

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

25th November 2020 at 5:30pm

CHAIRPERSON'S WELCOME

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

Apologies: Hannah Taylor

Absent:

A request for leave from Hannah has been made but this has not been able to be granted prior to the 3 absences. Katie will talk to Hannah and look into the process.

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 13th October 2020 are accepted as read and that the minutes accepted as read are a true and accurate record

Moved: Katie / Seconded:

MATTER ARISING FROM PREVIOUS MINUTES:

Meeting Time was changed from 5.00pm to 5.30pm

Funds transfer has been made to the new debit account

Martin has the pool qualification. He is happy to fill out the information required.

School House key here for Rob.

Katie is waiting to hear from TJ with the fencing gear quote. Needs to be decided on where the fence goes.

Drip lines are where the planting is currently not, they deep enough that the children won't get sick.

Katie emailed Nick - Treecraft

Alison and Brenda did go on the Daggs rd run. No issues noticed. Changes will need to be made with a change in address of a family.

Alison has talked to lead driver re the medicals.

STRATEGIC DISCUSSIONS / DECISIONS

1.1 POLICY REVIEW

- **Privacy (School Docs)**

All happy with this.

- **Salary Units/Management Allowances (School Docs)**

Alison has contacted NZSTA. At the start of 2021 year these will be looked at and one will be permanent and one fixed term from 2021. The BOT will decide with the Principal on where the units will be going, once the strategic plan is done at the next meeting.

- **Classroom Release Time/Timetable (School Docs)**

This is usually 2 days per term for fulltime and 0.8 and over staff members

1.2 REVIEW 2021 BoT Work Plan

Katie has been through the work plan and changed and added as required. With moving to School Docs this will mean changes need to be made.

The BOT will continue with the School Bus Policies and Procedures and these have been added to the plan.

Assurances from School Docs have also been included in this plan, which Alison will now implement into her Principals report.

HR - performance agreement will need to be changed as not a chronological year.

All members to have a look at this and get back to Katie if any changes are required. This will be adopted at the next meeting in 2021.

MONITORING AND REVIEW

2.1 FINANCE REPORT

Jo presented the Finance Report - See attached report.

First draft of the budget has been started.

A suggestion to have a surplus funds reserve created for the transfer of any annual surplus. With a decreasing roll the Ops grant will also drop. This could provide a little bit of reserve for shortfalls this could cause.

A discussion was held on the review process/ sign off for any debit card purchases on the new account.

Statements will be done monthly, Val to check off purchase invoices against the order book when purchased items are received.

Katie has authorising access and she will authorise any funds transfers which Jo processes.

Jo will then sign off monthly.

Alison needs to purchase RUC and Registration for LYM 321 before the end of the year.

The Pleckville Water Scheme Invoice has been received, for \$822.25. Half of this amount will be 2020, the other half 2021.

The BOT approve the payment of this invoice, as the water code is already over budget.

Moved: Jo / Seconded: Alison

Education Services Limited invoice \$4370.00, for the Block B refurbishment

- **Ratification of Accounts**

MOTION: The Board ratify the payments made in August, September and October and accepts the financial reports as a true and accurate record.

Moved: Jo / Seconded: Katie

2.2 HEALTH & SAFETY

The treads outside Kiwi room lifted but have now been glued back down.

2.3 PROPERTY REPORT

Rob presented the Property Report - See attached.

- **Small and Remote Schools Classroom Improvement Programme**

This was discussed a few months ago and they will be visiting at some stage for lighting etc . This is at no cost to the Board. If any items are in the 5YA plan these can be taken out, but we won't be reimbursed if anything has been done. No idea of when it will happen.

Dean Ashton has left the MOE so we have a new property person.

The \$50,000 balance from the other programme has to be spent by the end of next year

2.4 BUS REPORT

- **Bus Compliance**

See attached report

- **Bus Report**

See attached report.

Any changes since the last meeting have been noted

The Council will look at road signs for bus turning. Alison will check up on this as Jo has contacted them in 2019 for signs but nothing done as yet. This will be chased up with both Tararua and Masterton district councils..

2.5 ASCA

A meeting was held, not a lot to report.

Funding secured from TIS and will be purchasing a dome tent.

Trail Ride will not go ahead next year. ASCA currently has a lot of funds and there is a huge amount of work involved.

2.6 PRINCIPALS REPORT

Alison presented the Principal's Report - See attached.

One late addition to the report was that URF funding was applied for and the application was successful. \$3000 for Tui room Teacher Aid support, \$1000 for Huia to engage boys.

- **Community Survey Results**

See attached. These will be used to assist with the development of the localised curriculum.

- **End of Year Student Data**

Alison presented this report

Maths will continue to be the priority. Cross grouping will be assessed frequently for improvements.

Prizegiving - Alison requested that the BOT are involved in the presentation of trophies. This has been done in previous years. This year we will use 3 elves and 3 fairies and the remainder of Year 7 students will do the emceeing for the evening. 6pm start. Students are currently learning songs for the performance.

Brenda will do a powerpoint of the Year 8 students.

Christmas Party on Monday 14th December. . ASCA doing sausage sizzle. In the afternoon, traditional games with parental involvement. A fun afternoon to end the year. Playgroup will be attending. Alison will put into the next newsletter with some invitations for mailbox drop.

2.7 GENERAL BUSINESS

- **Replacement Server Quote**

The current server is at the end of its life. A quote was sought from Rosasco's Start Up Services for a NAS box. See quote. Needs to be included in the budget for next year.

- **Resolution via Electronic Means**

NIL

- **In Committee**

See below

BOARD ADMINISTRATION

CORRESPONDENCE INWARDS

Teletronics (reply regarding Bus Invoice)

Small or Remote Schools Improvement Programme (email)

CORRESPONDENCE OUTWARDS

Teletronics (Katie regarding Bus Invoice)

AGENDA ITEMS FOR NEXT MEETING

Next Meeting: to be set later

Katie moved that the Board go into committee - 6.48 pm.

An explanation of 'In Committee' was given to Lesley Rogers as a new Board member

The Board returned from In Committee - 7.28pm

Meeting closed 7.30pm

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