

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

27th July 2020 at 4:30pm

CHAIRPERSON'S WELCOME

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

Apologies:

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)

Katie welcomed Alison to the Board and thanked Brenda for stepping in as Acting Principal and doing an awesome job.

CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

MOTION:

That the minutes of the previous meeting held on 17th June 2020 are accepted as read and that the minutes accepted as read are a true and accurate record

Moved: Katie / Seconded: Brenda

MATTER ARISING FROM PREVIOUS MINUTES:

Decision on reporting to parents has been made by Alison

Katie to talk to Alison re Police Vetting

Claire still needs to be removed from the signing authority,

Schoolhouse options need to be carried over to the next meeting.

Hannah to give her drawings to Brenda for Brenda to show staff.

Rob has looked into the petrol purchasing. A Petrol tank is approx \$2500 cost for the smallest size and could be filled by McFall Fuel. Can get a fill of just the amount that would be required monthly. Cannot use drums or tripod tanks. Rob to look into more options for next meeting

Alison checked with the MOE and Camp is all good for go ahead

STRATEGIC DISCUSSIONS / DECISIONS

1.1 POLICY REVIEW

● NAG2 Documentation and Self Review

Review of Effective Governance Questionnaire

The Board has not done a review of their effectiveness. Katie will email the questionnaire to all members to be filled in and returned via email to Katie or bring to the next meeting.

- **NAG 3 Staff Leave.**

Katie has talked to School Docs after the discussion around 'adequate time' wording and they do not recommend changing the wording to a specific time.

Staff Leave form presented by Brenda (School Docs form) and all staff to fill this in

1.2 POLICY REVIEW

- **Bus Policies Overview Discussion (School Docs)**

Katie has been through the original bus policies and School Docs do not cover all the policies and procedures. Katie suggested it is noted that School Docs are an overview and the details of procedures are still valid. All members agreed

- **NAG 5 Bus Safety (Policy 1)**

Looking at the kilometres noted for changeover and considering if this needs to be changed to reflect current warranties. This would also avoid purchase of more than one bus in any one year. Removing the 100,000 kms wording and extending the years. Wording "to be never used for more than 5 years." A bus will need to be sold if it fails 3 COFs.

Katie will check the DR agreement to see what that states.

1.3 BOARD VACANCY

Todd has resigned from the BOT. This position needs to be filled and a decision made on how this will be done. A discussion on the various options that the Board can take. The decision was made to hold a bi-election.

Katie will talk to a possible returning officer.

1.4 BUS PORTFOLIO

- **Portfolio & Sub Committee**

The Bus portfolio is a huge job and is too big for one person. The bus committee does not seem to be working effectively.

A suggestion was made to share portfolios .

Hannah will take on Bus Portfolio and Rob will do Health and Safety along with Property Hannah, Alison and Brenda will meet on Thursday to go over the portfolio and create a list of 'who to go to'. A book will be implemented for any issues.

All bus decisions will now be made at BOT meetings. Alison will handle any staff queries or issues.

Alison to meet with drivers after each board meeting.

Jo is happy to be emailed any questions if needed.

A request that any BOT members are to state if workload is getting too much.

MONITORING AND REVIEW

2.1 FINANCE REPORT (see report)

- **Ratification of Accounts**

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

Moved: Jo / Seconded: Katie

- **School Debit Card** See Jo's report

Kerry from Education Services Ltd recommends the use of a debit card over a credit card. This would be for online purchase and Katie or Jo would sight what was purchased and sign receipts. This will prevent staff needing to use their own personal cards.

MOTION: The Board will organise a school debit card for online transactions . This will be done on a new suffix account and will have a \$2000 limit.

Moved: Katie/ Seconded: Brenda

- **Asset Replacement - Office PC**

Roscco from Roscco's Start Up Service has quoted \$1460 for the new office computer. This has been ordered.

2.2 HEALTH & SAFETY

- **Oak Tree Assessment**

Katie presented an Assessment report from Nick Ellis from Treecraft

After discussion the Board have opted for Option 1, and points 3, 4 and 5 to continue as per usual practice.

This will need to be added to the budget for annual maintenance.

2.3 PROPERTY REPORT (see report)

- **Pool**

The Salt chlorination has had a few issues over the last year.

No one who has shown interest in the caretaking position wants to do the pool. The priority for the pool is to be open for students swimming, and open to the community if possible.

The testing of the water is not an issue as Robin Gardner will continue with this, adding the salt/chemicals is the problem. Option to ask Martin Evans to do the chemicals or getting Clear Pools to maintain.

