

MINUTES OF THE ALFREDTON SCHOOL BOARD OF TRUSTEES

24TH FEBRUARY 2021 @ 6PM

CHAIRPERSON'S WELCOME

Present: Katie Falloon, Alison Hill, Lesley Rogers, Rob Foreman, Johanna McKenzie

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)

BOARD COMPLIANCE AND BEST PRACTICE:

1.1 Elect Chairperson

Lesley nominated Katie, seconded Rob (accepted).

1.2 Role of Chairperson

Katie gave a brief rundown of the role of chairperson, this information is in the BOT handbook if required for review at any stage.

1.3 Delegations

Resolutions:

For any Personnel and Staffing matters the board authorises a sub-committee, consisting of the Principal and any two other trustees, to have delegation where necessary.

For any Behaviour Management matters the Board authorises a sub-committee, consisting of the Principal and any two other trustees, to have delegation where necessary.

MOTION: The above sub-committee's will have full decision-making responsibility on behalf of the Board. They may refer back to the Board if they deem it necessary.

Moved: Katie, Seconded: Rob

All agreed.

The bus committee holds full authority to make any decisions.

- This resolution was deemed to be no longer necessary as the need for a bus committee no longer exists where bus management is concerned. Alison manages the buses and consults where necessary with the BoT.

MOTION: Remove the authority from the 'bus committee' to make decisions for the bus operations and management.

Moved Katie, Second Rob.

All agreed.

1.4 Trustee Code of Behaviour

A mention of this code of behaviour and reminder to all members.

1.5 Staff Rep

There is a current vacancy for a staff representative on the board. The Returning Officer (Kate McKay) has a by-election process underway with a 63day period for nominations as per new election rules. Kate will keep the bot informed of progress.

1.6 Board Vacancy

The current parent representative vacancy was resolved to be filled via selection. Katie has prepared a notice of intention to appoint via selection for the school community. This will be emailed out to all school community families, placing a notice in the local paper is no longer required.

The notice will also be put in the school newsletter next week.

CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

MOTION: The minutes of the previous meeting held on the 10th December 2020 are accepted as read and that the minutes accepted as read are a true and accurate record.

Moved: Katie / Second: Lesley

All agreed.

MATTERS ARISING FROM PREVIOUS MINUTES:

Alison had no communication from the council with regards to the request for bus turning/zone signs and the possibility of a reduced speed zone around school.

Alison will contact the council again for an update.

STRATEGIC DISCUSSIONS/DECISIONS

2.1 Charter

Alison shared the final draft strategic plan and Analysis of Variance.

Alison reminded the BoT that a new strategic plan will be developed for 2022 as we are in the third year of the current strategic plan.

MOTION: The board will approve and adopt the 2021 strategic plan

Moved: Katie / Second: Jo

All agreed.

MOTION: The BoT accept the Analysis of Variance.

Moved Alison / Second: Katie

All Agreed.

2.2 Bus Policy Review

Bus policies were set to be reviewed in a staggered fashion during the year but are all current in need of review.

Bus Policy – NAG 4, Private Usage

No Changes required.

Bus Policy – NAG 4, Bus Operations:

No Changes required.

Bus Policy – NAG 5, Alcohol and Recreational Drugs:

Questions raised around the use of non-prescription and prescription drugs as these may be necessary for the driver to have/take but do not impair driver in any way.

MOTION: Bus Policy (Nag 5, Alcohol and Recreational Drugs) to state under guidelines (1) 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, mind altering substances, legal highs, solvents, and other harmful substances (which may affect your ability to drive) when driving the Alfredton School bus or while taking part in any activity organised by the school or on behalf of the school.

Moved: Alison / Second: Katie

All agreed.

Bus Policy – NAG 5, Driver Safety:

Rob enquired if the drivers were all aware of their point of contact for concerns. Alison assured everyone that the drivers were aware they needed to come to her as their first point of contact.

No changes required.

Bus Policy – NAG 5, Bus Routes:

No changes required.

Bus Policy – NAG 5, Student Safety:

No changes required.

All changes to the above policies will be updated by Alison and reviewed and signed off by Katie.

2023 will be the next review date for bus policies unless deemed necessary earlier.

MONITORING AND REVIEW (including PRINCIPALS REPORT).

3.1 Finance

Financial Report provided by Jo (see report)

- In addition to the report provided by Jo it was noted that there were accounts outstanding which totalled to \$82.50 for Hockey Subs.

MOTION: Outstanding accounts for Hockey Subs totalling to the value of \$82.50 be written off.

Moved: Jo / Second: Rob

All Agreed.

- The items of significance for January no longer are classed as items of significance.

Surplus Account: The Board have opened a new bank account designed to be used for the transfer and use of surplus funds when deemed necessary by the board.

