

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

19th May 2021 @ 6PM

CHAIRPERSON'S WELCOME

Present: Katie Falloon, Alison Hill, Lesley Rogers, Rob Foreman, Robin Gardner, Kate McKay, Fiona Healey (Minute Secretary)

Apologies:

Absent:

DECLARATION OF INTEREST

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

Johanna McKenzie – Daughter in Law of Sue McKenzie (Librarian & Gardner)

CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

MOTION: The minutes of the previous meeting held on the 24th March 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

Alison has spoken to Linewize and is all good to go.

STRATEGIC DISCUSSIONS/DECISIONS

1.1 2020 Audit – Approved and has been signed off

1.2 Policy Review

- Protected Disclosure
No change required
- Reporting to Parents on Student Progress and Achievement

A midyear report be given to families on each child's progress at the end of Term 2
End of year report provided at the end of Term 4

MONITORING AND REVIEW (including PRINCIPALS REPORT)

2.1 Finance

- Finance Report provided by Johanna. Please see attached report.

Motion: Payments for March 2021 and April 2021 and all accounts are ratified.

Moved: Jo / Second: Katie

-Jo presented the audit report findings to the board. There were no major areas for concern going forward.

Motion: The 2020 Audit report and findings be accepted by the Alfredton School Board of Trustees.

Moved: Jo / Second: Alison

Other:

Suggestion that the stationary account operations change. Decided to leave the stationery account as a trade account. Kerri from Education Services approves.

2.2 Health and Safety

- Health and Safety Report provided by Lesley. Please see attached report.

- Maintenance/Jobs:

Front gate is scraping on the ground, would like to get a new gate and latch.

Katie to get a new gate from Wrightsons \$149 and will invoice the school.

Rob has fittings to install and will install.

Katie has ordered a Livewire sign

Metal slide is dangerous and will have it removed and will board up where it was attached.

A new plastic slide kit is worth about \$5000

Maintenance book Rob and Lesley to review and tick/sign off jobs when completed.

A new lock needed for P.E Shed it is not secure enough.

Lesley has been receiving a list of jobs when she comes to do her Health & Safety check.

Could some of these jobs be given to Ross to complete?

Decided a caretaker's job book is needed for the little jobs. Bigger jobs we organise a working bee.

2.3 Property

- Property Report provided by Rob. Please see attached report.

- Cyclical Maintenance

Possibly in the future making the changing rooms for the pool a bit lighter by painting them and adding lights.

2.4 Bus

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

2.5 Principal's Report

- Principal's report provided by Alison. Please see attached report.

The board to note: Have to have valid reasons for offering fixed term contracts.

2.6 Portfolio Planning

- Succession Planning – Kate to start shadowing Jo learning about the finance portfolio. Kate will help wherever she can across all portfolios also.

2.7 General Business

- SIP Project

Just continuing on with the consenting process with MOE for both projects.

- School House

Need to decide what to do with the house as it is currently sitting empty.

Needs a bit of maintenance

Painting will cost about \$4000

Extractor will need installing if rented

Katie is to get in touch with Property Brokers for a rental appraisal

- Pool – MOE Compliance

Water samples need to be sent for testing monthly when pool is in use. Dec, Jan, Feb, Mar.

NZQA Pool Maintenance certificate, we need a copy of the Certificate for the records.

- Insurance

Swimming pool building is not insured only the contents.

Rob to contact FMG to check out the right policy needed to cover pool and building.

- Learning Support Coordinator Room Plans

Resource room off Tui room to be turned into learning support room

New ramp to be built to the resource room

New table and chairs needed

Heating, light fixtures and blinds to be added also

- Emergency Kits
Send them home as they have outdated food
Keep sausages, bread and iceblocks in the freezer and Muesli bars in the cupboard to feed kids if there was an emergency.

Motion:

That \$200 be put into a civil defence code in the budget. That we buy Sausages, Bread and Muesli Bars and that family emergency kits be sent home.

Moved: Alison / Second: Katie

All in Favour

2.8 Resolution via Electronic Means

- Linewize
All good to go for the start of term 3.

Correspondence Inwards:

- Kahui Ako Term 1 Newsletter
- Kennedy/Percy Email
- Environmental Scan Letter
- Year End Bank Staffing 2020
- 2021 Staffing Entitlement Notice

Correspondence Outwards:

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Next Meeting Date:

- 30 June 2021, 6pm

Meeting closed: 7.55pm

