**MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES**

**10th NOVEMBER 2021 @ 6PM**

***CHAIRPERSON’S WELCOME***

***Present: Katie Falloon, Alison Hill, Kate McKay, Robin Gardner, Johanna McKenzie***

***Apologies: Lesley Rogers, Rob Foreman, Fiona Healey (minute secretary)***

***Absent:***

***DECLARATION OF INTEREST:***

Jo McKenzie – Daughter in law of Susan McKenzie (Librarian and Gardener)

***CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING***

***MOTION:*** The minutes of the previous meeting held 20th October 2021 are accepted as read and that the minutes accepted as read are a true and accurate record.

**Moved: Katie / Second Kate**

***MATTERS ARISING FROM PREVIOUS MINUTES***

none

***STRATEGIC DISCUSSION/DECISIONS***

* 1. **Policy Review**
* **Harassment: no change**
* **Maori Education Success:** link to NELP, Alison to look at wording and let Katie know what changes/inclusions are required.

***MONITORING AND REVIEW (including PRINCIPALS REPORT).***

***2.1 Finance***

Financial Report provided by Jo (see report)

Tracking well to reduce budget deficit.

New code setup for staff first aid within Admin.

Alison has applied for the available 10 days relief funding from MOE will need to go into reserve and be budgeted to come out next year.

*Ratification of Accounts:*

***MOTION:*** The Board ratifies the payments made in August 2021 and September 2021 and accepts the financial reports as a true and accurate record.

**Moved: Katie/ Second: Alison**

**All agreed.**

*Motion from In Committee (20th October 2021)*

***MOTION:*** The Board agrees to Alison initiating a credit account with PB Tech on the school’s behalf in order to be able to purchase technology and receive the discounts available for schools.

**Moved: Alison / Second: Jo**

**All agreed**

Katie has co-signed an application.

**2.2 Health and Safety**

Health and Safety Report - No Report given.

Walk around arranged prior to the next meeting for annual checks to be completed. Lesley and Alison to complete.

Covid 19 -

Constantly changing so trying to keep up. Alison is forwarding information to the Board as it comes in via email.

New Cleaner – great credentials and following all Covid regulations.

Sports trolley out for children to use, cleaning of equipment to take place where necessary.

Production – change to how it will run. Internet capability is an issue for recording and sharing. Two production performances will occur on Friday 12th. Ticketed shows limited to 40 people (including toddlers). Two per family only. Social distancing required with seating. Face masks and scanning tracer app/signing in required.

All staff have had at least 1 vaccination prior to the mandate date.

New Ministry of Health/Ed advice to be released 29th November.

Parents are submitting their vaccine certificates to school if attending school trips.

Parents attending camp are being police vetted.

***2.3 Property***

Property Report provided by Rob (see report)

Alison is still awaiting advice from MOE for use of the pool by the community.

Suggested school families only are granted keys, not wider community use. Sanitiser and QR code available. All agreed with this.

3 Waters questionnaire submitted.

10YPP - pool roof may be an issue.

Block A will get several changes.

Lighting – will come out of Small and rural schools funding.

Heat pumps will be replaced as they are too small and not suitable for the room.

Roof reports not yet finalised.

MOE will be matching funding to develop modern learning spaces.

Painting of pool changing sheds has begun.

***2.4 Bus***

Bus compliance report provided by Katie (see report)

Drivers meeting planned for 7th December 2.15pm

Need to assess the lead driver role and adjust job description where necessary.

Logging now happening on Daggs Road and Castlehill Road, companies have been contacted. Drivers have radio channels for contact. Trucks will avoid school bus times where possible.

***2.5 Principal’s Report***

Principals Report provided by Alison (see report)

Recent new enrollment.

Attendance has exceeded target.

***2.6 General Business***

- Ratification of Staffing for 2022

Natasha 0.8 (offered and accepted).

Robin 0.7 + 0.1 Board funded (offered and accepted).

***MOTION:*** The board accepts the staffing allocations for 2022.

**Moved: Alison / Second: Jo.**

**All agreed.**

- Staff Leave (Rebecca Harvey)

***MOTION:*** Rebecca Harvey is granted paid leave for the purpose of attending Jury Duty for up to two weeks from the 29th of November 2021. Alfredton School is to be reimbursed any compensation made to Rebecca for her duty.

**Moved: Katie / Second: Jo**

**All agreed.**

- KMP: Valery has requested all board members please complete their 2021 KMP (time spent on board matters each month) and return to her as soon as possible.

- School House, Rental Compliance: The quote for the kitchen extraction fan has been received from Managh Electrical. The cost to install a kitchen fan and to fix an issue with the earth (outside of house) will cost $1245.01

As the power has been disconnected at the schoolhouse for over 6 months an electrical code of compliance must be issued by an electrical inspector before it can be reinstated. Katie will organise this to happen before the kitchen fan installation.

***MOTION:*** The board agrees to accept the quote of $1245.01 from Managh Electrical and have the kitchen extraction installed and earth repaired at the Schoolhouse.

**Moved: Katie / Second: Kate**

**All agreed.**

-Native Garden:

Bamboo removal by digger organised. Need to find a suitable spot to create a burn pile.

Leavers tree organised by Jane, will be planted this week.

-Prizegiving 2021

Plan 1:

Children play games.

ASCA does lunch.

Prizegiving straight after lunch.

We have 27 families – if all families attend it will be two only per family.

Helpers will fall outside the 100 limit.

Families sit together and socially distance.

Will all be outside.

Plan 2:

Split prizegiving Y0-4, Y5-8

Need to know numbers.

Pre ordered, pre paid food

Advice received on the 29th November will inform a final decision on how to proceed.

**2.7 *Resolution via Electronic Means:***

None

**2.8 In Committee**

***MOTION:*** The board move into committee at 7.39pm

**Moved: Katie / All Agreed**

***MOTION:*** The board move out of committee at 8.02pm

**Moved: Katie / All Agreed**

*Correspondence Inwards:*

Managh Electrical Quote for School House

*Correspondence Outwards:*

***Next Meeting Date:***

Tuesday 7th December 6pm

***Meeting Closed:***

8.05pm

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| ***Action*** | ***Responsibility*** |
| NELP wording for SchoolDocs change to Maori Education Success policy review. | * Alison to determine wording changes. * Katie to contact SchoolDocs with changes. |
| H&S Annual Checks | * Lesley * Alison |
| Confirm Schoolhouse electrical work and organise Electrical inspection for Code of Compliance | * Katie |
| KMP - Board members hours | * All Board members |