MOTION: \$37, 000 of surplus funds from the 2020 year be transferred into the 'surplus account'. Jo and Katie to action.

Moved: Katie / Second: Rob

All agreed.

Ratification of Accounts:

MOTION: The Board ratify the payments made in November 2020 and December 2020 and accepts the financial reports as a true and accurate record.

Moved: Jo / Second: Alison

All agreed.

2021 Budget:

Alison noted for the Board that the full amount for the William Pike Challenge fees is included in the budget.

It is also noted that due to last minute changes for the 2021 budget, the budgeted deficit is \$17,216 which differs from the amount reported in the financial report provided by Jo.

MOTION: The Board approve and adopt the 2021 Budget.

Moved: Katie / Second: Lesley

All agreed.

3.2 Health and Safety

Health and Safety Report provided by Lesley (see report)

- In addition to the report Lesley also informed the board of an incident which occurred while a gate was being installed at school between the school grounds and school house. A water pipe was struck (and repaired) underneath the water pipe were electrical cables (not damaged). Signs will be organised for the gate to warn of live cables underneath (Katie to organise).

Sprays/Chemical:

Concern has been raised by members of the school community regarding which chemical sprays are used and where within the school grounds.

This will need to be monitored and decisions made around which chemicals are fit for purpose and the locations and timeframes within which they can be used.

Katie presented the School Docs policy on chemicals and sprays.

It is noted we need to have a hazard register with the safety data sheets of any chemical used.

Katie has provided the safety data sheets for current known sprays and also fuel used.

H&S Other:

-Gates require signs to make people aware they need to be kept shut. Katie has sourced signs for the bus area gate. Katie will source other signs for the front gate.

-Bark needs to be raked back underneath swings, options for safety matting to go underneath swing also to be sourced.

-Exposed chain on climbing wall needs to have rubber pipe reattached, attempt to re-screw, if this doesn't work we will look for other options.

-After an H&S incident involving the large metal slide it has highlighted the need for repair or replacement. The cost of replacing the slide will be looked into, this could be included in SIP projects.

-Covid level two requires the limited use of equipment/toys at school as everything needs to be cleaned each day. In order to still allow the children to have use of the sandpit and sandpit toys we would look to use a system whereby the toys are washed each day in a large vessel of water and detergent. Lesley to organise.

3.3 Property

Property Report provided by Rob (see report)

3.4 Bus

Bus report provided by Katie (see report)

Alison has been in touch with Bill for Ross to complete courses.

3.5 ASCA

Uniforms are in the stage of being finalised and order submitted. Process has been slow due to Covid but once order is submitted it will be approximately 8 weeks for production.

3.6 Principal's Report

Principals Report provided by Alison (see report)

Alison wanted to highlight for the Board the staffing noted within her report.

Novopay had requested the Principal Release position be structured as 0.6 permanent (Currently 0.5 permanent & 0.1 fixed term) for their ease. Alison has instructed them they are to use the current structure and not change anything.

3.7 General Business

IPads for staff:

Alison requested an iPad for each classroom teacher so they are able to capture learning through photographs, videos etc. and use these for seesaw reporting with ease and not have to share with the students. 4 iPads would be required and Alison wished to source these through PBT at a cost of \$651.30 excluding GST.

MOTION: 4 iPads at a cost of \$651.30 exc GST each be purchased for the teaching staff to use.

Moved: Alison / Jo

All agreed.

Server Replacement/NAS deck (Rosco):

The current school server needs attention. Rosco has recommended a NAS deck as a replacement. The quote given is approx. \$3000 inc GST for the NAS deck and a further \$400-\$500 in labour costs. This has been included in the 2021 budget.

MOTION: Rosco to provide and install a NAS deck at school as per the current quote.

Moved: Alison / Second: Rob

All agreed.

School Investment Package (SIP)

We need to make some plans and finalise what we would like to do with the remaining balance of the SIP funding as all projects need to be complete at the end of 2021.

The remaining balance is approx. \$38,000

Ideas include:

New school signage (new school logo displayed)

Finish post and rail fencing

Another climbing structure in the playground. Alison presented examples to the board and will gather quotes to email to all.

New playground (\$12,000 SIP funding committed to this project) is likely to be installed early April once playground equipment is received from supplier in late March.

Any project over \$10,000 will require Ministry consent, best to do one large project that incorporates everything if possible.

A new Ministry Advisor for Property is now working within our area. Arno Bosman will come out to Alfredton School on Friday 26th Feb to catch up.

All SIP project progress will be emailed to all board members so necessary decisions can be made via electronic means.

Resolution via Electronic Means:

None

Correspondence Inwards:

Kahui Ako Invitation to BoT (Iain Anderson)

Auditlink Questionnaire

Correspondence Outwards:

Response to Auditlink

Next Meeting Date:

24th March, 6pm

Meeting Closed:

7.30pm

