

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

9th September 2020 at 5:30pm

CHAIRPERSON'S WELCOME

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

Apologies:

Absent: Hannah Taylor

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 27th July 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:

No staff require police vetting this year.

Rob will get Martin to start the pool in the meantime until Hannah commences. Rob will check with Robin if he will do the daily testing.

ASCA queried about who was going to fund the upkeep of the native garden.

Alison is registered to do her Certificate of Knowledge

STRATEGIC DISCUSSIONS / DECISIONS

1.1 POLICY REVIEW

- **NAG1 Learning Support**

No changes required

- **NAG 3 Appointment Procedure.**

No changes required

- **NAG 5 Child Protection**

No changes required

1.2 BUS POLICY REVIEW

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

The Direct Resourcing agreement states 10 years before buses are required to be changed. Our policy needs to be aligned closer to this.

Currently one bus is 5 years old and has done approx 115000 kms. A discussion on when is best to look at trading in.

Amendment to the Policy

Procedures/Guidelines

2. Our school buses will never be used for more than 7 years. Every 50,000 kms buses will be assessed for road worthiness.

Moved: Alison All agreed

- **Procedure Changes**

Hygiene Safety Covid 19 procedure implemented.

Licensing Procedure - current wording is as follows;

The Board of Trustees will determine annually where our vehicles will be taken for servicing and for COF's

- a. Tararua Automotive Services in Eketahuna for servicing
- b. VTNZ for COF

This will be amended to specify VTNZ Pahiatua as they will now invoice the school.

MONITORING AND REVIEW

2.1 FINANCE REPORT

See attached report

- **Ratification of Accounts**

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

Moved: Jo / Seconded: Katie

The changeover of photocopiers has caused a few issues with payments. Due to the lease running out on the Konica copier, Covid lockdown and the new Fuji copier there have been a few payment issues which is being followed up on with Fuji. Jo has talked to Claire at Education Services and will monitor.

MOTION: The Board of Trustees move to open a new bank account with a debit card, maximum account balance of \$2000. Only one signature required from 2 nominated signatories, with signatories being the Principal and Finance Portfolio holder.

Moved: Jo / Seconded: Katie

A reminder to all members that order numbers are required for all purchases. All members to ensure the order book is used.

2.2 HEALTH & SAFETY

See attached report.

Rob to add everything necessary, i.e weed spray and insecticides, to the online hazard register.

Rob will talk to Worksafe re the pool chemical

Rob will follow best practice to keep this updated.

- **Oak Tree**

Nick Ellis and staff will be out on the 28th September to remove deadwood and to prune any overhanging limbs to reduce the weight.

- **Health & Safety Annual Review Due**

The health and safety walk around needs to be done. Rob and Alison will tend to this.

2.3 PROPERTY REPORT (see report)

Rob read through his report.

A thank you to the Forbes family for the lime. Val to place in the next newsletter.

The bus shed was from Versatile and they have been approached about the damaged side door.

Awaiting a response from them. Rob will follow up on this from here.

The guttering in the corner by the principal's office needs attention. Block A is due in 2022.

Rob to organise a patch up job in the meantime.

- **School House**

Decisions need to be made on what to do with the school house.

If it is tenanted, work will need to be done on the house and access needs to be sorted. Katie suggests a property manager be used if this decision is made, which entails a percentage paid to them.

The proximity to the school would mean prospective tenants need to be considered selectively.

Ball park rent would be \$200 - \$250 weekly.

Rates approximately \$1247 annually

A discussion on if it is a drawcard for principals.

Rob to be given a key so he can monitor the building. Rodent baits will be placed by Rob

- **Maintenance Book**

A red book has been started for anything that needs doing to be written in.

This is held In the Property box file in the office..

- **SIP Projects**

\$12,000 of this money is being used for the playground. Procurement for works and site safety plan all but ticked off. Katie to finalise.

Hannah got a quote for swings which was freight free but needed to be picked up from Palmerston North. Delivery to here will be the better option

Looking to get Josh Roberts to start the project in Term 4. Alison will talk to Robin regarding the noise.

The Stage is not included in this yet.

\$38,000 balance left

Performing Arts area - plans have been received from Hannah. No quote for seating. Backdrop material and the stage over \$10,000. Estimate \$12-15000 for this.

