** The Board of Trustees moved to remove Claire Audier as a signatory on all accounts. Alison Hill, in her role of Principa,l will be added as a signatory for all accounts held at the BNZ Moved: Katie /

Seconded: Jo All agreed

- **Payment Authority**

Katie Falloon has been added to the BNZ online authority to ensure we always have two personnel available for payments.

## **2.2 HEALTH & SAFETY**

NIL

## **2.3 PROPERTY REPORT**

- **School House**

No quote has been received from Josh Roberts as yet.

Katie has not been able to get hold of Mike Smith (painter) for a quote.

Jo presented a quote from In Touch Decorators Ltd (Jeremy Watson) for school house painting.

Labour and Materials excluding GST \$8960

A discussion was held on what to do with the school house as this is not required for the incoming Principal. Rates will need to be added if rented out to non staff. Fences would also need to be fixed to secure from the school. Drive would be shared with the school buses. School house grounds and gardens need work on them.

Decision to sit on this for the time being, to give time to consider all options. This will be brought up at the next meeting.

## **2.4 BUS**

See attached report.

New bus has 150,000 km or 5 year warranty. The bus policies need to be reviewed in-line with this. Motion : The BOT will review the bus policies.

Moved: Todd/ Seconded: Johanna

Brenda will remain as the Bus Controller and she will gain the Certificate Of Knowledge. Jo currently holds this.

TSL will need to be updated once Alison has commenced. All members need to do this and Police Vetting Forms are done online . Jo will organise

Brenda will update TORO

The Bus Controller will be joining the Principal and Bus Portfolio holder on the bus committee and any bus staff meetings.

In Term 3 there will only be one out of zone student. Brenda has requested permission from Mauriceville to pick that student up from their gate from Term 3.

## **2.5 ASCA**

- **Update**

New Executive committee was appointed at the recent AGM

Jane Johnston (Chairperson) , Angela Blundell (Secretary) and Rebecca Braddick-Tohiariki (Treasurer)

## **3.6 PRINCIPALS REPORT**

Brenda presented her report.

The MOU has not yet been signed.

## **3.7 GENERAL BUSINESS**

- **Uniform Update**

See attached report

- **Logo Consultation**

All surveys are due back by 23rd June.

- **School Improvement Packages**

\$50,000 from the MOE. Dean Ashton has requested the Board make a decision and put some plans forward.

\$15,000 for the playground to be applied for, leaving \$35,000 for another project. Brenda has ideas from staff, keen to be fostering some creative activities as well as sporting. Suggestions include; Outdoor music space, Tinker Sheds, Outdoor Stage, Playbased Area outside Tui Room with a fenced area and covered area, Pottery shed - Practical art/creative space, Life sized blocks to make huts, climbing wall area.

This could be a flow on from the sensory garden.

Hannah will put ideas into a 3D model and price this up. Staff to draw pictures and Brenda to talk with Hannah.

Asphalt - Painted games on the concrete.

This could be part of Phase 2 of the Playground upgrade.

- **School Audit Report**

This has been finalised. The Annual accounts have been received, uploaded to the website and forwarded to the MOE

- **Current Groundskeeping (grounds, shed)**

Ross Harvey has offered to spray the Native Garden, with the roundup supplied. The leaves

need to be picked up and removed and also the bus shed needs to be cleaned out. The BOT have agreed for Brenda to contact Ross and organise him to undertake these jobs.

- **Groundskeeping - Petrol**

**Motion:** Due to difficulties of purchasing petrol and delivering from town, Petrol to be purchased from Simon and Katie Falloon.

Moved: Brenda

A discussion about this motion followed.

As long as all transactions are transparent this could be a possibility. Other options will be looked into.

- **School Camp**

A discussion on whether this will go ahead with the current COVID situation. At present there has been nothing planned, Brenda feels we should wait for Alison. School Camps need to be related to curriculum learning.

Brenda has not seen any information from the Ministry regarding camps but she will contact Ross Hampton to check.

- **Resolution via Electronic Means**

1. Playground and the Investment Package.
2. BOT requested \$15,000 from the Investment package instead of Asset Reserve.
3. Staff Pay - IEA's
4. Staff Pay - Concurrence IEA's

- **New Principal (in committee)**

Katie moves that the Board go into committee at 7.47pm

Moved out of committee 8.00pm

## ***BOARD ADMINISTRATION***

### **CORRESPONDENCE INWARDS**

Kahui Ako Update from Caroline Transon (co-leader Tararua Kahui Ako)

Audit Link - Audit Reports

### **CORRESPONDENCE OUTWARDS**

Email to Mauriceville School

## **AGENDA ITEMS FOR NEXT MEETING**

**Next Meeting:** 5th August at 4.30pm

**Meeting closed:** 8.06pm

**ACTION TABLE**

<b>ACTION</b>	<b>BY WHOM</b>
Decision on reporting to Parents	Alison
Board Self Review	Katie
Discuss with Alison re Police Vetting report	Katie
Staff Leave wording to check on	Katie
BNZ Term Deposit - look into purpose Bank signatories - remove Claire	Jo
Consider schoolhouse options	All members
Review Bus Policies	All members
Organise TSL / POLice Vetting	Jo
3D model of school Improvement Package ideas	Hannah
Talk to staff and get drawings of ideas	Brenda
Contact Ross Harvey re grounds	Brenda
Other options for petrol purchasing	All members
Contact Ross Hampton re camps with Covid19 situation	Brenda