

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

24TH MARCH 2021 @ 6PM

CHAIRPERSON'S WELCOME

Present: *Katie Falloon, Alison Hill, Lesley Rogers, Rob Foreman, Robin Gardner (Public)*

Apologies: *Johanna McKenzie*

Absent:

DECLARATION OF INTEREST

Rob Foreman – Son in law of Shona Godfrey (Bus Driver)

CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

MOTION: The minutes of the previous meeting held on the 24th February 2021 are accepted as read and that the minutes accepted as read are a true and accurate record.

Moved: *Katie* / **Second:** *Alison*

MATTERS ARISING FROM PREVIOUS MINUTES

- Bus safety signs have been installed near school to warn traffic of school buses turning. BoT will further request to the council that a reduced speed zone be implemented around the school. Alison to ring council and speak with PC Maxine who is coming into school to do road safety tomorrow.

STRATEGIC DISCUSSIONS/DECISIONS

1.1 Policy Review

- Home Learning – No change required
- Financial and Property Management – No change required. The interest register for all employees and board members is currently being updated.

MONITORING AND REVIEW (including PRINCIPALS REPORT)

2.1 Finance

- *Finance Report provided by Jo, read out by Katie.*

MOTION: Payments for January and February 2021 are ratified.

Moved: Katie / Second: Rob

AMENDMENT: The amount for \$82.50 to be written off as outstanding invoices for 2020, as moved at the meeting (24th February) was incorrect. The correct total for outstanding invoices to be written off is \$74.50 (invoice 2053, 2057, 2093).

Moved: Katie / Second: Lesley

2.2 Health and Safety

- Health and Safety Report provided by Lesley. Please see attached report.
- A couple of protruding nails have been found on the playground fort, these have been hammered back in.

- Covid 19 Level Two swimming sports was successful recently with all MoH regulations managed appropriately. The board wishes to continue to see opportunities for our students be available where possible even if we were to move back into level two in the future.

MOTION: The board delegates authority to Alison to organise school events during Covid 19 level two periods so long as Ministry of Health and Education guidelines and regulations are strictly adhered to in the planning and implementation process.

Moved: Katie / Second: Lesley

2.3 Property

- Property Report provided by Rob. Please see attached report.
- Rob proposed the board purchase a gift for Martin for running the pool over the summer months for school. Rob to organise.

MOTION: The board agree to purchase a Thank you gift for Martin Evans for operating the school swimming pool over the summer.

Moved: Rob / Second: Katie

- The oak trees will begin to shed leaves soon. The students enjoy playing in the leaves and helping to pick them up. Rob will bring a bale holder and bale to school and leave out to be filled up. Ross can empty this when required.

2.4 Bus

- Bus report provided and read out by Katie. Please see attached report.

AMENDMENT: Grammatical error in the wording of the Alcohol and Recreational Drugs Policy (NAG 5) Guideline 1, wording. Policy should read: It is not acceptable for bus drivers to be in possession of, supply, consume, or be under the influence of alcohol, illegal drugs, prescription and non-prescription drugs (which may affect your ability to drive), mind altering substances, legal highs, solvents, and other harmful substances when driving the Alfredton School bus or while taking part in any activity organised by the school or on behalf of the school.

- Policy to be updated with new wording immediately.
- Insurance: Bus Insurance is up for renewal. Katie presented the proposed replacement values for the buses from Northco Insurance Brokers Ltd.

2015 Toyota Hiace Reg JDB232	value \$25,000
2016 Toyota Hiace XT TD Reg KGA738	value \$34,000
2019 Toyota Hiace Reg LYM321	value \$40,000
2020 Ford Transit Reg MUQ851	value \$53,166

Values are GST exclusive.

Everyone agreed that these values are fair. Katie to contact Northco Insurance Brokers Ltd and confirm.

- Preschooler's on the bus: There had been some confusion regarding pre-schoolers attending school visits being allowed to travel home on the bus. This was confirmed by all as being allowed so long as they had a suitable car seat/restraint and their parents/guardians had signed the form for this included in the enrolment pack for Alfredton School.

2.5 Principal's Report

- Principal's report provided by Alison. Please see attached report.
- Special Education and Target Students: Alison presented data regarding reading progress for March 2021. Positive progress is definitely being shown as a strong focus on getting children reading is occurring at school presently. Some significant positive shifts for several target students already presenting. Incentives for the children to be reading at home are working and children are enjoying the big write initiative currently in action at school.
- Units for staff need to be revisited, Novopay have suggested these should be per part time for staff. Alison to investigate further.
- Linewize for monitoring the activity on all devices in school was presented by Alison for the BoT to consider. It would make monitoring the activity on school devices more manageable for the staff, especially in the senior room. Linewize offer a package of \$8 per student per year.

MOTION: Linewize is purchased and implemented at school to monitor activity on school IT devices at a cost of \$8 per student per year.

Moved: Alison / Second: Lesley

2.6 General Business

- SIP:
Katie has met with builders who are sending quote through. They are keen to work in the holidays so students are not on sight. Katie and Alison are redoing the Contract works submission for the MOE as requested.

Alison has a new school sign estimate from NZ sign co. Two option presented with new school logo. Green preferred by BoT. Signs are sized at 3000mm H x 1200mm W. Estimated cost approx. \$3000.

Other ideas discussed for balance of SIP funding include:

Zip line/Flying Fox (double) – Katie to investigate further.

New Slide to replace metal slide.

Shade sail or shaded outdoor area which would be usable in all weather.

Matting under swings to replace bark as it is constantly kicked out when swings are in use.

The BoT will investigate these options further.

- In committee:
Motion: The BoT move into committee at 7.13pm.
Moved Katie / All agreed.

Motion: The BoT move out of Committee at 7.40pm.

Moved Katie / All agreed.

Correspondence Inwards:

- Kahui Ako Newsletter

Correspondence Outwards:

- Sympathy Card for Mangatainoka School

Next Meeting Date:

- 19th May 2021, 6pm

Meeting closed: 7.47PM