Hannah is offering to look into what qualification/unit standard is needed and could be interested in taking this role on.

- **Caretaker Job Description**

All members are happy with the job description.

One Interested person has come forward. Alison will invite them in to look at the job description and chat about the role.

All agreed.

Ross has done an amazing job in getting the grounds up to scratch.

A caretaking report from Ross was read by Katie. (see attached)

The native area - A working bee may need to be held.

Check back with ASCA minutes as to how this was going to be maintained. The septic drainage field in the top end will need to be taken into consideration for future plantings. Brenda queried if the students were ever meant to be using it.

The idea was to have students involved in this project. Paths, bridges, family creations etc to be added as the next stage. Some plants have died due to the overgrown grass.

The Board feels this project should be by Community maintenance and not done by the caretaker. This is not included in the job description.

Katie will check back in the ASCA minutes and will then talk to Jane.

Brenda and Alison are very keen to get this finished. Funds could be used for this project instead of stage area if necessary.

2.4 BUS REPORT

- **Controller and Certificate of Knowledge**

Brenda is the current Bus Controller and will remain so.

Brenda and Alison will both sit the Certificate Of Knowledge

- **TSL Update**

All BOT members who are not on this need to be added.

The removal of Russ, Marama, Claire and the addition of Brenda, Alison, Hannah and Katie,

2.5 ASCA

Nothing to report as no ASCA meeting has been held since the last BOT meeting. This is being held next week

2.6 PRINCIPALS REPORT

Alison presented her report.

2 new enrolments have made contact with the school and will hopefully enrol in the next few weeks. If the board have any questions/complaints regarding the 10yr pp Alison will take these to the Kahui Ako meeting on 9th September.

The Learning conversations will be for students as well.

Lockdown safe area - Blinds curtains will also be required.

3.7 GENERAL BUSINESS

● School Camp 2020

Alison presented information on Camp 2020 at Forest Lakes in Otaki, including a possible timetable.

The only week left available is the week of 7th December. Xmas tree night FRiday Camp will be Monday 7th to Wednesday 9th December. The Christmas tree evening is scheduled for Friday of the same week.

\$122 pp for food and accomodation. Additional cost for activities. \$6086 approx cost. Still awaiting response for cost for Off the Loop - full day trip on Weds before coming home.

Looking at day trips for all classes. Tui class would like a day to Castlepoint and options being looked at for Huia and Kiwi

Future camps need to be booked well in advance to avoid the issue of when we can go.

The Board are signing off on the RAMS

● Playground

Katie is forwarding the information to Dean Ashton , MOE.

Hannah is getting quotes for playground equipment. Has received one so far and this would be freight free. Hannah will continue following up on this.

● Logo Consultation Results & Uniform Update

Fabric samples are nailed down.

Having a mock up of uniform being done at the moment,

Results from the survey were Option A - 13, Option B- 76 .

50 students voted, 39 adults (school community and staff)

A coloured mock up of the logo was obtained from Paladin.

This will be put out to the community, via the newsletter, as the final decision.

● **Resolution via Electronic Means**

1. Playground Project.

Katie moved that the Board go into committee at 7.12 pm

Moved out of committee 7.26 pm

BOARD ADMINISTRATION

CORRESPONDENCE INWARDS

BOT Resignation

VTNZ Email - opening of an account

CORRESPONDENCE OUTWARDS

AGENDA ITEMS FOR NEXT MEETING

Next Meeting: 9th September at 5.30pm

Meeting closed: 7.28pm

ACTION TABLE

ACTION	BY WHOM
Police Vetting	Katie and Alison
Remove Claire as bank signatory	Jo
Schoolhouse options	Next meeting
Hannahs drawings for staff to look at	Hannah /Brenda
Fuel tank options	Rob
Email Review of Effective Governance questionnaire/ responses	Katie / All at Next meeting
Check DR agreement	Katie
Create 'who to go to 'list for bus drivers	Brenda, Alison and Hannah

Organise debit card	Jo
Oak Tree Assessment response	Katie
Pool qualification requirements	Hannah
Talk to Martin /Clear Pools re pool chemicals	Rob
Caretaker prospect meeting	Alison
Check ASCA minutes re Native Area	Katie
Gain COK for buses	Alison and Brenda
Forward playground info to Dean at MOE	Katie
Follow up on playground quotes	Hannah
Final logo decision onto newsletter	Katie