Ideas include; beautify tank area, finish post and rail fence, add native area in for tables, gate etc

Long jump pit needs to be moved. Climbing wall is not used so the long jump could be down there.

Concrete paint.

A working bee will be organised for the native area, during the school day so Huia Room can be involved - a continuation of what they have been doing. Rob to organise this.

Alison has entered a competition with RaboBank which if successful will help with costs.

For Health and Safety reasons the drip lines will be fenced off and no planting in there.

Katie will get quotes for fencing.

Rob will look into the drip lines.

Alison and Brenda would like to have this project all sorted and ready to utilise next year.

Brenda and Ross Harvey to be included in all decisions as they have put a lot of work and effort in so far.

To be held on Tuesday 10th November.

A plan will be made of what needs to be done.

Katie to organise a Lunch time BBQ to be done as a thank you.

2.4 BUS REPORT

- **Proposal for Bus Management**

Alison presented a proposal - see attached

Rob offered that he would take on the bus portfolio if need be, with the new member to take his roles.

Katie suggests going with the proposal for this year and see how it goes. She will take the first roster until the end of the year.

Val will do the driver and bus sections, not the monthly pages.

All drivers have been given a staff survey on Health and Well being

Alison to talk to Kate.

2.5 ASCA

Update

No fundraisers on at the moment

Uniforms were purchased for Netball and Basketball teams

2.6 PRINCIPALS REPORT

Alison presented her report.

Possibility to include playgroup in school activities once back in Level 1

Staffing entitlement has not been received yet for next year. Alison thinks it should be the same as this year.

Etap documents presented. Edge has been causing a few issues. Alison gave some comparisons between Edge and Etap.

Alison to visit St Patricks in Masterton, who have used Etap for 10 years and are very happy with it, and will report back.

Drivers have now been given there 2 reusable masks.

Water test will be taken next Wednesday by Debs Morrison.

Another windy day today and branches are still dropping from the Oak trees

3.7 GENERAL BUSINESS

- **Principal Appraisal**

Katie and Alison met with David Reardon, both very happy with him. A contract has been received from him, \$2560 plus GST for the recommended option. Katie and Alison have been over the contract and will sign and return.

- **Bi-Election**

Kate McKay has taken on the position of Returning Officer. Letter of appointment has been done, \$400 fee which Kate has declined to take.

Call for nominations has been done and the election date will be 23rd October if needed.

Current BOT members are encouraged to actively look for members.

- **File Boxes for BoT**

There is now a file box in the office for each portfolio holder.

- **Laptop - minutes**

MOTION: The Board moved the purchase of a laptop for the minute secretary, up to the value of \$1500-00.

Moved: Katie / Seconded: Brenda

Alison and Val will investigate the options.

- **Resolution via Electronic Means**

1. Returning Officer Appointment.

BOARD ADMINISTRATION

CORRESPONDENCE INWARDS

Caroline Transom - Kahui Ako Stewardship Group

Nick Ellis (Tree Craft)

Dean Ashton MOE - approved SIP funding

David Reardon (Evaluation Associates)- Appraisal contract

King and Henry (Locks)

CORRESPONDENCE OUTWARDS

Returning Officer Appointment (Kate McKay)

AGENDA ITEMS FOR NEXT MEETING

Next Meeting: Tuesday 13th October at 5.30 pm

Meeting closed: 8pm

Val Harvey left the meeting.

The Board moved into committee at 8.pm

ACTION TABLE

| ACTION | BY WHOM |
|---|------------------|
| Talk to Martin and Robin re the Pool | Rob |
| Pool qualification requirements | Hannah |
| Open New Bank Account and obtain debit card | Jo and Alison |
| Online Hazard register to be filled in | Rob |
| Talk to Worksafe re pool chemicals | Rob |
| Health & Safety Walk around | Rob and Alison |
| Thank you to Forbes in newsletter | Val |
| Patch up guttering Block A | Rob |
| School house key to monitor and place rodent baits | Rob |
| Finalise playground SIP project | Katie |
| Talk to Robin re noise around classroom with Playground | Alison |
| Organise working bee | Rob |
| Quote for fences in Native area drip lines | Katie |
| Look into drip lines | Rob |
| BBQ lunch for working bee | Katie |
| Talk to Kate re H&S survey | Alison |
| ETap - visit to St Patricks and report back | Alison |
| Sign and return appraisal contract | Katie and Alison |
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